Preparing your STEM OPT Application

Steps:
2. Complete I-983 Training Plan with employer. (See instructions.)
3. Submit I-983 to Sarah Stevens. (Must be approved before OPT application can begin.)
4. Get your cashier’s check or money order. (See instructions.)
5. Get your 2 photos – 2” x 2” passport-style. (See instructions.)
6. Make an appointment with Sarah Stevens.
7. Come to your appointment with your forms (on a flashdrive or in email), passport, supporting documents as requested, check and photos.
8. At appointment, discuss dates and receive I-20 with OPT recommendation. Assemble application packet.
9. Mail application.

Checklist:

- G-1145
- I-983 Training Plan
- Job offer letter on company letterhead (E-Verify number listed)
- Official Transcript for STEM degree
- Copy of Diploma for STEM degree
- I-765 (signed in black ink)
- I-94, most recent
- Passport, photocopy
- Visa, photocopy
- SS card, photocopy
- Previous EAD card(s), photocopy
- 2-2”x2” passport-style photographs with your full name and I-94 number written on the back
- Cashier’s check or money order for $410.00 (payable to US Department of Homeland Security)
- New I-20 with STEM OPT recommendation (You will get this from me at your appointment.)

Mail to:

For U.S. Postal Service (USPS) Deliveries:
USCIS
PO Box 660867
Dallas, TX 75266

For Express mail and courier deliveries:
USCIS
Attn: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067