



Office of International Student Services

7502 Fondren Road, Houston, TX 77074

Fax: (281)-3292 Email: [goglobal@hc.edu](mailto:goglobal@hc.edu)

[www.hc.edu/international](http://www.hc.edu/international)

---



Office of International Student Services

7502 Fondren Road, Houston, TX 77074

Fax: (281)-3292 Email: goglobal@hc.edu

www.hc.edu/international

OISS reviews Form I-983 and approves. Issues new I-20 with STEM extension.

Gather all the documents required (list found on Application Checklist, page 2) ELECTRONICALLY

Sign & submit the attached Statement of Understanding & STEM Extension Request Form (page 3)

Make an appointment to have your application & documents reviewed by OISS

Apply by e-filing no earlier than 90 days before the expiration of your current OPT and no later than 30 days before OPT expiration.

Review the General Information Sheet for OPT STEM Extension provided

Assemble the following documents electronically:

[www.cbp.gov/i94](http://www.cbp.gov/i94) (PDF)

with expiration date, valid for at least 6 months  
front and back



: Test it to ensure it will be accepted here: <https://tsg.phototool.state.gov/photo>  
(transcript or copy of your HCU Diploma)

your STEM OPT extension is based on a degree earned prior to HCU, provide proof of accreditation, e.g. screenshot from school or accreditor's website.

Sign the Statement of Understanding & STEM Extension Request Form

Make an appointment with OISS (bring this checklist and application packet with you!)

1. Go to: <https://www.uscis.gov/i-765>
2. Scroll Down and Click "File Online" in the Blue Box.
3. This will take you to a sign in page. Click on "create an account" if you don't have an online USCIS account.
4. Sign up by typing your email twice. Personal email is good to use.
5. It will send a confirmation email to you. Go to your email inbox, check your email, and click the confirmation link.
6. Read the terms of use, scroll down, and click "I agree."
7. Crea0 g 1 36en



Office of International Student Services

7502 Fondren Road, Houston, TX 77074

Fax: (281)-3292 Email: [goglobal@hc.edu](mailto:goglobal@hc.edu)

[www.hc.edu/international](http://www.hc.edu/international)

---

1. From the main USCIS account page, click on "my USCIS."
2. For account type, click "I am an applicant, petitioner or requestor."
3. Click on "File a form online."
4. Select the form you want to file online: Select Form I-765. Click "start form."
5. Read the instructions and click "next."
6. Read through the next page and click "Start."
7. What is your eligibility category? Click the appropriate status and answer the other questions on the page. (For

