



ATTENTION! Do not sign and submit your application without prior approval from your KIC Advisor. You must have a new I-20 with a STEM OPT Extension request listed on top of page 2 from the Kearney Center. Incomplete and inaccurate submissions increase your likelihood of OPT rejection.

Filing I-765 Form Online

STEM OPT EXTENSION (C)(3)(C)

Step 1: Gather Required Documents

In order to file your Form I-765 online you will need digital copies of the following documents. *Please note, these documents must be scanned in order to upload to the USCIS system.*

- 1 new passport style photograph
- Copy of valid passport page
- Copy of visa
- Copy of I-94 record (<https://i94.cbp.dhs.gov/i94/#/home>)
- Copy of current, unexpired EAD card (front & back)
- Copy of your MNSU diploma
- Copy of transcripts issued by MNSU indicating the date of graduation and level of the degree conferred (unofficial transcripts are acceptable)
- STEM OPT Extension I-20 & SEVIS Event History pages → **these two documents will come from your KIC Advisor AFTER you meet with them to review your online application and after they've received your Form I-983.**

Please note: the Form I-983 is a document that you need to complete with your employer. This form is NOT uploaded to your online application but is needed before receiving your STEM OPT Extension I-20.

Acceptable Characters

As you are uploading documents, please note that the only characters allowed in document file names are:

- English letters
- Numbers
- Spaces
- Periods (.)
- Hyphens (-)
- Underscores (_)
- Parentheses ()
- Please do not use special characters or non-English letters.

Acceptable File Formats

Photos: JPG, JPEG, PNG

Documents: JPG, JPEG, PDF, TIF, TIFF (.doc or .bmp files are not allowed)

Maximum size: 6MB per file

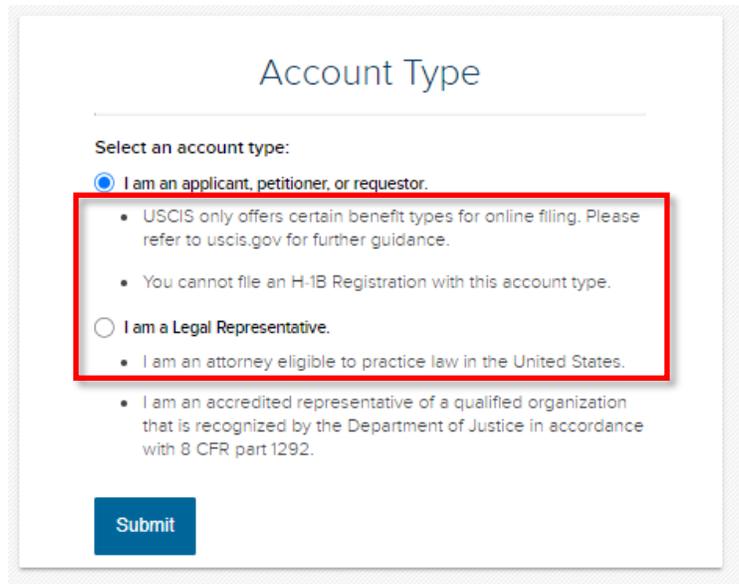
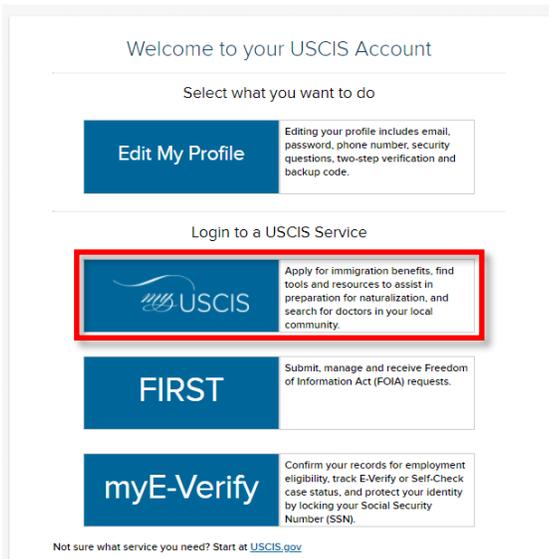
Please also note that foreign language documents must have an English translation

Step 2: Create a NEW USCIS online account (using a new email address)

Go to <https://myaccount.uscis.gov> and click "Create an account." Complete registration process, including setting up two-step verification. You will be required to use the two-step verification process every time you log in.

Step 3: Begin Your Application

Log in to your USCIS account. Click the "myUSCIS" button. The first time you log in you



will be prompted to choose an account type, select "I am an applicant, petitioner, or requestor."

Next, select "File a Form Online" under "Select What You Want To Do."



Then, under "File a Form," select "Application for Employment Authorization (I-765)."

Application for Employment Authorization (I-765)

Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:

- Pre-completion OPT - (c)(3)(A) eligibility category;
- Post-completion OPT - (c)(3)(B) eligibility category; or
- a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category.

For all other eligibility categories, you must submit a paper [Form I-765](#).

Petition for Alien Relative (I-130)

Application To Extend/Change Nonimmigrant Status (I-539)

[Start form](#)

[Cancel](#)

You will be brought to a page with an overview of the online filing process, including eligibility requirements, required documents, payment details, and action items you may need to take after submitting Form I-765. **Please read this page carefully** and contact your assigned Kearney Center advisor if you have any questions.

Review the "Completing Your Form Online" section carefully. Note that your responses will be automatically saved. If you log out, you may log back in and resume where you left off last time.

Step 4: Complete the Form

Section 1- Getting Started

Fill out all required questions in this section.

- **Basis of eligibility—you will need to choose**
 - You will need to choose **c(3)(C) for the STEM Extension.**
- **What is your degree?**
 - This will either be “Bachelors” or “Masters” and you can additionally include your major’s CIP Code (found on Page 1 of your I-20).
- **What is your employer’s name as listed in E-verify?**
 - This is the company name that you are employed with.
- **What is your Employer E-verify company Identification number or a valid E-Verify client company identification number?**
 - This number you can get from your employer. *Please note: this number is **not** your company’s EIN, it will be a different number that is typically anywhere from 4 to 8 digits long.*
- **Reason for applying**
 - STEM OPT Extension applicants should select **Renewal of permission to accept employment.**
- **Have you previously filed Form I-765?**
 - You will want to select **“YES”** since you filed this form for Post-Completion OPT, and now you are applying for STEM OPT Extension.

What is your eligibility category?

⚠ You can file your request online only for certain eligibility categories

If your eligibility category does not appear on the drop-down list, you must file a paper [Form I-765](#). If you submit online and are not eligible for one of the listed categories, your application may be denied.

(c)(3)(C) STEM Extension

(a)(12) Temporary Protected Status Granted

(c)(3)(A) Student Pre-Completion OPT

(c)(3)(B) Student Post-Completion OPT

(c)(3)(C) STEM Extension

(c)(11) Parole

What is your degree?

What is your employer's name as listed in E-Verify?

What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?

Section 2- About You

Carefully fill out all required information in this section. The questions are mostly self-explanatory, but please take note of the following items:

- **Your immigration information**
 - Information about your Form I-94 can be found [on the CBP website](#).
 - Be sure to select the correct immigration status, as the list of available statuses is quite long (F1 - Student, Academic, or Language Program).
 - Your SEVIS number can be found on the top left corner of your I-20.
- **Other information**
 - Your A-number is also known as your USCIS number, which can be found on the front of your previously issued EAD card.

Section 3- Evidence

Carefully scan and upload copies of all the required documents and photos in this section.

- **2 x 2 photo**
 - Be sure to review the guidelines for taking and uploading a photo. Selfies are not acceptable, and the picture must be taken on a plain white or off-white background. Upload your photo to the Photo Tool on the Department of State's [Passport Photos](#) page to create an acceptable passport style photo. Your application will not be approved without a photo.



File name	Document	Action
Sample Student ...jif	2 x 2 photo	Delete

- **Form I-94**



In this evidence section you will upload multiple documents.

- Upload a copy of your I-94. Label the document by choosing I-94 from the dropdown menu. Refer to the [CBP website](#) to obtain a copy of this form.
- Upload a copy of your passport. Choose PASSPORT OR TRAVEL DOCUMENT from the dropdown menu.



If you have more than one passport number, upload copies of BOTH your old and new passport!

- Upload a copy of your visa. Choose PASSPORT OR TRAVEL DOCUMENT from the dropdown menu.
- **Employment Authorization Document**
 - Upload a copy (front and back) of all previously issued EAD cards you received from the USCIS
- **Form I-20**
 - In this section you will upload multiple documents.
 - Upload a copy of the I-20 with requested STEM OPT employment dates on Page 2. The Kearney International Center will provide this document. **Sign your new I-20 at the bottom of page 1.**

- Upload a copy of the SEVIS Event History. The Kearney International Center will provide this document.
- **College Degree**
 - Upload a copy of your MNSU Diploma **and** a copy of transcript (unofficial or official) indicating the degree level and major field of study of your STEM degree
- **Institution Accreditation**
 - *This section is only applicable if you are applying for STEM OPT extension based on a previously earned STEM degree. If you are applying for STEM OPT extension based on your Post-Completion OPT Degree you earned at MNSU, you do not need to upload anything in this section.*



Before going to the next section, check that you have uploaded the correct evidence files by clicking on the file name and downloading a copy.

Section 4- Additional Information

You can choose to use this section to provide any additional comments or information that you could not fit into the previous sections.

Example #1: If you have a previous SEVIS number:

- **Section:** Select "About You";
- **Page:** Select "Your immigration information";
- **Question:** Select "What is your Student and Exchange Visitor Information (SEVIS) Number (if any)?"
- **Additional information:** Enter your previous SEVIS ID number, the name of the institution, degree level, and program start date. For example:
 - N00000000000
 - University of Minnesota, Twin Cities
 - Bachelor's
 - 8/15/2016 - 5/20/2020

Example #3: If you have previous CPT authorization:

- **Section:** Select "Evidence";
- **Page:** "Post-Completion CPT or OPT";
- **Question:** "Post-Completion CPT or OPT";
- **Additional Information:** Enter the type of authorization, employer, full- or part-time status, dates, degree level, and SEVIS ID. For example:
 - Employment Type: Part-time CPT
 - Employer: Target
 - Location: Minneapolis, MN
 - Dates: 5/31/2018 - 9/1/2018
 - Degree Level: Master's

Additional Information

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

Section
Evidence

Page
Post-Completion CPT or OPT

Question
Post-Completion CPT or OPT

Additional information
CPT, Amazon, Part-time
5/31/2018 - 9/1/2018
Master's
N00123456789

66/500

Step 5: Review Form with Your Kearney Center Advisor

Before submitting your online Form I-765 application, you will need to meet with a KIC Advisor to review your application. Schedule a meeting with a KIC Advisor via [MavConnect](#). During the meeting, you will share your screen with your advisor so that you advisor can confirm your application has been completed correctly.



Do not continue to the next section without reviewing your application with your Kearney Center Advisor first!

Step 6: Digitally sign and submit your application.

After getting approval from your Kearney center Advisor, review your information one more time, digitally sign and submit your application.

Section 4- Review and Submit

The system will alert you of any errors or incomplete fields and will give you the opportunity to make corrections. However, please also manually review each section of the form to ensure that you are submitting accurate information under "Your application summary." You will also have the opportunity to download a .pdf copy of your responses, which you may save for your records by clicking "View draft snapshot."

After you review your application, you must indicate that you can read and understand English. You will then be required to provide a digital signature by typing your full legal name to confirm that all information you submitted is accurate as of the time of filing.

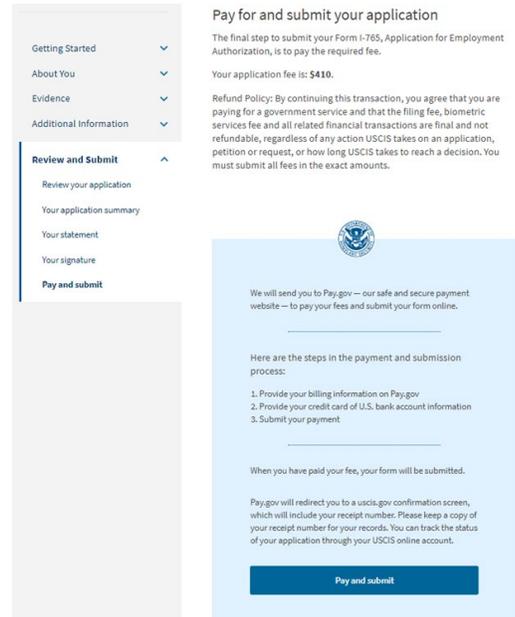
The screenshot shows the 'Review and Submit' section of the USCIS online application. On the left is a navigation menu with 'Review and Submit' selected, containing 'Review your application', 'Your application summary', and 'Your statement'. The main content area is titled 'you want before you submit it.' and includes a 'Your fee' section with a blue bar indicating 'Your form filing fee is: \$410'. Below this is a 'Refund Policy' notice: 'Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.' An 'Alerts and warnings' section shows a green checkmark and the message 'We found no alerts or warnings in your application'. At the bottom are 'Back' and 'Next' buttons.

Step 7: Pay the Filing Fee

After you sign your application in the previous step, you will pay your [filing fee](#) (\$410). Filing online allows you to pay using a credit card, debit card, or withdrawal from a checking or savings account. After you click "Pay and submit," you will be taken to [pay.gov](#) to complete your payment. Please note that the USCIS filing fee is not refundable. Avoid clicking Back or Refresh on your browser. If you are not ready to complete the payment, click Cancel to be taken back to the USCIS online portal.



Use pay.gov to submit a payment via credit card, debit card or bank withdrawal.



*Click "Pay and submit" to be taken to pay.gov. The application fee is currently **\$410**.*

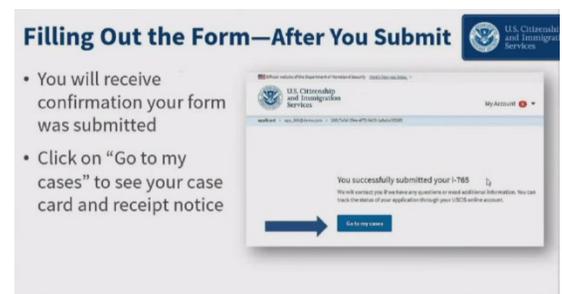
Step 8: Final Steps

After you finish your payment, you will be redirected to a confirmation screen. Click "Go to my cases" to view your case card and receipt notice. Please save a copy of your receipt number for your records.

Once your application is submitted and payment received, you will use your online account to:

- View your receipt notice
- View biometrics notices (if applicable)
- Review Requests for Evidence (RFEs)
- View your case status (via the "Case status" tab)
- View a PDF of the completed Form I-765
- View your Decision Letter.

All notices will also be **mailed** to the mailing address you indicated on your form.



After you submit: You will receive confirmation your form was submitted. Click on "Go to my cases" to see your case card and receipt notice.