OPT STEM Extension Application Packet Checklist

☐ Completed From I-765 (original): Download form from www.kgi.edu/Admissions/International-Students/Online-Documents.html

- Check the “Renewal of my permission to accept employment” box
- Item #11 put “California” for the question, “Which USCIS Office”. Then, put the date your OPT started.
- Item #16 put (c)(3)(c)
- Be sure to completely fill out Item #17
- Make sure the company is e-verified

☐ Photocopy of your KGI SEVIS I-20 showing the OPT extension recommendation on page 3. This can be obtained from your International Student Counselor.

☐ Photocopy of unexpired EAD (Employment Authorization Document) for OPT

☐ Photocopy of the front and back of your most recent I-94

☐ Copy of your MBS/PPM degree – You may submit one of the following:
  - Official transcript
  - Copy of the diploma showing the level and program of study

☐ Photocopy of unexpired Passport Page(s) – Must show Name, Photograph, Date of Birth, Passport Expiration date.

☐ Photocopy of previously issued I-20s

☐ $380 Check or Money Order payable to “U.S. Department of Homeland Security” – Write your SEVIS ID # (this can be found on your I-20) and Date of Birth across the top of the check

☐ 2 U.S. Passport-Style Photos - Print your name and admission number (found on your I-94 card) lightly on the back in pencil.

☐ On a separate sheet of paper, please include the following information:
  - Email address
  - Job Title/Position
  - Supervisor’s name and contact information
  - Company Information (Name and Address)

☐ Completed G-1145, E-Notification of Application/Petition Acceptance (optional)

Mail your application packet to:

For U.S. Postal Service (USPS) USCIS
PO Box 21281 Phoenix, AZ 85036

OR

For Express Mail and Courier Service USCIS
Attn: AOS
1820 E. Skyharbor Circle S
Suite 100 Phoenix, AZ 85034

It is recommended that you use Certified Mail Return Receipt