BEFORE YOU SEND YOUR PACKET TO USCIS, PLEASE CHECK THE FOLLOWING:

- Review your new I-20 to be sure all information is correct:
  - If everything is correct, SIGN YOUR I-20 and make a copy.
  - You should keep the original I-20 and include the copy in your packet to send to USCIS.
  - Please send a scanned copy of your signed I-20 to isaoadvisor@umkc.edu for our records.
- Double-check the notes on your STEM OPT Checklist (this was emailed) and make any recommended changes.
- Keep a copy of the whole packet for your records.
- Make sure you are sending clean, clear copies (no blurry or dark passport photo pages, etc.) to USCIS.
- You DO NOT need to send the following items to USCIS:
  - STEM OPT Checklist, Employer Form – STEM Only, STEM OPT fee confirmation, Form I-983

IMPORTANT REMINDERS:

- USCIS must receive your STEM OPT packet within 60 days from the date that your new I-20 was SIGNED BY YOUR ISAO ADVISOR. Failure to send your packet in within that deadline will result in denial of your STEM OPT.
- Don’t forget your reporting requirements!
  - Review them here: https://info.umkc.edu/ISAO/current-students/opt/

MAILING INSTRUCTIONS:

Addresses below are for shipping via FedEx, UPS, or with eShipGlobal (we DO NOT recommend USPS):

ISAO eShipGlobal website: https://study.eshipglobal.com/custom/umkc/

<table>
<thead>
<tr>
<th>If your mailing address (per Form I-765) is in:</th>
<th>Then send your packet to the USCIS Phoenix Lockbox:</th>
</tr>
</thead>
</table>
ATTN: NFB AOS  
1820 E. Skyharbor Circle S  
Suite 100  
Phoenix, AZ 85034  
Delivery Phone #: 1-800-816-1615 |

<table>
<thead>
<tr>
<th>If your mailing address (per Form I-765) is in:</th>
<th>Then send your packet to the USCIS Dallas Lockbox:</th>
</tr>
</thead>
</table>
| Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia | USCIS  
ATTN: NFB AOS  
2501 S. State Highway 121 Business  
Suite 400  
Lewisville, TX 75067  
Delivery Phone #: 1-800-816-1615 |

TRAVEL DURING STEM EXTENSION APPLICATION:

- We do not recommend that any student travels outside of the US before their STEM Extension has been approved and they have received their new EAD card.
- If you must travel outside of the US while your application is pending, please be aware that USCIS may see this as an abandonment of your application and cancel your STEM Extension request