Applicant: _____ N_____

            Last Name,   First Name   SEVIS ID Number

For the I-765 application for Optional Practical Training STEM Extension for the above listed applicant, the following documents have been enclosed:

_____ Check or money order in the amount of $380, made payable to Dept. of Homeland Security

_____ Two 2"x2" color photos, with a full face, front view

_____ Form I-765

_____ A copy of the I-20 issued recommending OPT STEM extension (1st and 3rd pages)

_____ A copy of the applicant's I-94 card, front and back

_____ A copy of all previous I-20s issued to the student

_____ A copy of the bio page of the applicant's passport

_____ If applicable: A copy of any previous EADs

_____ If applicable: A copy of the change of status approval notice

_____ If applicable: A copy of the transcript for the degree (for 17 month STEM extensions only)

_____ Form G-1145 E-Notification of Application Acceptance

The PDSO for the College of William and Mary is Stephen Sechrist. E-mail sjsech@wm.edu; Tel. (757) 221-3437. Thank you.

Instructions for Completing the Employment Authorization Application Form (I-765) for OPT STEM Extension

It is strongly recommended that you fill out the PDF version of the form, then print and sign it. USCIS prefers the information typed in, not handwritten. A fillable I-765 form is located on the USCIS website.

I am applying for: Check "Renewal of my permission to accept employment."

1. **Name:** As it appears in your passport. First enter your family name in capital letters, then your given names.

2. **Other names used**: If you changed your legal name (e.g., for marriage) or if when you renewed your passport, the English spelling of your name changed, indicate that previous name here.

3. **Address:** Use our address (recommended because the post office cannot forward immigration mail)

   Address in the United States: Reves Center W&M PO BOX 8795
   Town or City: Williamsburg   **State:** VA   **ZIP Code:** 23187-8795

* If you prefer to use your own address, please make sure that you have a valid address.

Questions 4,5,6,7,8. **Citizenship, Place of Birth, etc.**: These are self-explanatory.

9. **Social security Number**: If you don't have a Social security Number, leave this blank.

10. **Alien Registration Number (A-Number) or I-94 number (if any):** Your I-94 number is the 11 digit number printed on your I-94 card.

11. **Have you ever before applied for employment authorization from USCIS?** Yes

    Which USCIS Office: Enter "Vermont Service Center" if you lived in Virginia when you filed for your OPT employment authorization.

    Date(s): Put down the duration of your OPT employment authorization on your EAD (e.g., 5/12/2011-5/12/2012).

    Results: "Granted" (Remember to include copies of any previous EADs with your application).

12. **Date of last entry**: This is the date on which you last entered the U.S. Most likely it is the date stamped on your I-94 card.

13. **Place of Last Entry into the U.S.:** This is the airport or land border at which you entered the U.S. and where the immigration officer stamped your I-94 card.

14. **Manner of Last Entry:** If you entered the U.S. in another status (e.g., F-2), then applied to change your status to F-1, enter the previous status here. Otherwise, enter F-1 Student.

15. **Current Immigration Status:** F-1 Student

16. **Eligibility under 8CFR 274a.12:** (c) (3) (C) is the code for OPT-STEM Extension.

17. **Degree:** Indicate here the "CIP" code (a six digit number) and SEVIS degree name <u>as it appears on your I-20</u>. This information is found under "Primary Major" listed on the 3rd page of your I-20. (Example: 11. 0101 Computer and Information Sciences).

Employer's Name as listed in E-Verify: Your employer should be able to provide you with this information**.**

Employer's E-Verify Company Identification Number: Your employer should be able to provide you with this information**.**

Signature: Remember to sign and date the form. Your signature has to be in the middle of the space provided—it should not cross the line above or below.

Composition Checklist: 7 Steps to Successful Photos

You can provide this checklist to the person taking your photos to help ensure successful photos meeting the needed specifications.

1. Make sure photo presents **full head** from top of hair to bottom of chin; height of head should measure 1 inch to 1-3/8 inches (25 mm to 35 mm)

2. **Center head** within frame (see *Photo Composition* example below)

3. Make sure **eye height** is between 1-1/8 inches to 1-3/8 inches (28 mm and 35 mm) from bottom of photo

4. Photograph subject against a **plain white** or **off-white background**

5. **Position subject** and **lighting** so that there are no distracting shadows on the face or background

6. Frame subject with **full face, front view, eyes open**

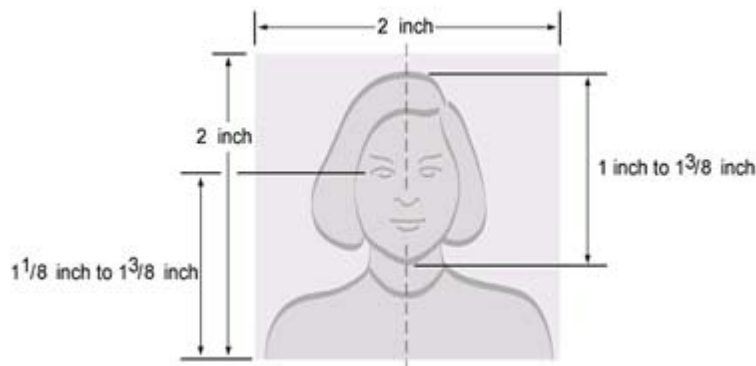7. Encourage subject to have a **natural expression**

Photo Composition

Well- Composed Photos

Where can I get photos taken?

Many students have photos taken at local pharmacies, such as CVS or Walgreens. Massey's Camera Shop (near Aroma's) is another popular option, charging $7.95 for 2 photos (phone: 757-229-3181). The Reves Center does not recommend the W&M ID Office in the Campus Center at this time, as their photos often have a blue tinge and are sometimes rejected by Immigration.

USCIS Mailing Instructions

If you live in….	For US Postal Service Deliveries	For Express Mail and Courier Deliveries
Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, **Virginia**, U.S. Virgin Islands, or West Virginia	USCIS Dallas Lockbox PO Box 660867 Dallas, TX 75266	USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Commonwealth of Northern Mariana Islands.	USCIS Phoenix Lockbox PO Box 21281 Phoenix, AZ 85036	USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034

Reporting Requirements for OPT STEM Extension

All reporting of address and employment changes must be done within 10 days. Required reporting includes:

- Personal name and address changes
- Name and address of your employer and start and end dates of employment

In addition, students with an approved 17-month OPT extension must check in with the Reves Center every 6 months, starting from the date the extension begins and ending when the OPT period ends. When checking in, students must confirm their name and address, employer name and address, and/or loss of employment.

Please submit your changes online using the [Address and OPT Employment Notification Form](#).