

24 Month STEM Optional Practical Training (OPT) Tutorial



STEM OPT Online Tutorial

Please note that this tutorial is for instructional purposes only.

An OPT STEM application to USCIS is your own personal application. You alone are responsible for timely filing with full documentation, understanding F-1 rules regarding OPT STEM Extension, and properly maintaining F-1 status.

Please review the entire tutorial and ask your International Student adviser if you have questions.

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Frequently Asked Questions

Eligibility Requirements



- Must have a degree in an eligible STEM field from a Student and Exchange Visitor Program certified school that is accredited at the time the student submit the STEM OPT extension application to USCIS. See [this list of STEM Majors](#). (You can check the CIP code listed on your I-20)
- Must be an F-1 student, currently enrolled in a period of Post-Completion OPT
- Have a sponsoring employer, related to your field of study, that is enrolled in the E-Verify employment eligibility verification program. Employer must be able to complete the form I-983 and abide by all employer obligations, including Department of Homeland Security Site Visits.
- A student may participate only twice in STEM OPT extension. To participate twice in the STEM OPT extension, a student must earn a second qualifying degree at a higher education level
- In some cases, a student may be eligible to use a prior STEM degree to qualify for a second STEM OPT extension
- You are applying no more than 90 days before your 12 month OPT expires and no later than the expiration date of your 12 month OPT

Types of Allowable Employment



- Volunteer/Unpaid positions and self employment are NOT allowed by the 24-Month STEM OPT Extension.
- STEM-eligible employers must have e-Verify & EIN numbers and the student must have a "bona fide employer-employee relationship". To establish a bona fide relationship, the employer may not be the student's "employer" in name only.

According to USCIS updates August 2018:

- Under no circumstances would another F-1 student on OPT or a STEM OPT Extension be qualified to train another F-1 student on a STEM OPT Extension.
- The employer that signs the Form I-983 *must be the same entity* that provides the practical training experience to the student.
- The employer has sufficient resources and personnel available to provide appropriate training in connection with the STEM opportunity at the location(s) specified in the Form I-983.
- The "personnel" who provide/supervise the training experience may be either employees of the employer, or contractors who the employer has directly retained to provide services to the employer; they may not be employees or contractors of the employer's clients or customers.
- DHS will review on a case-by-case basis whether the student will be a bona fide employee of the employer signing the Training Plan, and verify that the employer that signs the Training Plan is the same entity that employs the student and provides the practical training experience.

Temp/Staffing Agencies, 3rd Party Worksites

- Staffing and temporary agencies may employ students under the STEM OPT program, but only if they will be the entity that provides the practical training experience to the student and they have and maintain a bona fide employer-employee relationship with the student.
- STEM OPT participants may engage in a training experience that takes place at a site other than the employer's principal place of business as long as all of the training obligations are met, including that the employer has and maintains a bona fide employer-employee relationship with the student.
- A STEM OPT employer may not assign, or otherwise delegate, its training responsibilities to a non-employer third party (e.g., a client/customer of the employer, employees of the client/customer, or contractors of the client/customer).
- According to prior guidance from the Student and Exchange Visitor Program, if a student uses a temporary or staffing agency to place them in a training opportunity, the agency cannot complete and sign the Form I-983, "Training Plan for STEM OPT Students." Only the E-verified employer that provides the actual training relevant to the student's qualifying STEM degree is authorized to sign and complete the Form I-983.

Unemployment During STEM OPT



- As long as you have submitted a timely filed STEM application to USCIS, you can continue working for up to 180 days after the expiration of your original OPT EAD while you wait for the STEM EAP approval.
- During 12-month OPT you have a maximum of 90 days of unemployment over the 12 month period. During the STEM period you are allowed an additional 60 days of unemployment.
- Starting from the first date of your STEM OPT period, the total allowed unemployment days extends to a maximum of 150 days of unemployment during the entire OPT/STEM period, beginning from the start of your original OPT EAD card.
- This is NOT just 150 days at the beginning of OPT or STEM. You are only allowed 150 total days over the entire 3 years.
- If you exceed 90 days of unemployment during your original 12-month OPT you are not eligible to apply for the STEM OPT Extension.

Example: OPT EAD Dates: Jan 1-Dec. 31, 2020. STEM EAD Dates: January 1, 2021-December 31, 2022.

You used 60 days of unemployment during your 12 month OPT period from Jan. 1-Dec. 31, 2020. Your STEM period begins on Jan. 1, 2021. You continue your work after Jan. 1, 2021 with Company A. On March 1, 2021 you end your job with Company A. You later apply for a new STEM I-20 authorization for a job with Company B that begins on April 30. You have used another 60 days of unemployment, for a total of 120. You now have only 30 more days of unemployment remaining for the rest of your STEM period until December 31, 2022.

Warning! Increased OPT/STEM OPT Scrutiny by DHS



- U.S. Immigration and Customs Enforcement (ICE) has recently applied increased scrutiny to the OPT and STEM OPT programs, resulting in recent arrests for students who reported fraudulent employment with non-existent employers or false employment information.
- Falsifying your OPT employment records or reporting employment that is not legitimate may result in serious repercussions.
- SEVIS may also automatically terminate F-1 records for students who have more than 90 days of unemployment.
- During the STEM period, DHS has the right to conduct a site visit which is part of the agreements included on the I-983

The Application Process



When to Apply



- You may apply as early as 90 days before your OPT EAD end date.
- USCIS must receive your application before the expiration date of your OPT* or within 60 days of the STEM OPT request being made in SEVIS, whichever is sooner. Check your OPT EAD card for the expiration.
- USCIS processing ranges from 3-5 months, with an observed average of 90-120 days. See current USCIS processing times for Form "I-765" by [clicking here](#).
- If you are applying for an OPT STEM Extension at the same time you are filing for an H1B employment visa you MUST review both the H-1B & STEM Extension information at the end of this tutorial and the Cap-Gap webpage.

IMPORTANT! * Your OPT employment authorization will be automatically extended for 180 days after your OPT EAD end date while your OPT STEM application is pending.

Process Overview



We recommend that you begin the application process 90 days before the expiration date of your 12 month OPT period.

1. Complete the I-983 with your employer
2. Submit the complete I-983 to OISSS for processing. OISSS will review it to ensure that the questions are answered according to the USCIS guidelines.
3. Receive the STEM OPT I-20's from OISSS. You may pick them up from the office or arrange for them to be mailed back to you.
4. Prepare and mail your application materials to USCIS.
5. Processing time for the STEM OPT application is approximately 3-5 months. You may check your case status at uscis.gov, using your receipt number on the I-797A, Notice of Action. You may also review the USCIS processing times by [clicking here](#).
6. Maintain your status while on STEM OPT by reporting changes to your address or contact information within 10 days to the SEVP Portal. 24 Month STEM Extension students must also submit a validation report every six months and training evaluations each 12 months. Your I20 travel endorsement is valid for only 6 months while on OPT STEM. Failure to provide timely updates may result in termination of the F-1 record.

Can I do anything about the long USCIS processing time?

There is nothing you can do about the USCIS processing time, other than to apply as early as possible!

Application Timeline



Several months ahead

Prepare the I-983 with the sponsoring employer

3 months before OPT end date

Submit I-983 to OISSS as early as 90 days before your OPT ends

Approximately 3 - 5 business days later

Following review, STEM OPT I-20 processed by OISSS.

12 month OPT end date

Last possible day for USCIS to receive the STEM OPT application

3 - 5 months later

EAD card received; send a copy to OISSS for I-20 issuance

You may continue to work on OPT for up to 180 days after your OPT expiration date while STEM OPT is pending with USCIS

OPT Extension Acknowledgment Form



The City College of New York **Division of Student Affairs**
International Student and Scholar Services NAC 1/204
160 Convent Avenue New York, NY 10031 (212) 650-8106

OPT Extension Acknowledgement Form

Student Information

Last Name: _____ First Name: _____
Email: _____ Phone: _____ SEVIS Number: N _____
OPT Expiration Date: ___/___/___ Address: _____
City: _____ State: _____ Zip: _____

NOTE: By default, your extension will be for 24 months after your current OPT ends. (There can be no gap between the end of your OPT and the start of your extension)

Student Acknowledgement

Please check each box after reading the statement and sign below:

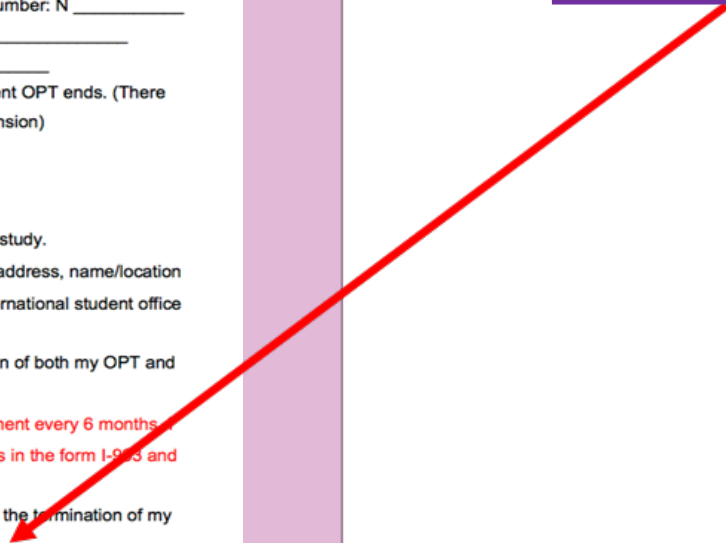
- I understand that my employment must be related to my field of study.
- I understand that I am required to report changes, in my name, address, name/location of my employer and/or any periods of unemployment, to the international student office within 10 days of the change.
- I understand that my cumulative unemployment over the duration of both my OPT and STEM OPT extension cannot exceed 150 days.
- I understand that I must make a validation report of my employment every 6 months, I must also complete the mid-point and end of training evaluations in the form I-993 and submit these to the International student office.
- I understand that violation of any one of these terms can lead to the termination of my F-1 status.

By signing below, I certify that I have read and understood **all of the above**

Signature: _____ Date: _____

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Complete, Sign and Date
OPT Extension
[Acknowledgment Form](#)



Step 1: Complete I-983 Form



The formal training plan must clearly articulate the STEM OPT learning objectives and affirm the employer's commitment to helping you achieve those objectives. To fulfill this requirement, you and your employer must complete and sign the [I-983 Form](#), and submit pages 1-4 to OISSS.

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

ONE APPROVAL NO. 1653204
EXPIRATION DATE: 04/30/2019

TRAINING PLAN FOR STEM OPT STUDENTS
Science, Technology, Engineering & Mathematics (STEM) Optional Practical Training (OPT)

SECTION 1: STUDENT INFORMATION (Completed by Student)

Student Name (Surname/Primary Name, Given Name) _____ Student Email Address: _____
Name of School Recommending STEM OPT: _____ Name of School Where STEM Degree Was Earned: _____ SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix): _____
Designated School Official (DSO) Name and Contact Information: _____ Student SEVIS ID No.: _____ STEM OPT Requested Period (mm-dd-yyyy):
From: _____ To: _____

Qualifying Major and Classification of Instructional Programs (CIP) Code: _____
Level/Type of Qualifying Degree: _____
Date Awarded (mm-dd-yyyy): _____
Based on Prior Degree? Yes No
Employment Authorization Number: _____

SECTION 2: STUDENT CERTIFICATION

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

I certify that:

- I have reviewed, understood and will adhere to this Training Plan for STEM OPT Students ("Plan").
- I will notify the DSO at the earliest available opportunity if I believe that my employer is not providing me with appropriate training as delineated on this Plan.
- I understand that the Department of Homeland Security (DHS) may deny, revoke, or terminate the STEM OPT of students whom DHS determines are not engaging in OPT in compliance with the law, including the STEM OPT of students who are not, or whose employers are not, complying with this Plan.
- My practical training opportunity is directly related to the STEM degree that qualifies me for the STEM OPT extension, and
- I will notify the DSO at the earliest available opportunity regarding any material changes to or deviations from this Plan, including but not limited to, any change of Employer Identification Number resulting from a corporate restructuring, any reduction in compensation from the amount previously submitted on the Plan that is not tied to a reduction in hours worked, any significant decrease in hours per week that engages in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this Plan.

Signature of Student (Sign in ink) _____
Printed Name of Student: _____ Date (mm-dd-yyyy): _____

SECTION 3: EMPLOYER INFORMATION (Completed by Employer)

Employer Name: _____ Street Address: _____ Suite: _____
City: _____ State: _____ ZIP Code: _____
Employer Website URL: _____
Employer ID Number (EIN): _____ Number of Full-Time Employees in U.S.: _____ North American Industry Classification System (NAICS) Code: _____
OFF Hours Per Week (must be at least 20 hours/week): _____ Compensation: _____
A. Salary Amount and Frequency: _____
B. Other Compensation (Type and Estimated Amount or Value): _____
Start Date of Employment (mm-dd-yyyy): _____
From: _____ To: _____

SECTION 4: EMPLOYER CERTIFICATION

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

I certify on behalf of the employer that the Training Plan for STEM OPT Students ("Plan") is approved and that:

- I have reviewed and understand this Plan, and I will ensure that the supervising Official below this Plan;
- I will notify the DSO at the earliest available opportunity regarding any material changes to this Plan, including but not limited to, any change of Employer Identification Number resulting from a corporate restructuring, any reduction in compensation from the amount previously submitted on the Plan that is not tied to a reduction in hours worked, any significant decrease in hours per week that a student engages in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this Plan;
- Within five business days of the termination or departure of the student during the authorized period of OPT, I will report such termination or departure to the DSO. Note: business days do not include federal holidays or weekend days, and an employer shall consider a student to have departed when the employer knows the student has left the practical training opportunity, or when the student has not reported for practical training for a period of the consecutive business days without the consent of the employer; and
- I will adhere to all applicable regulatory provisions that govern this program (see 8 CFR Part 214), which include, but are not limited to, the following:
 - The student's practical training opportunity is directly related to the STEM degree that qualifies the student for the STEM OPT extension, and the position offered to the student addresses the objectives of this or her participation in the training program;
 - The student will receive on-site supervision and training, consistent with this Plan, by experienced and knowledgeable staff;
 - The employer has sufficient resources and personnel to provide the specified training program set forth in this Plan, and the employer is prepared to implement that program, including at the location(s) identified in this Plan;
 - The student on a STEM OPT extension will not replace a full- or part-time, temporary or permanent U.S. worker. The terms and conditions of the STEM practical training opportunity, including salary, hours, and compensation, are commensurate with the terms and conditions applicable to the employer's similarly situated U.S. workers or, if the employer does not employ and has not recently employed more than two similarly situated U.S. workers in the area of employment, the terms and conditions of other similarly situated U.S. workers in the area of employment; and
 - The training conducted pursuant to this Plan complies with all applicable Federal and State requirements relating to employment.

Note: DHS may, at its discretion, conduct a site visit of the employer to ensure that program requirements are being met, including that the employer possesses and maintains the ability and resources to provide structured and guided work-based learning experiences consistent with this Plan.

Signature of Employer Official with Signatory Authority (Sign in ink) _____
Printed Name and Title of Employer Official with Signatory Authority: _____
Date (mm-dd-yyyy): _____ Printed Name of Employing Organization: _____

SECTION 5: TRAINING PLAN FOR STEM OPT STUDENTS (Completed by Student and Employer)

Student Name (Surname/Primary Name, Given Name) _____
Employer Name: _____

EMPLOYER SITE INFORMATION

Site Name: _____ Site Address (Street, City, State, ZIP): _____
Name of Official: _____ Official's Title: _____
Official's Email: _____ Official's Phone Number: _____

Note: For the remaining fields in this section, employers who already have an internal pre-existing training plan in place may fill in the details based on that plan.

Student/Date: Describe the student's role with the employer and how that role is directly related to enhancing the student's knowledge obtained through his or her qualifying STEM degree.

Goals and Objectives: Describe how the assignment(s) with the employer will help the student achieve his or her specific objectives for work-based learning related to his or her STEM degree. The description must both specify the student's goals regarding specific knowledge, skills, or techniques as well as the means by which they will be achieved.

Supervisor/Designee: Explain how the employer provides oversight and supervision of individuals filling positions such as that being filed by the named F-1 student. If the employer has a training program or related policy in place that controls such oversight and supervision, please describe.

Measures and Assessments: Explain how the employer measures and confirms whether individuals filling positions such as that being filed by the named F-1 student are acquiring new knowledge and skills. If the employer has a training program or related policy in place that controls such measures and assessments, please describe.

Additional Remarks (optional). Provide additional information pertinent to the Plan.

SECTION 6: EMPLOYER OFFICIAL CERTIFICATION

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Employer Official with Signatory Authority. I certify that:

- I have reviewed, understood, and will follow this Training Plan for STEM OPT Students ("Plan").
- I will conduct the required periodic evaluations of the student.*
- I will adhere to all applicable regulatory provisions that govern this program (see 8 CFR Part 214.205(10)(i)); and
- I will notify the DSO regarding any material changes to or material deviations from this Plan at the earliest available opportunity, including if I believe the student is not receiving appropriate training as delineated in this Plan.

Signature of Employer Official with Signatory Authority (Sign in ink) _____
Printed Name and Title of Employer Official with Signatory Authority: _____
Date (mm-dd-yyyy): _____

PRIVACY ACT STATEMENT

AUTHORITY: Section 101(a)(1)(B) of the Immigration and Nationality Act of 1952, as amended (INA), U.S.C. 1101(a)(1)(B); Section 6(a) of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRRA), Pub. L. 104-208, Div. C, 110 Stat. 3009-548 (codified at 8 U.S.C. 1522); Section 102 of the Enhanced Border Security and Visa Entry Reform Act of 2002, Pub. L. 107-171, 16 Stat. 583 (codified at 8 U.S.C. 1192) and Homeland Security Presidential Directive No. 2 (HSPD-2), authorize U.S. Immigration and Customs Enforcement (ICE) to collect the information requested in this form.

PURPOSE: The information collection on this form is used to assist in the administration of the STEM Optional Practical Training (OPT) extension to that Designated School Officials (DSO) can properly recommend the Student for and review and help coordinate his or her STEM optional practical training opportunity.

ACCESS/USE: The information collected on this form may be shared with the individuals who signed the Plan, relevant DSOs acting as liaisons with the DHS, Federal, State, local, or foreign government entities for law enforcement purposes, Members of Congress in response to requests on the Student's behalf, or an otherwise authorized personnel to its published Privacy Act system records notice. Privacy Act of 1974, U.S. Immigration and Customs Enforcement, DHS/ICE-OPT Student and Exchange Visitor Information System (SEVIS) System of Records (ENR) (www.dhs.gov/students/sevis-records-notices).

DISCLOSURE: The information you provide is voluntary. However, failure to provide the information requested on this form may delay or prevent participation in a STEM OPT opportunity.

PAPERWORK REDUCTION ACT

The public reporting burden for this collection of information is estimated to average 7.5 hours per response, including time required for reviewing existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final submission. You do not have to supply this information unless this collection of information is mandated by law, or it is required to obtain or benefit from a service. If you have comments on this burden estimate and/or recommendations for reducing it, send them to: U.S. Department of Homeland Security, Paperwork Reduction Project (0330-0042), Washington, D.C. 20538.

*See evaluation forms that follow for student's first evaluation, to occur before the one year anniversary of the start date of the student's STEM OPT employment authorization, and final program evaluation.

Signatures on the I-983 During COVID



- During COVID-19 shelter in place restrictions, OISSS can accept your and your employer's e-signatures on the I-983.
- Acceptable e-signatures include Adobe Docu-signatures, Apple Pen signatures and handwritten signatures that have been scanned and pasted into the signature field.
- OISSS CANNOT accept an I-983 where a person's name has simply been typed into the signature line.

This exception applies only to the I-983. It does not apply to the I-765. The I-765 must be printed and then signed and dated by hand in black ink. USCIS does not accept any sort of e-signature on this document and has rejected application that include e-signatures.

Section 1: Student Information

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

OMB APPROVAL NO. 1653-0054
EXPIRATION DATE: 6/30/2019

TRAINING PLAN FOR STEM OPT STUDENTS

Science, Technology, Engineering & Mathematics (STEM) Optional Practical Training (OPT)

Use the CCNY School code found here, even if your STEM degree is from a different school.

You will include the information for the DSO recommending your STEM OPT. This may be:

Maribel Morua
212-650-8106
Mmorua@ccny.cuny.edu

OR

Angelique Cordero
212-650-8106
Acordero@ccny.cuny.edu

SECTION 1: STUDENT INFORMATION (Completed by Student)			
Student Name (Surname/Primary Name, Given Name): Your Name (Last name, First Name)		Student Email Address: Your preferred email address	
Name of School Recommending STEM OPT: CUNY City College of New York	Name of School Where STEM Degree Was Earned: CUNY City College of New York	SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix): NYC214F00812005	
Designated School Official (DSO) Name and Contact Information: DSO Name, phone number and email address		Student SEVIS ID No.: Found on page 1 of your I-20	STEM OPT Requested Period (mm-dd-yyyy): From: One day after current EAD card ends To: 24 Months from STEM OPT Start date
Qualifying Major and Classification of Instructional Programs (CIP) Code: _____			
Level/Type of Qualifying Degree: _____			
Date Awarded (mm-dd-yyyy): _____			
Based on Prior Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employment Authorization Number: _____			

Section 1: Student Information Cont'd

CIP Code is a 6 digit code (XX.XXXX) found on page 1 of your I-20. Located under "Major 1"

Qualifying Major and Classification of Instructional Programs (CIP) Code: Example: Computer Science, 11.0701

Level/Type of Qualifying Degree: Indicate Bachelors, Masters or PhD

Date Awarded (mm-dd-yyyy): Graduation Date

Based on Prior Degree? Yes No

Employment Authorization Number: USCIS # as listed on your 12 month OPT EAD card

What are CIP Codes? Classification of Instructions Programs (CIP) codes are published by the National Center for Education Statistics (NES) & are used by SEVIS to designate a student's major. Your CIP code determines whether your major has been designated as a STEM degree.

Step 1: Complete I-983 Form



For a detailed tutorial on completing the rest of the I-983, visit:

<https://studyinthestates.dhs.gov/form-i-983-overview>

Pages 3-4 contain the details of the required Training Plan to be determined by you and your employer. To avoid rejection of your application, think carefully about each question and answer fully and completely. *Imagine this is an essay exam to be graded - have you and your employer addressed all parts of each question, clearly and specifically? See the following slides for more details.*

Other points for consideration:

- We do not accept electronic signatures on the I-983. Please obtain handwritten signatures.
- Please ensure all responses are visible and legible. **Handwritten I-983 forms are accepted and the DSO must be able to read it in order to approve the training plan.**

I-983 Section 5: Training Plan



Student Role: Describe the student's role with the employer and how that role is directly related to enhancing the student's knowledge obtained through his or her qualifying STEM degree.

(What you plan to learn)

The employer should clearly describe the tasks and assignments that you will be carrying out during the training and how they relate to the student's STEM degree. This plan must provide an approximate timeline of the tasks and the goals and expected learning outcomes of those tasks.

Goals and Objectives: Describe how the assignment(s) with the employer will help the student achieve his or her specific objectives for work-based learning related to his or her STEM degree. The description must both specify the student's goals regarding specific knowledge, skills, or techniques as well as the means by which they will be achieved.

(How you plan to learn it)

The employer should clearly describe the specific skills that you will develop as well as the knowledge and techniques that you are expected to learn from the tasks. It should include how the tasks will help you develop the skills, learn the techniques and gain knowledge, pertinent to the STEM degree. Please include an approximate timeline of what the student should learn and by when.

I-983 Section 5: Training Plan Cont'd



Employer Oversight: Explain how the employer provides oversight and supervision of individuals filling positions such as that being filled by the named F-1 student. If the employer has a training program or related policy in place that controls such oversight and supervision, please describe.

The employer will explain how they will go about supervising you, this is to be explained generally of the organization, (how does the employer supervise anyone in the position that you will be filling). If the employer has a training program or specific policies, example reporting on tasks etc. Detailing these procedures and/or policies will suffice for this section.

Measures and Assessments: Explain how the employer measures and confirms whether individuals filling positions such as that being filled by the named F-1 student are acquiring new knowledge and skills. If the employer has a training program or related policy in place that controls such measures and assessments, please describe.

Here the employer will explain how they intend to evaluate your work and how they judge your degree of success or failure. Similarly, to the oversight section, if the organization has a training program or specific policies in place that controls such measures and assessments, a description of these procedures and/or policies will suffice for this section.

Step 2: Submit to OISSS



Submit the completed OPT Extension Acknowledgement Form and I-983 to OISSS. This can be sent via email or in person.

- Your DSO will review the documents and contact you with any necessary revisions, questions or concerns.
- Once the training plan is approved, the OPT extension will be requested in SEVIS on your behalf. New I-20's will be generated as a result.
 - This can take 3-5 business for processing
- You will be contacted to pick up your I-20's with the STEM OPT request
- Check your I-20 for accuracy

* Please note that the I-983 form and OPT Extension Acknowledgement form will not be submitted to USCIS as a part of the final application. These will remain in the office and can be requested by the Department of Homeland Security at any time.

Step 3: Prepare & Mail Your Application Materials

NEW! Online STEM OPT Filing Option



This tutorial provides instructions for submitting the STEM OPT application by mail. USCIS has recently made the [I-765 form](#) and STEM OPT applications available for e-filing. See the [USCIS e-filing website](#) for more information.

What is e-filing?

USCIS e-filing allows you to:

- Create a USCIS account
- Pay the USCIS I-765 fee online
- Complete the I-765 form online and upload documents

USCIS will send all notifications to you via your online account. These include pending notices, requests for evidence, denials and approvals. USCIS will also send you these notices in paper form through the mail.

NEW! Online STEM OPT Filing Option



Pros of filing online

- Lower risk of rejection due to payment issues, mistakes in filling out the application or forgotten documents
- Application moves to adjudicator faster than a paper application would
- No risk of your application documents lost in the mail, or mail delays
- Immediate receipt number
- You can receive and respond to requests for evidence or other problems online
- You can communicate with USCIS via your online account
- Students filing recently have reported no major problems and found the online process easy to understand

Cons of filing online

- OISSS is not able to provide advising on the exact process, since we are not able to directly access the online application. (The questions in the online form should be similar to the paper I-765, so you can use this tutorial as a rough guide.)
- If you submit the I-765, and application fee, online BEFORE you receive your OPT I-20, your application will be DENIED. Don't finish the I-765 until you have the OPT I-20.

Should I file my OPT application online?

The online option is simpler and has less risks than filing by mail. But, OISSS isn't able to provide high levels of support in reviewing your application. If you encounter problems, check with OISSS and we will do our best to direct you to resources for support. The USCIS Ombudsman has a [helpful website](#) with a [detailed Q&A about I-765 e-filing](#) questions which may be helpful to you.

STEM OPT Extension Application Checklist



- Two passport sized photos
- Check or money order for \$410 made out to US Department of Homeland Security
- [I-765 Employment Application](#) (Typed)
- Original** STEM OPT requested I-20
- Copy of the identity page of your passport
- Copy of your F-1 visa
- Print out of your [most recent I-94](#)
- Copy of all of your CCNY I-20's
- Copy of the EAD card from your previously granted OPT (front and back)
- Official transcript from CCNY **OR** a copy of your degree
- Offer letter from your sponsoring employer



If applicable:

- I-797 Notice of Action, if issued a change of status within the U.S.
- Copy of all I-20's from previous schools attended in the U.S.

No documents
required for F-2
dependents

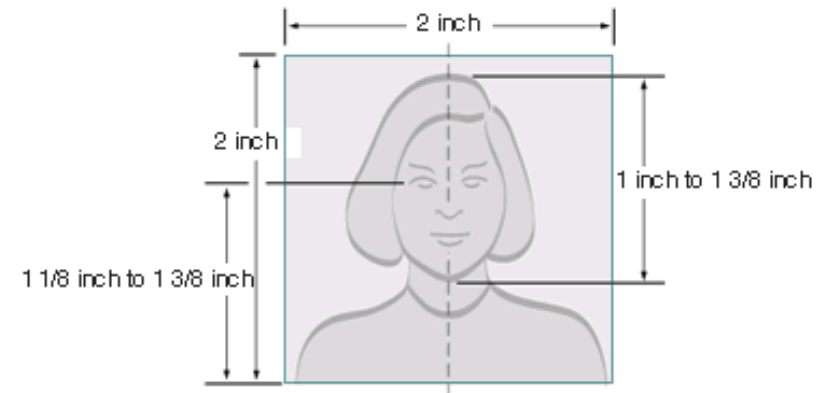
Preparing your documents



Passport Photo Requirements

The photos required to use for the OPT application must meet the specifications of U.S. style passport photos. To see a full description of these specifications, go to the [U.S. Department of State website](#).

- Submit 2 identical color passport photos taken within 30 days of filing your application. The photos must have a white to off-white background, be printed on thin paper with a glossy finish, and be unmounted and unretouched. The passport-style photos must be 2" by 2". You must remove your glasses and your head must be bare unless you are wearing headwear as required by a religious order of which you are a member.
- Using pencil or felt pen, lightly print your name and I-94 number on the back of the photo. Do not damage the photo surface by pressing hard while writing.



Preparing your documents



Check or Money Order:

USCIS Payment Methods: Check or Money Order Payment for **\$410**.

Check/Money Order should be made payable to "U.S. Department of Homeland Security" with SEVIS number in the memo line. Money orders can be purchased at banks, post office, and some local grocery stores. Make sure a name and address are printed on the check. If the address has changed, that is fine.

Your Name Here
Your Street Address Here
Your City, State, Zip Code, Here
Your telephone number Here

1936
MM/DD/YYYY
DATE

PAY TO THE ORDER OF U.S. Department of Homeland Security | \$ 410.00

Four-hundred and ten dollars 00/100 DOLLARS

FOR Your SEVIS ID Number

Your Signature Here

000000186 000000529 1000

UNITED STATES POSTAL SERVICE
POSTAL MONEY ORDER

Serial Number Year, Month, Day Post Office U.S. Dollars and Cents

000000000000
This section will be completed by issuer of money order.

Amount

Pay to U.S. Department of Homeland Security Clerk

Address USCIS Mailing Address From Your name

Memo OPT Application: Your SEVIS ID number Address Your mailing address

SEE REVERSE WARNING • NEGOTIABLE ONLY IN THE U.S. AND POSSESSIONS

0000000000 000000 000000

Preparing your documents



Form I-765

Download the [I-765 form](#) from the USCIS website. Important: Use the most current version. It is best to download it just before mailing the application since USCIS updates it frequently.

How to fill out Form I-765

- Type or print legibly in black ink.
- Answer all questions fully and accurately.
- If a question does not apply to you, type or print “N/A”
- Print and complete ALL pages 1-7. If any pages are missing, your application will be rejected!

The following slides will help you complete the I-765 form and navigate the “tricky” questions.

Application For Employment Authorization
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-765
OMB No. 1615-0040
Expires 05/31/2020

Authorization Extension Valid From: _____ Fee Stamp: _____ Action Block: _____
Authorization Extension Valid Through: _____
Alien Registration Number: A- _____
Remarks: _____

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any). Select this box if Form G-28 is attached. Attorney or Accredited Representative USCIS Online Account Number (if any): _____

▶ START HERE - Type or print in black ink.

Part 1. Reason for Applying
I am applying for (select only one box):
1.a. Initial permission to accept employment.
1.b. Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error.
NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to Replacement for Card Error in the What is the Filing Fee section of the Form I-765 Instructions for further details.
1.c. Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Other Names Used
Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in Part 6.
Additional Information
2.a. Family Name (Last Name) _____
2.b. Given Name (First Name) _____
2.c. Middle Name _____
3.a. Family Name (Last Name) _____
3.b. Given Name (First Name) _____
3.c. Middle Name _____
4.a. Family Name (Last Name) _____
4.b. Given Name (First Name) _____
4.c. Middle Name _____

Part 2. Information About You
Your Full Legal Name: _____

Part 2. Information About You (continued)

Your U.S. Mailing Address
5.a. In Care Of Name (if any) _____
5.b. Street Number and Name _____
5.c. Apt. Ste. Fl. _____
5.d. City or Town _____
5.e. State: 5.f. ZIP Code: [U.S.F.S. ZIP Code Lookup](#)
6. Is your current mailing address the same as your physical address? Yes No
NOTE: If you answered “No” to Item Number 6, provide your physical address below.

U.S. Physical Address
7.a. Street Number and Name _____
7.b. Apt. Ste. Fl. _____
7.c. City or Town _____
7.d. State: 7.e. ZIP Code:

Other Information
8. Alien Registration Number (A-Number) (if any) ▶ A- _____
9. USCIS Online Account Number (if any) ▶ _____
10. Gender Male Female
11. Marital Status Single Married Divorced Widowed
12. Have you previously filed Form I-765? Yes No
13.a. Has the Social Security Administration (SSA) ever

13.b. Provide your Social Security number (SSN) (if known): _____
14. Do you want the SSA to issue you a Social Security card? (You must also answer “Yes” to Item Number 15, Consent for Disclosure, to receive a card.) Yes No
NOTE: If you answered “No” to Item Number 14, skip to Part 2, Item Number 16.a. If you answered “Yes” to Item Number 14, you must also answer “Yes” to Item Number 15.
15. Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card. Yes No
NOTE: If you answered “Yes” to Item Numbers 14 - 15, provide the information requested in Item Numbers 16.a. - 17.b.
Father's Name
Provide your father's birth name.
16.a. Family Name (Last Name) _____
16.b. Given Name (First Name) _____
Mother's Name
Provide your mother's birth name.
17.a. Family Name (Last Name) _____
17.b. Given Name (First Name) _____

Your Country or Countries of Citizenship or Nationality
List all countries where you are currently a citizen or national. If you need extra space to complete this item, use the space provided in Part 6, Additional Information.
18.a. Country _____
18.b. Country _____

Completing the I-765

Top Portion: Leave this section blank

For USCIS Use Only	<input type="checkbox"/> Authorization/Extension Valid From	Fee Stamp	Action Block
	<input type="checkbox"/> Authorization/Extension Valid Through		
	Alien Registration Number A-	<input type="text"/>	
	Remarks		

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).

Select this box if Form G-28 is attached.

Attorney or Accredited Representative USCIS Online Account Number (if any)

▶ **START HERE - Type or print in black ink.**

Part 1. Reason for Applying

I am applying for (select only one box):

- 1.a.** Initial permission to accept employment.
- 1.b.** Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error in the What is the Filing Fee** section of the Form I-765 Instructions for further details.

- 1.c.** Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

PART 1. Reason for Applying, pg. 1

Check the “**1.a.**” box for “Initial Permission to accept employment.”

Completing the I-765

Part 2. Information About You

Your Full Legal Name

PART 2. Information About You, pg. 1 #1 Name

Please write your name exactly as it appears in the *Surname/Family Name* and *Given Name* fields on your I-20. Note your I-20 DOES NOT have the Middle Name field!

1.a. Family Name (Last Name)	Doe
1.b. Given Name (First Name)	Jane
1.c. Middle Name	N/A

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N0004705512

SURNAME/PRIMARY NAME Doe Smith	GIVEN NAME John	CLASS F-1
PREFERRED NAME John Doe-Smith	PASSPORT NAME	
COUNTRY OF BIRTH UNITED KINGDOM	COUNTRY OF CITIZENSHIP UNITED KINGDOM	

Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in Part 6.

Additional Information.

2.a. Family Name (Last Name)	N/A
2.b. Given Name (First Name)	N/A
2.c. Middle Name	N/A
3.a. Family Name (Last Name)	N/A
3.b. Given Name (First Name)	N/A
3.c. Middle Name	N/A
4.a. Family Name (Last Name)	N/A
4.b. Given Name (First Name)	N/A
4.c. Middle Name	N/A

#2-4 Other Names Used

Enter your previous names, including nicknames you have used in official records or documentation. If your I-20 *Preferred Name* is different then the names you wrote for #1, include that here. If none, write "N/A"

Completing the I-765

PART 2. Information About You, pg. 2 U.S. Mailing Address

This is where you would like the Receipt Notice and the EAD card to be mailed. **This is very important!**

The address should be valid for at least 3-5 months, the length of time it will take to process the application. If you have plans to move during this time, use a reliable friend or family member's address to receive the EAD (indicate this in #5.a.) It is also possible to use a P.O. Box for mailing addresses.

#5.a. If the mailing address belongs to someone other than yourself, put their full name (First Name Last Name) here. If this is your address, write "N/A."

#5.b-5.e Write a valid mailing address in the U.S. It may be a residence, commercial address, or PO Box. You may not use CCNY's address.

#6 If you listed a mailing address that is NOT your current physical living address, select "No" and complete #7.a-7.e. with your current physical address. If "Yes", write "N/A" in #7.a-7.e. Physical address should reflect where you actually live.

* If you live outside of NY, please pay attention to the special mailing instructions later in the tutorial.

Part 2. Information About You (continued)

Your U.S. Mailing Address

5.a. In Care Of Name (if any)

5.b. Street Number and Name

5.c. Apt. Ste. Flr.

5.d. City or Town

5.e. State 5.f. ZIP Code
[\(USPS ZIP Code Lookup\)](#)

6. Is your current mailing address the same as your physical address?
 Yes No
If no, complete 7.a - 7.d

NOTE: If you answered "No" to Item Number 6., provide your physical address below.

U.S. Physical Address

7.a. Street Number and Name

7.b. Apt. Ste. Flr.

7.c. City or Town

7.d. State 7.e. ZIP Code

Completing the I-765

PART 2, pg. 2, continued...

Other Information

8. F-1 students do not have an A-Number, leave this blank.

9. F-1 students do not have a USCIS Online Account Number, leave this blank.

10-11. The responses to these questions should be straightforward. Please complete them accurately.

12. Check “Yes” since you have previously applied for an EAD. *You will need to provide copies of your previous EADs.*

Other Information

8. Alien Registration Number (A-Number) (if any)

▶ A-

9. USCIS Online Account Number (if any)

▶

10. Gender Male Female

11. Marital Status

Single Married Divorced Widowed

12. Have you previously filed Form I-765?

Yes No

Completing the I-765

PART 2, pg. 2, continued...

#13.a.-17.b. Social Security Number (SSN)

#13.a.-13.b. You will already have an SSN from your previous OPT. Check “Yes” and enter your SSN with one letter in each box.

#14. Since you probably already have an SSN, you will not need to apply for one. Check “No” and leave questions #15-17 blank.

Check “Yes” if you need a replacement SSN card and complete **#15- 17.b**

13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

If yes, complete 13.b Yes No *If no, skip to 14*

NOTE: If you answered “No” to **Item Number 13.a.**, skip to **Item Number 14.** If you answered “Yes” to **Item Number 13.a.**, provide the information requested in **Item Number 13.b.**

You should receive your Social Security card from SSA about 2 weeks after receiving your approved EAD from USCIS.

13.b. Provide your Social Security number (SSN) (if known).

▶	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

14. Do you want the SSA to issue you a Social Security card? (You must also answer “Yes” to **Item Number 15.**, **Consent for Disclosure**, to receive a card.) *If no, skip to 18*

If yes, complete 15-17.b Yes No

NOTE: If you answered “No” to **Item Number 14.**, skip to **Part 2., Item Number 18.a.** If you answered “Yes” to **Item Number 14.**, you must also answer “Yes” to **Item Number 15.**

15. Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card. Yes No

NOTE: If you answered “Yes” to **Item Numbers 14. - 15.**, provide the information requested in **Item Numbers 16.a. - 17.b.**

Father's Name

Provide your father's birth name.

16.a. Family Name (Last Name)

16.b. Given Name (First Name)

Mother's Name

Provide your mother's birth name.

17.a. Family Name (Last Name)

17.b. Given Name (First Name)

Completing the I-765

PART 2, pg. 2-3 continued...

The responses to these questions are straightforward. Please complete them accurately.

#18 Countries of Citizenship, pg. 2

List all as applicable (*use Part 6 of the I-765 if needed*) or write "N/A" in **18.b.** if you do not have multiple citizenships.

#19-20 Place of Birth, pg. 3

List the name of the country as it was named when you were born, even if it's name has changed

Make sure your Date of Birth is in the correct format of MONTH - DAY - YEAR. (*01/31/1998 not 31/01/1998*)

Your Country or Countries of Citizenship or Nationality

List all countries where you are currently a citizen or national. If you need extra space to complete this item, use the space provided in **Part 6. Additional Information.**

18.a. Country

Canada

18.b. Country

N/A

Place of Birth

List the city/town/village, state/province, and country where you were born.

19.a. City/Town/Village of Birth

Toronto

19.b. State/Province of Birth

Ontario

19.c. Country of Birth

Canada

20. Date of Birth (mm/dd/yyyy)

01/31/1998

Completing the I-765

PART 2, pg. 3 continued... Information About Your Last Arrival

#21.a. I-94 Number

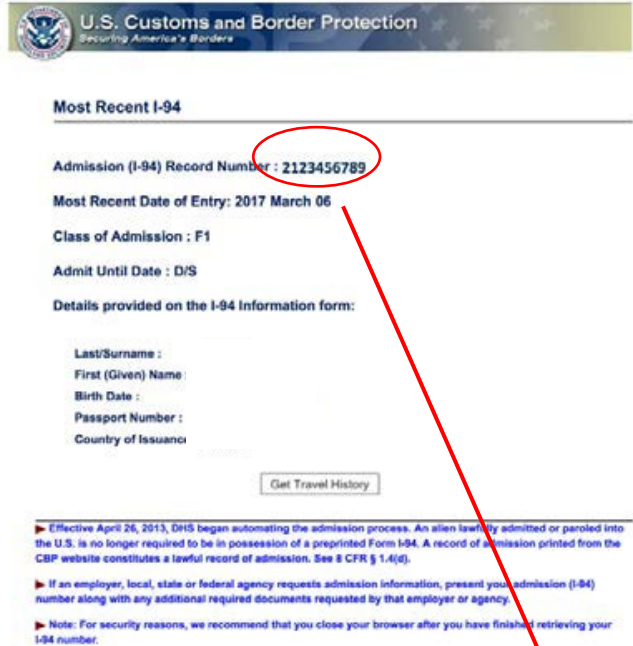
Use your current I-94 number. This is at the number found on the electronic I-94 record or on the top left corner of the paper Form I-94 card (see example)

#21.b-e. Passport Information

Enter the information directly from your passport; use the information of the passport you last used to enter the U.S. (*this should match the country on your I-20*)

#21.c. Travel Document

Write "N/A" here



Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)

▶ 2 1 2 3 4 5 6 7 8 9

21.b. Passport Number of Your Most Recently Issued Passport

AB123456C

21.c. Travel Document Number (if any)

N/A

21.d. Country That Issued Your Passport or Travel Document

Canada

21.e. Expiration Date for Passport or Travel Document
(mm/dd/yyyy)

12/20/2023

Completing the I-765

PART 2, pg. 3, continued...

#22 Date of Last Entry into the U.S.

Your most recent entry date can be found on your passport admission stamp, electronic I-94 record, or paper I-94 card.

#23 Place of Last Arrival into the U.S.

Name of the Port of Entry city from your most recent entry. This information can be found on your passport admission stamp, travel history section of your electronic I-94 record, or paper I-94 card (usually as a code, i.e. "NYC" for New York City). If you drove across the border, write the name of the city where entered the U.S.

#24 Immigration Status at Last Entry

Status in which you entered the U.S. If you entered with an I-20 as a student, write "F-1 Student."

#25 Current Immigration Status

Current status should be "F-1 student." If not, talk to an OISSS advisor, and this status should be reflected in your current I-94.

#26 SEVIS ID

Your SEVIS ID appears on the top left side of your I-20 and starts with N00...

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)

01/21/2019

23. Place of Your Last Arrival Into the United States

NYC

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)

F-1 Student

25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)

F-1 Student

26. Student and Exchange Visitor Information System (SEVIS) Number (if any)

► N- 0021234567

Completing the I-765

PART 2, pg. 3, continued...

Information about your Eligibility Category

#27 Eligibility Category

Use the code (c) (3) (C) for STEM OPT.

#28.a. Degree: Indicate here the name of your STEM-qualifying major.

Note that for some programs, the name of your Major differs from the way it appears on your I-20. This will be addressed in section 6 of the I-765.

You cannot qualify based on a minor.

#28.b. Employer's Name: Your employer should be able to provide you with this information.

#28.c. E-Verify Number: Your employer should be able to provide you with this information.

For more information about the E-Verify program, see <http://www.uscis.gov/e-verify>

27. Eligibility Category. Refer to the **Who May File Form I-765** section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(iii)).

() () ()

28. (c)(3)(C) STEM OPT Eligibility Category. If you entered the eligibility category (c)(3)(C) in **Item Number 27.**, provide the information requested in **Item Numbers 28.a - 28.c.**

28.a. Degree

28.b. Employer's Name as Listed in E-Verify

28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

Completing the I-765

PART 2, pg. 3, continued...

#29-31.b Other Eligibility Categories

Write “N/A” in these fields or leave check boxes blank as they are not applicable to applying for STEM OPT

29. **(c)(26) Eligibility Category.** If you entered the eligibility category (c)(26) in **Item Number 27.**, provide the receipt number of your H-1B spouse's most recent Form I-797 Notice for Form I-129, Petition for a Nonimmigrant Worker.

▶

30. **(c)(8) Eligibility Category.** If you entered the eligibility category (c)(8) in **Item Number 27.**, have you **EVER** been arrested for and/or convicted of any crime?

Leave Blank Yes No

NOTE: If you answered “Yes” to **Item Number 30.**, refer to **Special Filing Instructions for Those With Pending Asylum Applications (c)(8)** in the **Required Documentation** section of the Form I-765 Instructions for information about providing court dispositions.

- 31.a. **(c)(35) and (c)(36) Eligibility Category.** If you entered the eligibility category (c)(35) in **Item Number 27.**, please provide the receipt number of your Form I-797 Notice for Form I-140, Immigrant Petition for Alien Worker. If you entered the eligibility category (c)(36) in **Item Number 27.**, please provide the receipt number of your spouse's or parent's Form I-797 Notice for Form I-140.

▶

- 31.b. If you entered the eligibility category (c)(35) or (c)(36) in **Item Number 27.**, have you **EVER** been arrested for and/or convicted of any crime?

Leave Blank Yes No

NOTE: If you answered “Yes” to **Item Number 31.b.**, refer to **Employment-Based Nonimmigrant Categories, Items 8. - 9.**, in the **Who May File Form I-765** section of the Form I-765 Instructions for information about providing court dispositions.

Completing the I-765

PART 3. Applicant's Statement, pg. 4

#1.a. Select 1.a. to indicate that you have read and understood the questions.

#3-6 Provide your information as requested

Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature

NOTE: Read the **Penalties** section of the Form I-765 Instructions before completing this section. You must file Form I-765 while in the United States.

Applicant's Statement

NOTE: Select the box for either **Item Number 1.a.** or **1.b.** If applicable, select the box for **Item Number 2.**

- 1.a. I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.
- 1.b. The interpreter named in **Part 4.** read to me every question and instruction on this application and my answer to every question in , a language in which I am fluent, and I understood everything.
2. At my request, the preparer named in **Part 5.**, , prepared this application for me based only upon information I provided or authorized.

Applicant's Contact Information

3. Applicant's Daytime Telephone Number
4. Applicant's Mobile Telephone Number (if any)
5. Applicant's Email Address (if any)
6. Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.

Completing the I-765

PART 3, pg. 4 continued...

Applicant's Declaration and Certification

Read the entire declaration carefully.

Applicant's Signature

#7.a.-7.b. Hand sign your name and provide the date of the signature.

Important!

Your signature will be scanned and must fit within the box. It must NOT touch the box outline. If the signature is too big and crosses a line, your application could be delayed. Be conservative and use a signature smaller than normal. Please see the example.

Troubleshooting Signature Line:

In some cases the "Don't forget to sign!" automatic reminder will not disappear when you print the form.

You should remove the auto filled "Don't forget to sign!" We recommend trying:

- To open the form in the most recent version of Adobe Reader.
- To print a blank version of the form's second page from your web browser

Applicant's Declaration and Certification

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS

Applicant's Signature

7.a. Applicant's Signature



Your Signature Here

7.b. Date of Signature (mm/dd/yyyy)

MM/DD/YYYY

NOTE TO ALL APPLICANTS: If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.

Completing the I-765

PARTS 4 and 5, pgs. 4-6

These sections are not applicable to you, since you've completed the form yourself, so write "N/A." This section is for those who use an interpreter or other paid preparer to complete the form.

Part 4. Interpreter's Contact Information, Certification, and Signature

Provide the following information about the interpreter.

Interpreter's Full Name

- 1.a. Interpreter's Family Name (Last Name)
N/A
- 1.b. Interpreter's Given Name (First Name)
N/A
- 2. Interpreter's Business or Organization Name (if any)
N/A

Part 4. Interpreter's Contact Information, Certification, and Signature

Interpreter's Mailing Address

- 3.a. Street Number and Name N/A
- 3.b. Apt. Ste. Flr.
- 3.c. City or Town
- 3.d. State 3.e. ZIP Code
- 3.f. Province
- 3.g. Postal Code
- 3.h. Country

Interpreter's Contact Information

- 4. Interpreter's Daytime Telephone Number N/A
- 5. Interpreter's Mobile Telephone Number (if any)
- 6. Interpreter's Email Address (if any)

Interpreter's Certification

I certify, under penalty of perjury, that:
I am fluent in English and N/A, which is the same language specified in Part 3, Item Number 1.b., and I have read to this applicant in the identified language every question and instruction on this application and his or her answer to every question. The applicant informed me that he or she understands every instruction, question, and answer on the application, including the Applicant's Declaration and Certification, and has verified the accuracy of every answer.

Interpreter's Signature

- 7.a. Interpreter's Signature N/A
- 7.b. Date of Signature (mm/dd/yyyy) N/A

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant

Provide the following information about the preparer.

Preparer's Full Name

- 1.a. Preparer's Family Name (Last Name) N/A
- 1.b. Preparer's Given Name (First Name) N/A
- 2. Preparer's Business or Organization Name (if any) N/A

Preparer's Mailing Address

- 3.a. Street Number and Name N/A
- 3.b. Apt. Ste. Flr.
- 3.c. City or Town
- 3.d. State 3.e. ZIP Code
- 3.f. Province
- 3.g. Postal Code
- 3.h. Country

Preparer's Contact Information

- 4. Preparer's Daytime Telephone Number N/A
- 5. Preparer's Mobile Telephone Number (if any)
- 6. Preparer's Email Address (if any)

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant (continued)

Preparer's Statement

- 7.a. I am not an attorney or accredited representative but have prepared this application on behalf of the applicant and with the applicant's consent.
- 7.b. I am an attorney or accredited representative and my representation of the applicant in this case extends does not extend beyond the preparation of this application.

NOTE: If you are an attorney or accredited ay need to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, with this application.

Preparer's Certification

By my signature, I certify, under penalty of perjury, that I prepared this application at the request of the applicant. The applicant then reviewed this completed application and informed me that he or she understands all of the information contained in, and submitted with, his or her application, including the Applicant's Declaration and Certification, and that all of this information is complete, true, and correct. I completed this application based only on information that the applicant provided to me or authorized me to obtain or use.

Preparer's Signature

- 8.a. Preparer's Signature N/A
- 8.b. Date of Signature (mm/dd/yyyy) N/A

Completing the I-765

Page 7, Part 6 if you:

- have ever received CPT or OPT authorizations.

If this does not apply to you skip to the next slide.

PART 6, Additional Information, pg. 7

#1.a.-1.c. Provide your name again as listed in Part 2, 1.a-1.c.

#2. Leave blank

#3.a-3.c. Reference Pg. 3, Part 2, Item 27 (If you already used sections **3.a-3d** use the next available section, 4a-d, etc.)

#3d. Write details of your previous work authorizations. They should include the type of authorization (CPT, Post completion OPT, STEM OPT, etc.), part time or full time authorization, and the start and end dates.

#3.d. Include copies of all I-20's and EAD cards related to the authorizations in the application.

Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the **Page Number, Part Number, and Item Number** to which your answer refers; and sign and date each sheet.

1.a. Family Name (Last Name)

1.b. Given Name (First Name)

1.c. Middle Name

2. A-Number (if any) ▶ A-

3.a. Page Number	3.b. Part Number	3.c. Item Number
<input type="text" value="3"/>	<input type="text" value="2"/>	<input type="text" value="27"/>

3.d.

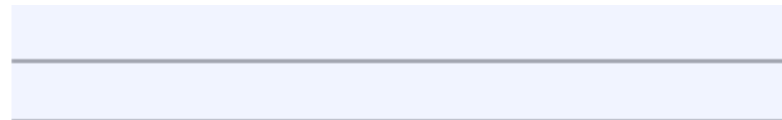
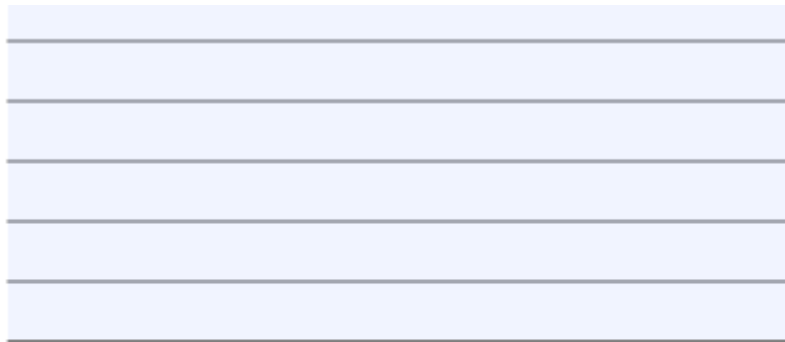
Part time CPT authorization 6/5/2016 – 8/20/2016
Full time post completion OPT 6/1/2017 – 5/31/2018 <i>(these are examples)</i>

Completing the I-765

If you completed Page 7, Part 6

You must add your signature and the date to the page.

Sign and date in the blank space at the bottom of page 7.



Signature July 3, 2019

Completing the I-765



Your I-765 form is complete.

Continue to gather the additional documents.

Gathering the Documents

Photocopy of I-94 Information:

The I-94 can be either:

- An electronic I-94 record. Visit: www.cbp.gov/i94 to access and print your record.

OR

- a paper I-94 card stapled into your passport. Include a copy of both sides, even though the back side may be blank.

OR

- a copy of an I-797 Change of Status Approval Notice which includes a new I-94.



Most Recent I-94

Admission (I-94) Record Number : 2123456789

Most Recent Date of Entry: 2017 March 06

Class of Admission : F1

Admit Until Date : D/S

Details provided on the I-94 Information form:

Last/Surname : WANG
 First (Given) Name : WENYI
 Birth Date : 1958October26
 Passport Number : M123456
 Country of Issuance : China

[Get Travel History](#)

► Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

► If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

► Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

DEPARTMENT OF HOMELAND SECURITY
 U.S. Customs and Border Protection

CBP Form I-94

ADMITTED
 SEP 13 2006
 Class of Admission: J1 D/S

18. Family Name
 19. First (Given) Name
 20. Birth Date (DD/MM/YY)
 21. Country of Citizenship

Department of Homeland Security
 U.S. Citizenship and Immigration Services

I-797A, Notice of Action

THE UNITED STATES OF AMERICA

RECEIPT NUMBER: [REDACTED] APPLICATION TO EXTEND/CHANGE NONIMMIGRANT STATUS

RECEIPT DATE: 09/13/2006 PRIORITY DATE: [REDACTED]

NOTICE DATE: September 14, 2012 PAGE: 1 of 1

Notice Type: Duplicate Approval Notice
 Class: F1
 Valid from 12/08/2012
 Valid for Duration of Status

Please see the additional information on the back. You will be notified separately about any other cases you filed.

U.S. CITIZENSHIP & IMMIGRATION SVCS
 NUMEROUS SERVICE CENTER
 75 LOWER WILSON STREET
 HAVERHILL, MA 01830
 Customer Service Telephone: (800) 375-5283
 Form I-797A (Rev. 10/15/05)

Detach This Half for Personal Records

Receipt # 800-13-907 [REDACTED]
 NAME [REDACTED]
 CLASS F1
 VALID FROM 12/08/2012 UNTIL 08 [REDACTED]
 PETITIONER [REDACTED]

Receipt Number 800-13-907 [REDACTED]
 United States Citizenship and Immigration Services
 I-94
 Departure Record
 Petitioner: OR, YU

Gathering the Documents

STEM OPT I-20:

- You will receive two original I-20's requesting the STEM OPT. One you will keep and the other will be sent with the full of the application. Both will have original signatures from the DSO.
- Sign the I-20 in the indicated section at the bottom of page 1 before sending.
- The STEM OPT request and start and end dates will appear on page 2
- Send the original I-20, not a photocopy.

Department of Homeland Security
U.S. Immigration and Customs Enforcement

2-21 Certificate of Eligibility for Nonimmigrant Student Status
DSO Form I-20 (03/09)

NEVIS ID: 00012645978

NAME: **BEAR, OAKL**

DATE OF BIRTH: 01/01/1997

SEX: M

CLASSIFICATION: F-1

EMPLOYMENT AUTHORIZATIONS:

TYPE	RELEASE TIME	EXPIRES	START DATE	END DATE
Academic Employment	01/01/2018	08/31/2018	01/01/2018	08/31/2018
STEM OPT	01/01/2018	08/31/2018	01/01/2018	08/31/2018

EMPLOYER INFORMATION:

TYPE	ACADEMIC EMPLOYER
Academic Employment	01/01/2018 - 08/31/2018
STEM OPT	01/01/2018 - 08/31/2018

CHANGE OF STATUS/APPLICATION:

ATTACHED BIRTH CERTIFICATE:

CURRENT RESIDENCE:

TRAVEL ENDORSEMENT:

Signature: _____ Title: _____

DSO Form I-20 (03/09/09) Page 1 of 2

Department of Homeland Security
U.S. Immigration and Customs Enforcement

2-21 Certificate of Eligibility for Nonimmigrant Student Status
DSO Form I-20 (03/09)

NEVIS ID: 00012645978 (F-1) NAME: **BEAR, OAKL**

EMPLOYMENT AUTHORIZATIONS:

TYPE	RELEASE TIME	EXPIRES	START DATE	END DATE
Academic Employment	01/01/2018	08/31/2018	01/01/2018	08/31/2018
STEM OPT	01/01/2018	08/31/2018	01/01/2018	08/31/2018

EMPLOYER INFORMATION:

TYPE	ACADEMIC EMPLOYER
Academic Employment	01/01/2018 - 08/31/2018
STEM OPT	01/01/2018 - 08/31/2018

CHANGE OF STATUS/APPLICATION:

ATTACHED BIRTH CERTIFICATE:

CURRENT RESIDENCE:

TRAVEL ENDORSEMENT:

Requester Name (Last, First)	TITLE	DEGREE	DATE ISSUED	PLACE ISSUED

DSO Form I-20 (03/09/09) Page 2 of 2

Department of Homeland Security
U.S. Immigration and Customs Enforcement

2-21 Certificate of Eligibility for Nonimmigrant Student Status
DSO Form I-20 (03/09)

NEVIS ID: 00012645978

NAME: **BEAR, OAKL**

DATE OF BIRTH: 01/01/1997

SEX: M

CLASSIFICATION: F-1

EMPLOYMENT AUTHORIZATIONS:

TYPE	RELEASE TIME	EXPIRES	START DATE	END DATE
Academic Employment	01/01/2018	08/31/2018	01/01/2018	08/31/2018
STEM OPT	01/01/2018	08/31/2018	01/01/2018	08/31/2018

EMPLOYER INFORMATION:

TYPE	ACADEMIC EMPLOYER
Academic Employment	01/01/2018 - 08/31/2018
STEM OPT	01/01/2018 - 08/31/2018

CHANGE OF STATUS/APPLICATION:

ATTACHED BIRTH CERTIFICATE:

CURRENT RESIDENCE:

TRAVEL ENDORSEMENT:

Signature: _____ Title: _____

DSO Form I-20 (03/09/09) Page 3 of 2

Gathering the Documents

Photocopy of Diploma or Official Transcripts

Your diploma or official transcripts must show the major and degree level that makes you eligible for the STEM extension. Final Transcripts are preferred.

For information about obtaining your CCNY diploma if you do not have it, see:

<https://www.ccnycuny.edu/registrar/diplomas>

For information about ordering official transcripts see:

<https://www.ccnycuny.edu/registrar/transcript-request>



Gathering the Documents

Photocopy of all PREVIOUSLY ISSUED I-20's (all pages):

- Include all pages of all of your previous CCNY I-20's
- If you have attended other schools on your F-1 status, you MUST include I-20's from those institutions as well
- If you have had previous work authorizations, the I-20's with these authorizations are required
- **COPIES OF THESE I-20's, no originals**

Department of Homeland Security
U.S. Immigration and Customs Enforcement
NEW ID: 00012645978

U.S. Certificate of Eligibility for Nonimmigrant Student Status
DSO Form I-20 (08/01)

SENDER/ISSUING OFFICE: NEW YORK
ISSUE DATE: 10/19/2014
CLASSIFICATION: F-1
CLASS OF ADULTHOOD: MAJORS AND LANGUAGE

PERSONAL INFORMATION: NAME: BEAR, OAKLEY
DATE OF BIRTH: 04/08/1991
SEX: M
EDUCATIONAL INSTITUTION: BOSTON COLLEGE

STUDY INFORMATION: COURSE OF STUDY: MAJOR 1: POLITICAL SCIENCE, MAJOR 2: POLITICAL SCIENCE
DEGREE PROGRAM: POLITICAL SCIENCE
DEGREE LEVEL: BACHELOR'S

FINANCIAL INFORMATION: SOURCE OF FUNDS: SELF
FINANCIAL SUPPORT: SELF

EMPLOYMENT INFORMATION: EMPLOYER NAME: BOSTON COLLEGE
EMPLOYER ADDRESS: 170 COMMONWEALTH AVENUE, BOSTON, MA 02215
EMPLOYMENT STATUS: STUDENT

ADDITIONAL INFORMATION: VISITING OFFICER: [Redacted]

Department of Homeland Security
U.S. Immigration and Customs Enforcement
NEW ID: 00012645978 (F-1)

U.S. Certificate of Eligibility for Nonimmigrant Student Status
DSO Form I-20 (08/01)

SENDER/ISSUING OFFICE: NEW YORK
ISSUE DATE: 10/19/2014
CLASSIFICATION: F-1
CLASS OF ADULTHOOD: MAJORS AND LANGUAGE

PERSONAL INFORMATION: NAME: BEAR, OAKLEY
DATE OF BIRTH: 04/08/1991
SEX: M
EDUCATIONAL INSTITUTION: BOSTON COLLEGE

STUDY INFORMATION: COURSE OF STUDY: MAJOR 1: POLITICAL SCIENCE, MAJOR 2: POLITICAL SCIENCE
DEGREE PROGRAM: POLITICAL SCIENCE
DEGREE LEVEL: BACHELOR'S

FINANCIAL INFORMATION: SOURCE OF FUNDS: SELF
FINANCIAL SUPPORT: SELF

EMPLOYMENT INFORMATION: EMPLOYER NAME: BOSTON COLLEGE
EMPLOYER ADDRESS: 170 COMMONWEALTH AVENUE, BOSTON, MA 02215
EMPLOYMENT STATUS: STUDENT

ADDITIONAL INFORMATION: VISITING OFFICER: [Redacted]

Department of Homeland Security
U.S. Immigration and Customs Enforcement
NEW ID: 00012645978

U.S. Certificate of Eligibility for Nonimmigrant Student Status
DSO Form I-20 (08/01)

SENDER/ISSUING OFFICE: NEW YORK
ISSUE DATE: 10/19/2014
CLASSIFICATION: F-1
CLASS OF ADULTHOOD: MAJORS AND LANGUAGE

PERSONAL INFORMATION: NAME: BEAR, OAKLEY
DATE OF BIRTH: 04/08/1991
SEX: M
EDUCATIONAL INSTITUTION: BOSTON COLLEGE

STUDY INFORMATION: COURSE OF STUDY: MAJOR 1: POLITICAL SCIENCE, MAJOR 2: POLITICAL SCIENCE
DEGREE PROGRAM: POLITICAL SCIENCE
DEGREE LEVEL: BACHELOR'S

FINANCIAL INFORMATION: SOURCE OF FUNDS: SELF
FINANCIAL SUPPORT: SELF

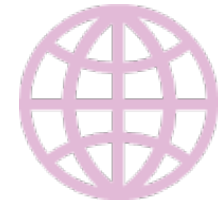
EMPLOYMENT INFORMATION: EMPLOYER NAME: BOSTON COLLEGE
EMPLOYER ADDRESS: 170 COMMONWEALTH AVENUE, BOSTON, MA 02215
EMPLOYMENT STATUS: STUDENT

ADDITIONAL INFORMATION: VISITING OFFICER: [Redacted]

Gathering the Documents

Previous Degrees or Previous STEM Extensions

- If the OPT STEM Extension is based on a prior degree not listed on your current 12-Month OPT, you must also include a copy of your I-20 from the previous school.
- If you have previously had another STEM extension, you must include a copy of your previous STEM I-20.
- If the I-20 is not available, either request 1) a screenshot of your F-1 SEVIS record from the previous school OR 2) a letter from your previous international office stating your name, SEVIS ID, the dates of your attendance, and your STEM major and CIP code.



Submitting the Application



Application Deadline

USCIS must receive the OPT STEM application:

- No later than 60 days after the OPT STEM I-20 ISSUE DATE on page 1.
 - The issue date is located next to the advisor's signature on page 1 of the OPT STEM I-20.
- No later than the end date of your current 12-month OPT as noted by your EAD. Please account for mailing time.
- If you have received a Cap-Gap Extension of your I-20, you must still submit your STEM application to USCIS before the expiration of your 12 month EAD
- You may apply up to 90 days before your current OPT end date.
- Track the status of your mailed application to be certain it was delivered on time.

Your application must be submitted to USCIS from within the U.S.

Submitting the Application



Shipping Options

Express mail (FedEx, UPS, etc.)

OR

U.S. Postal Service (USPS)

- Express mail allows for faster shipment but may be more expensive
- USPS is not as expensive but may take longer for delivery. You may want to consider using Express or Priority 1-2 day service and requesting certified/return receipt service to receive proof of delivery to USCIS
- Request tracking information for the chosen mailing method

Where to Mail Your Application

- Use the address of USCIS Service Center that corresponds to where you live
- You will use a different address depending on whether you choose Express Mail or USPS.
- See the next slide for USCIS Service Center mailing addresses



Submitting the Application

USCIS Mailing Addresses

<https://www.uscis.gov/i-765-addresses>

Eligibility Category (The category you selected in question 27 on Form I-765) and Description	Filing Location
F-1 Optional Practical Training (OPT): (c)(3)(C), 24-month extension for an F-1 student who has received a degree in science, technology, engineering, or mathematics (STEM) that appears on the STEM designated Degree Program List published on the SEVP website	USCIS Chicago Lockbox U.S. Postal Service (USPS) Attn: I-765 C03 P.O. Box 805373 Chicago, IL 60680-5374 FedEx, UPS, and DHL deliveries: USCIS Attn: I-765 C03 (Box 805373) 131 South Dearborn - 3rd Floor Chicago, IL 60603-5517

Awaiting the EAD Card



I-797 Notice of Action

Within 30 days of sending the STEM OPT application, you should receive the I-797 Notice of Action.

The I-797 is very important. If you lose the receipt, it may be very difficult to replace it.

The I-797 is necessary if you want to:

- 1) inquire about the status of your OPT STEM application
- 2) travel outside the U.S. while your OPT STEM is pending

Receipt Number

The case number for the STEM OPT application at USCIS. Check the status of the case on the USCIS web site at <https://www.uscis.gov>

Received Date

Date when USCIS begins processing the application. (It may not be the actual the application was received, but it is when the case was entered into the system.)

Department of Homeland Security
U.S. Citizenship and Immigration Services

I-797C, Notice of Action

THE UNITED STATES OF AMERICA

NOTICE TYPE Receipt	NOTICE DATE January 27, 2010
CASE TYPE I-765, Application for Employment Authorization	USCIS ALIEN NUMBER
RECEIPT NUMBER EAC1090011185	RECEIVED DATE January 22, 2010
	PAGE 1 of 1
	DATE OF BIRTH December 10, 1978

APPLICANT/PETITIONER NAME AND MAILING ADDRESS	PAYMENT INFORMATION:
MAXWELL T. SAMPLE 123 MAIN STREET B52 BRIGHTON MA 02135	Application/Petition Fee: \$340.00 Biometrics Fee: \$0.00 Total Amount Received: \$340.00 Total Balance Due: \$0.00

The above application/petition has been received by our office and is in process.

Please verify your personal information listed above and immediately notify the USCIS National Customer Service Center at the phone number listed below if there are any changes.


Please note that if a priority date is printed on this notice, the priority does not reflect earlier retained priority dates.

If you have questions about possible immigration benefits and services, filing information, or USCIS forms, please call the USCIS National Customer Service Center (NCSC) at 1-800-375-5283. If you are hearing impaired, please call the NCSC TDD at 1-800-767-1833. Please also refer to the USCIS website: www.uscis.gov.

If you have any questions or comments regarding this notice or the status of your case, please contact our customer service number.

You will be notified separately about any other case you may have filed.

USCIS Office Address: USCIS Vermont Service Center 75 Lower Welden Street St. Albans, VT 05479-0001	USCIS Customer Service Number: (800)375-5283 APPLICANT COPY
--	--



Application Problems

RFE: If there is a problem with your application, the USCIS may send you a notice by mail called a “**Request for Evidence (RFE)**.” An RFE does not mean that your application has been rejected. It simply means that you need to send in additional documents before your EAD can be issued.

- Getting an RFE will delay the processing of your application.

Rejection/Denial: In some cases, if too many items are missing from your application, USCIS will return the entire application to you. If this happens, you must make the corrections and send the application before the end date of your 60-day grace period.

If you receive either one of these, contact OISSS IMMEDIATELY.

REQUEST FOR EVIDENCE

IMPORTANT: THIS NOTICE CONTAINS YOUR UNIQUE NUMBER. THE ORIGINAL NOTICE MUST BE SUBMITTED WITH THE REQUESTED EVIDENCE.

You are receiving this notice because U.S. Citizenship and Immigration Services (USCIS) requires additional evidence to process your form. Please provide the evidence requested below.

Your response must be received in this office by November 15, 2018.

Please note that you have been allotted the maximum period allowed for responding to a Request for Evidence (RFE). The time period for responding cannot be extended. 8 CFR 103.2(b)(8)(iv). Because many immigration benefits are time sensitive, you are encouraged to respond to this request as early as possible, but no later than the deadline provided above. If you do not respond to this notice within the allotted time, your case may be denied. The regulations do not provide for an extension of time to submit the requested evidence.

You must submit all requested evidence at the same time. If you submit only some of the requested evidence, USCIS will consider your response a request for a decision on the record. 8 CFR 103.2(b)(11).

If you submit a document in any language other than English, the document must be accompanied by a full and **complete** English translation. The translator must certify that the translation is accurate and he or she is competent to translate from that language to English. **If you submit a foreign language translation in response to this request for evidence, you must also include a copy of the foreign language document.**

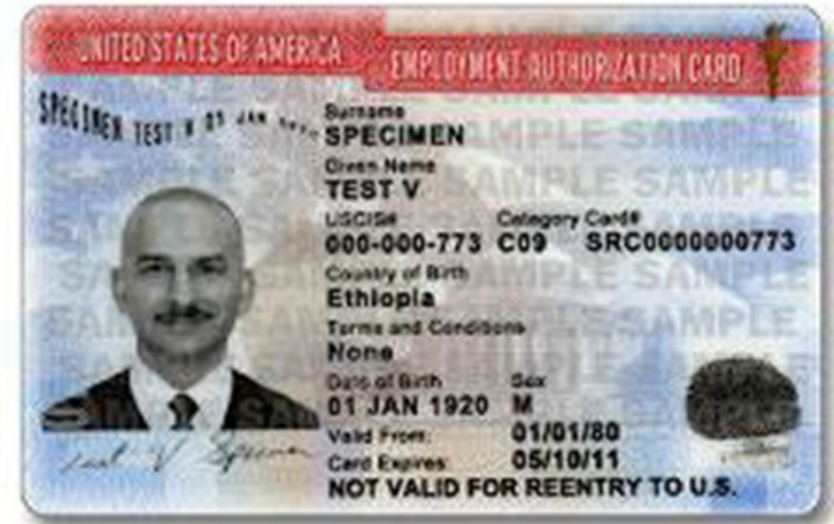
Processing of your I-765 will resume upon receipt of your response. If you have not heard from USCIS within **60 days of responding**, you may contact the USCIS Contact Center at **1-800-375-5283**. If you are hearing impaired, please call the USCIS Contact Center TDD at **1-800-767-1833**.

Employment Authorization Document (EAD)



Average processing time at USCIS is 90 days/3 months. While waiting, keep these things in mind.

- Your F-1 status & employment authorization will be automatically extended for up to 180 days while your OPT STEM application is pending if the application was submitted prior to the OPT expiration. You may work during this time.
- A change in employment will require a new 24-Month STEM request AND a new I-983 with the new employer to be submitted to OISSS.
- You must work full time in your field of study while on your OPT STEM Extension
- You may accumulate no more than 150 days of unemployment while on OPT STEM. This includes any time used during 12-month OPT.
- If you decide to return to school as a full-time student, you must request a transfer or a change of level from OISSS within 60 days of your EAD expiration date.



- Review card to make sure the information is accurate. If not, contact an OISSS advisor
- Present your EAD to employers as proof of your legal work authorization in the US.
- The EAD is a required document for entry to the U.S. during STEM OPT.
- Email a copy of your EAD card to oiss@ccny.cuny.edu

Avoid Immigration Scams

- **It is very rare for USCIS or SEVP to contact you via phone regarding your application or your SEVIS record.** Most notices from SEVP Portal are sent by email, and most notices from USCIS are sent via mail. They will generally never ask you for money.
- **See USCIS's website on how to avoid immigration scams, [report fraud](#), and find authorized legal services.**
- You can report immigration scams by contacting the FTC. Please visit the USCIS [Avoid Scams Initiative](#) website to learn more about avoiding immigration scams and reporting fraud.



Maintaining F-1 Status while on STEM OPT



Reporting Requirements

STEM OPT regulations require that you report your continued participation in STEM OPT every 6 months.

- The reports can be submitted through the google form on the OISSS website. It can be accessed by [clicking here](#)
- 12 month and 24 month (final) report must be the self-evaluation from page 5 of the I-983. This must be signed by hand by you and your employer

Here's a tip: Check your STEM OPT start date and mark your calendar for each 6 month interval of your STEM Extension for your reporting deadlines. (Example: Your STEM Extension Starts January 1, 2017. You must submit 6 month validations on July 1, 2017, on January 1, 2018, on July 1 2018 and on Jan 1, 2019.)

The image shows two identical sample forms for the I-983 evaluation. Each form has a header section with the title 'EVALUATION (STEM OPT PROGRAM)' and a paragraph of instructions. Below the header, there are several lines for personal information: 'Name of Student', 'Date of Birth', 'Department/Program', 'Employer/Institution', and 'Address'. The forms are labeled '12 month report' and '24 month report' respectively. Red arrows point from the text in the main content area to these two forms.

Reporting Requirements

SEVP Portal Reporting Reminders

SEVIS SEVP Portal will also email you reminders regarding your 6 Month Validations and Annual Evaluations.

Remember, you'll do this reporting through the google form as well.

- You can also check your reporting deadlines via the SEVP Portal.

Hello, [student name]

Your STEM OPT Reporting Deadlines

While on STEM OPT, you must give your designated school official (DSO):

1. Validation reports to confirm that your address and employer information in SEVIS is correct. These are due every six months.
2. Two Evaluations of Student Progress (page 5 of the Form I-983). These are due:
 - a. 12 months after your STEM OPT starts and
 - b. 24 months after your STEM OPT starts.
3. Evaluation of Student Progress (page 5 of the Form I-983) when you stop working for a STEM employer before your STEM OPT authorization ends. These are due within 10 days after you stop working for the employer.

Your reporting deadlines:

Date	What is Due?
Aug 6 2018	Validation report for address and employer information
Feb 6 2019	Validation report for address and employer information Evaluation of Student Progress (page 5 of Form I-983)
Aug 6 2019	Validation report for address and employer information
Feb 6 2020	Validation report for address and employer information Evaluation of Student Progress (page 5 of Form I-983)

Missing these deadlines may affect the state of your SEVIS record.

For more information, go to the STEM OPT Hub (<https://studyinthestates.dhs.gov/stem-opt-hub>) pages on the Study in the States website.

Reporting Requirements – Making Changes



While on OPT STEM, you must update the CCNY Department of International Student & Scholar Services **within 10 days** of any changes to the following information:

- Your Name
- Your Residential Address
- Your Phone & Email Address
- Employer Name or Address
- Starting or Ending Employment
- Material changes to your I-983. A revised I-983 must be submitted to OISSS. These may include but are not limited to:
 - Change in employer address or supervisor.
 - Any change of the employer's Employer Identification Number, (i.e., the company's Federal Tax ID number) resulting from a change in the employer's ownership or structure.
 - Any reduction in your compensation that is not tied to a reduction in hours worked.
 - Any significant decrease in hours per week that you engage in a STEM training opportunity.
 - Changes to the employer's commitments or your learning objectives as documented on the Form I-983.
- Date of departure from the U.S. if you leave prior to OPT STEM end date and want to end your OPT.
- Change of status to another visa category

Some of these may be made using the SEVP Portal, however employment updates and visa changes must be emailed to oisss@ccny.cuny.edu

Changing Employers with on STEM OPT



If you change employers during your 24-month STEM OPT period, follow the instructions below. (If your STEM EAD has not yet been approved by USCIS, contact OISSS for more information.)

1. Confirm that the company is enrolled in E-verify. Any STEM OPT employer must be enrolled before you may begin your employment.
2. Prepare and submit a new I-983, Training Plan for STEM OPT Students before your anticipated start date. OISSS must approve this plan before you may begin.
3. Submit a final evaluation (page 5 of the I-983) to OISSS to properly end your employment and training plan with the former employer. This must be signed by the former employer as well.
4. You will receive a new I-20 with the new employer information

The SEVP Portal does not allow STEM OPT students to make employment changes to their records. This must be done by a DSO at the Department of International Student & Scholar Services.

Traveling while on STEM OPT



Important Reminders

- Avoid long absences from the U.S. during the STEM OPT period. Time spent outside of the U.S. while unemployed by a U.S. employer counts toward your 90 days of unemployment.
- Attempting to re-enter the U.S. close to the expiration date of your OPT can be risky.
- You must not enter the U.S. in a status other than F-1. This may result in the loss of your OPT eligibility.

Travel While STEM OPT is Pending, But Before STEM OPT Card is Received

- There is a higher risk associated with travel and return while your STEM OPT is pending after the program completion date of your OPT EAD. If there are any problems with your application, you may not be able to respond to USCIS in a timely manner, which could delay processing of your EAD.
- If your STEM OPT application is denied while outside the U.S., and your original OPT EAD has expired, you will not be able to re-enter the U.S. in F-1 status and will not be able to reapply.



Applying for F-1 Visa on STEM OPT



If you are traveling abroad and your F-1 visa has expired, you must obtain a new F-1 visa before returning to the U.S. When going to your visa interview, bring the documents below:

- Valid passport (at least 6 months in the future)
- Valid STEM I-20 with travel endorsement from a CCNY International Student Advisor within the past 6 months
- STEM EAD Card
- Proof of current STEM OPT employment (employer should match employer info listed on the I-20)
- Evidence of sufficient funds (e.g. a bank statement, a letter from a sponsor or a job offer letter)

Check the [U.S. Department of State website](#) for more information about getting a visa and specific requirements at the local embassy or consulate.



Completing OPT & Grace Period



- You have a 60 day grace period following the end of your STEM OPT EAD.
- The only additional extension of OPT available is the OPT Cap-Gap Extension, for students who have an accepted cap-subject H-1B application.
- Failure to exit, continue your F-1 status, or timely request a Cap-Gap Extension or USCIS Change of Status will result in accrual of days of unlawful presence.
- If you receive an extension of your OPT, the grace period will begin after the end of the extension period.

If you do not extend your STEM OPT via the H1-B Cap-Gap, and your EAD expires, you have the following options before the end of the 60 days grace period:

- Exit the U.S. within 60 days.
- Continue your F-1 Status & Studies: Transfer your I-20 to continue studies at another school OR request a Change of Educational Level to begin new studies at CCNY.
- Work with immigration legal counsel regarding a Change of Status application to a new visa category. *You will need to check with your legal counsel regarding your allowed period of stay or required exit date if you have a pending change of status when your grace period ends.*

H-1B and STEM Extension



Can I file for an H1-B and a STEM Extension at the same time?

Yes, but filing these applications concurrently can sometimes cause complications in your SEVIS record. You can apply for an STEM OPT Extension before your OPT EAD expires. If you are planning to file for an H-1B and STEM at the same time, you should submit your STEM OPT application on time, before the original 12 month EAD expires. You should also be mindful to take extra steps when filing for your STEM OPT Extension and continuing your F-1 status:

- Before requesting a STEM I-20, check with your employer and the legal counsel working on your H-1B and confirm that your employer recommends that you file STEM/H-1B concurrently at this time.
- When submitting your STEM OPT Extension, include the STEM/Cap-Gap Letter if a Cap-Gap appears on your OPT STEM I-20.
- If no Cap-Gap currently appears on your I-20, but your employer has filed for the H-1B and your OPT expires before 9/30, include the STEM/H1B Letter.
- Update OISSS as soon as possible regarding any Withdrawal or Denial of your H-1B petition. These actions may have an impact on your SEVIS record, and an OISSS adviser will need to review the record to see if any corrections need to be made.
- If your H-1B is approved, the STEM OPT Extension (or pending STEM OPT Extension) will end on the date your H-1B becomes effective. Report the end of your OPT to OISSS. Your F-1 record will be completed after the effective date of your H-1B.

Frequently Asked Questions (FAQ's): Employment

What is considered full-time employment on the 24-month OPT STEM Extension? Students must work at least 20 hours per week for an E-Verify employer in a position directly related to the STEM degree, following the goals and objectives stated in the I-983 training plan. All employers must be authorized on the I-20 and in SEVIS.

I have two part-time jobs. One of the employers is enrolled in E-Verify but the other is not. Is this allowed? No, only full-time employment is allowed at your STEM-eligible E-Verify registered employer.

How many days of unemployment am I allowed while on the 24-month STEM OPT Extension? Students who receive a 24-month OPT STEM extension are given an additional 60 days of unemployment for a total of 150 days over their entire post-completion OPT period.

What counts as unemployment? Each day during the period when OPT authorization begins and ends that the student does not have qualifying employment counts as a day of unemployment.

Can I continue to work while my 24-month STEM OPT Extension is pending? If a student's EAD expires while the STEM Extension application is pending with USCIS, the student is authorized to work until USCIS makes a decision about the application, but not more than 180 days from the date the student's initial OPT EAD expires.

What documents should I present to my employer once my 12-month OPT expires and my STEM OPT is pending? The student should present the employer with the expired EAD card, the form I-20 recommending the student for STEM OPT Extension, and proof of the timely filing with USCIS (STEM OPT I-797 receipt notice).

Can I change STEM employers after my STEM EAD is approved? Yes, see our OPT Reporting page for instructions on submitting a request to change employers. You should not start working before receiving authorization for the new employer.

Can I switch employers while my STEM OPT application is pending? Yes, but we do NOT recommend this. We recommend changing employers after the EAD is approved, if possible. Please contact OISSS for instructions regarding how to change employers while your application is pending.

Frequently Asked Questions (FAQ's): Travel & Re-entry

Can I travel outside the US during my approved OPT STEM period? Yes.* However, if the student whose approved period of OPT has started travels outside of the U.S. while unemployed, the time spent outside the U.S. will count as unemployment against the 90/150-day limits. See the OPT Travel page for required documents.

If a student travels while employed either during a period of leave authorized by an employer or as part of their employment, the time spent outside the US will not count as unemployment.

Can I travel outside the U.S. while my 24-month STEM Extension OPT is pending? Yes*, travel while your OPT STEM application is pending is possible if you have a valid F-1 visa and STEM I-20 signed within the past 6 months. You should travel with a copy of your I-797 receipt notice and proof of your STEM employment. See the OPT Travel page for required documents.

* If your employer has filed for an H-1B for you, please discuss your travel plans with the legal counsel working on the H-1B request. OISSS advisers can advise on travel as an F-1, but we cannot advise on how the travel might impact your H-1B application.

Can I renew my visa while on STEM OPT? Yes, you are eligible to renew your visa while on STEM OPT. Remember, that you are still applying for an F-1 nonimmigrant visa, which means you must demonstrate ties to your home country. See Applying for a Visa for a complete list of documents and advice on renewing the visa during STEM OPT and feel free to discuss your concerns with an adviser. Be advised that you **MUST** have an approved STEM EAD to apply for a new visa.

What documents do I need to re-enter the U.S with approved STEM OPT?

If you are eligible for travel, you will need:

- A valid passport with an unexpired F-1 visa stamp (if applicable).
- Form I-20, signed on page 2 by an adviser at CCNY within the last 6 months.
- Unexpired EAD Card.
- Proof of employment (or employment offer).

For questions please
contact:

oisss@ccny.cuny.edu

212-650-8106

Walk in hours: Monday – Thursday

9 am to 2 pm