STEM Optional Practical Training Application Materials

❑ **Form I-765, Application for Employment Authorization** – This is an online form and can be found at **uscis.gov/i-765**.

❑ **Form I-94** – A print out of your electronic I-94 form. To access the I-94, go to **i94.cbp.dhs.gov/I94**. For students who have the older version of the paper I-94 card, make copies of that document.

❑ **Valid Passport** – Photocopy of photo page, renewal page if original has expired and pages showing amendments, such as name changes, corrections, etc. The document photocopy must clearly show your facial features, contain your biographical information and be valid for at least six months into the future.

❑ **STEM OPT Endorsed Form I-20** – Students must include a photocopy of pages one and two of the Optional Practical Training (OPT) endorsed Form I-20. Each Form I-20 should be printed and hand-signed by the student on page one prior to making the photocopy.

❑ **Passport-Style Photograph** – The online application requires one color passport-style photograph of yourself taken recently. You can use the Department of State's photo composition tool on the online application at **tsg.phototool.state.gov/photo**. Typically, stores – such as CVS, Walgreens, FedEx or UPS – advertising "Passport Photos" are able to issue the required photographs.

❑ **Previously Issued EADs** – Photocopies of the front and back of any previously issued employment authorization documents (EAD).

❑ **Degree** – Photocopy of your degree from The Ohio State University.

❑ **Advising Report** – Downloadable from **Buckeye Link**.

❑ **Official Transcript** – A scan or photocopy of the transcript should be uploaded online with your application. The transcript is available for ordering at **registrar.osu.edu/alumni/index_transcript.asp**.

❑ **Prior STEM Degree** – If you are applying for a STEM OPT extension based on a previously earned STEM degree (earned within 10 years of applying for STEM), include a copy of your prior STEM degree and evidence that the institution is currently accredited by the U.S. Department of Education and certified by the Student and Exchange Visitor Program (SEVP).

❑ **Filing Fee for Form I-765 ($410)** – Pay by credit or debit card (Visa, MasterCard, American Express or Discover). Make sure the card has enough money to cover the fee.