

**Bridgewater State University**  
**International and Scholar Student Services**  
**OPT Extension Application Packet Checklist**

**OPT Extension Application to be mailed to USCIS must include the following items:**

- Completed form I-765:** Available at <https://www.uscis.gov/i-765>  
 When completing the form be sure to use code (c) (3) (C). Further instructions can be found at the link above. Please note that not all of the instructions will apply to you. Be sure to look under the Foreign Student Categories and 24-Month Extensions for STEM Students sections.
- Photocopy of previously issued EADs (Employment Authorization Document)**
- An Employment letter** - signed by your supervisor on your employer's letter head.
- Copy of your Official Transcript**
- Photocopy of your BSU I-20 showing the OPT extension dates on page 2**  
*Note: You will receive this copy at Step 2.*
- Photocopy of your most recent 1-94 Departure Record** (<https://i94.cbp.dhs.gov/I94/#/home>)
- Photocopy of Passport Page(s)**
  - Must show Name, Photograph, Date of Birth, Passport Expiration and/or Renewal (if applicable)
- Photocopy of all previously issued I-20s.** (Include OPT and CPT I-20s)
- \$410 Check or Money Order payable to "U.S. Department of Homeland Security"**
  - Write "For OPT extension" on the memo line.
- 2 U.S. Passport-Style Photos**
  - Must be placed in small envelope
  - Write your name and date of birth on back of each photo lightly in pen.
- Completed form G-1145 (optional).** Available at <https://www.uscis.gov/g-1145>

**Mailing instructions:** Visit <https://www.uscis.gov/i-765-addresses> for the most up-to-date mailing address. Be sure to click the Foreign Students section to find the filing location chart.

***\* Important: the appropriate mailing address is dependent upon which state you are currently living in.***

**I-983:** Before your new BSU I-20 showing the OPT extension requested dates on page 2 can be issued you will need to submit a completed I-983 to ISSS. This document must be completed and updated by both you and your employer. This form will be sent to ISSS and kept in your file. ***Do not mail this form to USCIS unless it is requested. This form is not currently required as part of the OPT extension application that you will mail to USCIS.*** The I-983 can be retrieved here: [https://studyinthestates.dhs.gov/assets/stem-opt-hub/story\\_content/external\\_files/I-983.pdf](https://studyinthestates.dhs.gov/assets/stem-opt-hub/story_content/external_files/I-983.pdf)

**Reporting requirements while on OPT Extension:**

You must make a validation report to ISSS and the SEVP OPT Portal (<https://sevp.ice.gov/opt/#/login>) every six months starting from the date the extension begins and ending when the student's F-1 status ends, the student changes educational levels at the same school, the student transfers to another school, or the 24-month OPT extension ends, whichever is first. The validation is a confirmation that the student's name and address, employer name and address, and/or loss of employment is current and accurate.