

Go to <https://www.uscis.gov/i-765> and create a USCIS account:

<https://myaccount.uscis.gov/>

- Once your account is created, sign in and enter the verification code sent to your phone.
- Click on myUSCIS and then File a Form online
- File a form: select Application for Employment Authorization (I-765). Read the information on the next pages and click Next.

If you have previously filed OPT online and your address has changed, please submit a change of address with USCIS PRIOR to completing your STEM OPT EXT application.

What is your eligibility category? Select (c)(3)(C) STEM Extension.

What is your degree? Enter your academic level and degree (example: Masters of Science in Computer Science) Enter the CIP code found on your I-20.

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

What is your employer's E-Verify company identification number or valid E-Verify client company identification number? Enter your employer's E-Verify Number (not the EIN). The number is 4-7 digits.

What is your reason for applying? Select renewal of permission to accept employment.

Have you previously filed Form I-765? Select yes.

Is someone assisting you with completing this application? Select no, unless you have a legal representative helping you.

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What is your current legal name? Enter your name as it appears on your passport.

Have you used any other names since birth? If you have never changed your name legally, select no. If you have, then select yes.

How may we contact you? Enter your phone number and email address (enter your personal email address). Click Next.

What is your current U.S. mailing address (use one that will be valid for at least 3-4 months in the future)? List the address where you would like your STEM OPT card sent. For WIU, enter School of Graduate Studies, 1 University Circle, Sherman Hall 116, Macomb, IL 61455.

Is your current mailing address the same as your physical address? Select yes or no and then use selected address provided by USCIS.

What is your gender? Select male or female.

What is your marital status? Select single, married, divorced or widowed, click Next.

What is your city, town, or village of birth? Enter this information.



You can upload a copy of your visa in this section, but it is not required. Click Next.

If you have had any previous SEVIS ID number, provide that information here.

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Check your application before you submit: Review before you submit.

Your application summary: Click on draft snapshot and save a PDF.

Your statement: Read and check the box. Click Next.

Applicant's Declaration and Certification: Read and check the box.

Your signature: Type your full legal name. Click Next.

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- Click Pay and submit and you will be taken to Pay.gov to pay the fee.
- Choose your payment information.
- Once submitted, you will see a screen that confirms your successful submission or receive an email confirmation.