

**LSUHSC/NO**  
**24 Month STEM Extension:**  
**I-765 Application Instructions**

Once the LSUHSC/NO Designated School Official (DSO) has received the student's request for a STEM extension (a completed form I-983) SEVIS processed the request and issued a form I-20 for this purpose, the student must then prepare for submission to USCIS form I-765 with applicable fee and documentation as follows:

- Form I-765 and form instructions can be downloaded at [www.uscis.gov](http://www.uscis.gov) under forms.
- As of 12/23/2016 the application fee is \$410. Check/money order should be made payable to US Department of Homeland Security
- Form I-765 must be filed with the USCIS Lockbox Facility with jurisdiction over the student's place of residence per form instructions and received **BEFORE** the student's current OPT employment authorization expires and **no later than 60 days** after Designated School Official's signature on I-20
- If form I-765 is properly and timely filed, the student's employment authorization is considered automatically extended for up to 180 days while the EAD application is pending. **To be considered timely filed, the I-765 petition must have been received by USCIS, not just a SEVIS request made and I-20 issued.**
- Form I-765 should indicate the code of (c)(3)(C) at item 16
- Form I-765 should contain the requested information on the student's degree and the employer's E-Verify Company or Client Identification Number at item 17. When asked to list the degree in item 17, the student should list exactly as shown on his/her form I-20 with the CIP Code listed on page 3 of form I-20.

In addition to the application fee, the following documentation should be submitted with the form I-765:

- A copy of your degree which reflects the degree as well as your major field of study. SEVP and USCIS have stated transcripts or copies of diplomas that indicate the level of the degree **and** the field of study would be acceptable.
- A copy of the Form I-20 with STEM recommendation issued and signed by the Designated School Official (DSO) within 60 days of filing. This form should also be signed by the student.
- Copy of Letter of Offer from Employer
- Copies of all pay stubs from OPT employment to confirm compliance with no more than 90 days of unemployment during initial OPT authorization
- A copy of passport
- A copy of form I-94 (front and back)
- A copy of current EAD authorizing initial post completion OPT
- Two photos per I-765 instructions

Upon receipt of extended EAD, the student should provide a copy of the EAD via email to the LSUHSC/NO ISO DSO.

It is important the student remember to submit timely "Student Validation Reports" to the LSUHSC/NO ISO DSO according to previous instructions provided.