OPT STEM Information and Application Tutorial

Center for International Education
California State University, East Bay

OPT STEM Tutorial

Please note this presentation is for instructional purposes only.

An OPT STEM application to USCIS is your own personal application (you are signing the I-765, not us). You alone are responsible for timely filing with the required documentation, understanding F-1 regulations regarding OPT STEM and maintaining F-1 status.

This presentation is not legal advice. If you have more detailed questions, we recommend consulting an immigration attorney.

OPT STEM Extension

- It is your responsibility to understand the details and requirements of your F-1 status.
- You must maintain your F-1 status while on OPT STEM
- Read this entire tutorial carefully to understand:
  - Eligibility
  - Timelines
  - Procedures
  - Requirements
  - Validation reports

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OPT STEM Overview

Students in F-1 status who are currently on OPT can extend their work authorization an additional 24-months if they meet certain criteria.

Students who extend their OPT are required to maintain their status under the OPT STEM regulations.

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OPT STEM Extension Eligibility

Requirements:

- You must be a recipient of a U.S. Bachelor's, Master's or Doctoral degree in a STEM designated degree program
  – Compare your I-20 CIP to this STEM Designated Degree List
- You are currently authorized for Post Completion OPT (12 months) and have not exceeded 90 days of unemployment
- Employed or have a job offer related to your field of study from an employer who is registered in the E-Verify Program.
- Employer must have an EIN number and must be willing to complete ICE Form I-983, abide by all employer obligations, including Dept of Homeland Security Site visits.
- You may apply up to 90 days before your OPT EAD expires.
  – Your application must reach USCIS **before** the expiration date on your EAD. You cannot apply for STEM during your 60 day grace period
- Can apply based on any previous STEM degree from an SEVP, accredited U.S. institution within the past 10 years.
- Only 2 OPT STEM Extensions may be granted per lifetime

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Types of Employment

All employment must be related to your major

- Must be a bona fide employee of the employer completing the Form I-983. The employer signing the I-983 must be the same entity to employ you and provide the practical training experience required by the I-983.
- Temp/Staffing Agencies, 3rd party worksites
    - Staffing and temporary agencies may employ students but only if they will be the entity that provides the practical training to you
    - OPT STEM participants may engage in a training experience that takes place at a 3rd party worksite as long as all of the training obligations are met.
        - A STEM OPT Employer may not assign its training responsibilities to a non-employer third party.

- Volunteer/Unpaid positions and Self Employment are **NOT** permitted on 24 Month STEM Extension.

Unemployment during OPT STEM

- If your OPT STEM application is received by USCIS before your post completion OPT expires, you can continue working for up to 180 days after the expiration date of your OPT EAD.
- Students who receive OPT STEM are given an additional 60 days of unemployment for a total of 150 days over their entire post completion OPT period
  - Any leftover unemployment days (90) from your Post Completion OPT can be added to the 60 days from the OPT STEM, not to exceed 150 days
    - Example: If you used 30 days of unemployment while on Post Completion OPT, then you have 120 days of unemployment once you receive your OPT STEM EAD

Warning: SEVIS may terminate students who have used all unemployment dates!

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Application Timeline

- You may apply as early as 90 days before your OPT EAD end date
- You must submit your [STEM I-20 Request](#) to CIE at least 2 weeks before your current OPT EAD expires
  - Some employers take longer than others to complete and sign the [I-983](#) so plan accordingly
- USCIS **MUST** receive your STEM application before the expiration date of your Post Completion OPT EAD.
- USCIS processing time range from 2-4 months

Reminder: You can continue to work for up to 180 days while your OPT STEM application is pending with USCIS.

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Application Process Overview

1. ## Complete the I-983 with your employer

   You and your employer must complete and sign the I-983. This is also a good time to confirm your employer is enrolled in E-Verify

2. ## Request OPT STEM I-20 from CIE

   The I-20 will be emailed to you with 3-5 business days after submitting complete supporting documents.

3. ## Prepare, collect & submit your application to USCIS

   A complete application must be received by USCIS before the end date of your current OPT EAD. You must be physically inside the USA to apply for OPT STEM.

4. ## Receive your STEM EAD

   Average processing time with USCIS is 2-4 months. You can continue to work for up to 180 days while the STEM application is pending.

5. ## Maintain your F-1 status while on OPT STEM

   You must report all employment changes, address changes and contact information as well as validation and evaluation reports.

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Complete Form I-983

- [ICE Form I-983](#) is a formal training plan
- It must state the student's learning objectives and affirm the employers commitment to helping the student achieve those objectives.
- You and your employer must complete and sign Form I-983 and then submit pages 1-5 (page 5 will be blank) to CIE.
- You must have a completed I-983 for each employer during your OPT STEM Extension

Resources

- CIE's [I-983 Helpful Hints](#) Sheet
- [Study in the States](#)
  - [OPT STEM Hub](#)
  - [Detailed Tutorial](#)

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Signatures on the Form I-983

Beginning Sept 18, 2023- The I-983 can be signed electronically by both the student and employer.

SEVP accepts electronic signatures in the following formats:

- Electronic signatures using software programs or applications. Students and employers may sign all signature fields on the Form I-983 using electronic signatures produced with software programs or applications.
- Electronically reproduced copies of a signature. Students and employers may sign all signature fields on the Form I-983 using digitally reproduced copies of a signature. A digitally reproduced copy may be a scanned image of a physical signature.

CIE will NOT accept an I-983 where a person's name is simply typed into the signature line.

NOTE: This ONLY applies to the I-983.

Complete I-983

STEP 1: Download fillable PDF [Form I-983](#).

STEP 2: For detailed instructions on how each field should be completed, please review the [SEVP STEM Hub](#) and [CIE's helpful hints](#).

STEP 3: Note who is responsible for completing each section of the Form I-983:

- Sections 1 & 2: Completed by Student
- Sections 3 & 4: Completed by Employer
- Section 5: Completed by Student and Employer
- Section 6: Completed by Employer
- Evaluations: Leave these blank for now

Complete I-983

STEP 4: Complete Form I-983, paying attention to these important reminders:

a. Pay attention to the questions and answer the whole question
b. Your Designated School Official(DSO) is your International Student Advisor.
c. The STEM OPT Requested Period begins the day after your current EAD card ends and continues up to 24 months later.
d. Classification of Instruction Program (CIP) code is found on page 1 of your I-20, next to your major/program of study.
e. Based on Prior degree- if you are applying for this 24 month extension based on your most recent CSUEB degree, check "no".
f. Employment Authorization Number is the 9-digit "A" number/USCIS # on your EAD card.

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

OMB APPROVAL NO. 1653-0054
EXPIRATION DATE: 7/31/2021

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:
Smith, John		jsmith12@horizon.csueastbay.edu

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):
California State University, East Bay	California State University, East Bay	SFR214F00137000

Designated School Official (DSO) Name and Contact Information:	Student SEVIS ID No.:	STEM OPT Requested Period (mm-dd-yyyy):
Advisor's Name 510 885 4444 first.lastname@csueastbay.edu	N0012345686	From: 06/30/2020 To: 06/29/2022

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

Level/Type of Qualifying Degree: Master's

Date Awarded (mm-dd-yyyy): 05/28/2019

Based on Prior Degree? ☐ Yes ☒ No

Employment Authorization Number: 158-96-2021

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.

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Complete I-983

STEP 5- Continue to complete the I-983

- All fields related to your employer must be completed on page 2
  - No field should be left blank. If something does not apply, use N/A
- Pages 3-4 contain the details of the required training plan to be determined by you and your employer. To avoid rejection of your I-983, think carefully about each question and answer fully and completely.
  - Responses should include the relationship between your degree and your role with your employer.
  - Need to list learning objectives and goals
  - List and explain methods of oversight, measures and assessments (simply listing daily/weekly checkin's isn't sufficient)
- One sentence responses will result in rejection of your I-983
- If you need additional space, you can use the "Additional Remarks field or attach a separate sheet.

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Request OPT STEM I-20

1. Complete the [Form I-983](#) with your employer
2. Log into your SEVP Portal and confirm all information is accurate
3. Complete the CIE "OPT STEM I-20 Request Form" & "Reporting Responsibilities" in our [OPT STEM Handout](#)
4. Email CIE the following documents
   a. Completed and signed OPT STEM Request Form & Reporting Responsibilities
   b. Completed and signed I-983
5. CIE will email you a list of required corrections, if necessary
6. CIE will email your OPT STEM Request I-20 once a correct, completed I-983 is submitted
7. You are required to review all OPT STEM information on page 2 on the I-20.
8. If no changes are required, you will need to print and sign the I-20.

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OPT STEM I-20

STEM OPT I-20 processing time is 3-5 business days.

Check your I-20 and notify CIE if there are any errors on your I-20.

School Attestation
Make sure there is a CIE Advisor signature. Check the date- USCIS must receive your application within 60 days of the ISSUE date listed on page 1.

Student Attestation
You should sign and date the I-20 after you print it. Students 18 and older do not need a parent's signature.

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: N00005555111

SURNAME/PRIMARY NAME	GIVEN NAME	Class of Admission
Yang	Huin	
PREFERRED NAME	PASSPORT NAME	**F-1**
Huin Yang		
COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP	
CHINA	CHINA	
CITY OF BIRTH	DATE OF BIRTH	ACADEMIC AND LANGUAGE
	26 JANUARY 1992	
FORM ISSUE REASON	ADMISSION NUMBER	
CONTINUED ATTENDANCE	447895652A2	

SCHOOL INFORMATION

SCHOOL NAME
California State University, East Bay
California State University, East Bay

SCHOOL ADDRESS
25800 Carlos Bee Boulevard, Hayward, CA 94542

SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL
Julie Moreira
International Student Advisor, DSO

SCHOOL CODE AND APPROVAL DATE
SFR214F00137000
28 JANUARY 2003

PROGRAM OF STUDY

EDUCATION LEVEL	MAJOR 1	MAJOR 2
MASTER'S	Management Science 52.1301	None 00.0000
PROGRAM ENGLISH PROFICIENCY	ENGLISH PROFICIENCY NOTES	EARLIEST ADMISSION DATE
Required	Student is proficient	20 JULY 2019
START OF CLASSES	PROGRAM START/END DATE	
19 AUGUST 2019	19 AUGUST 2019 - 12 DECEMBER 2020	

FINANCIALS

ESTIMATED AVERAGE COSTS FOR: 9 MONTHS		STUDENT'S FUNDING FOR: 9 MONTHS	
Tuition and Fees	$ 20,406	Personal Funds	$ 0
Living Expenses	$ 18,000	Funds From This School	$
Expenses of Dependents (0)	$ 0	Family	$ 40,074
Health Insurance	$ 1,668	On-Campus Employment	$
TOTAL	$ 40,074	TOTAL	$ 40,074

REMARKS

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.

X _____ Advisor's Signature _____ DATE ISSUED   PLACE ISSUED
SIGNATURE OF: Julie Moreira, International Student   26 March 2021   Hayward, CA
Advisor, DSO

STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.

X _____ Your Signature _____ MM/DD/YYYY
SIGNATURE OF: Huin Yang   DATE

X _____
NAME OF PARENT OR GUARDIAN   SIGNATURE   ADDRESS (city/state or province/country)   DATE

OPT STEM I-20

Page 2 of the I-20 will list your current Post Completion OPT and the request for OPT STEM extension.

Employment Authorization Dates
Check 24 month STEM OPT start and end dates. Verify employer name for accuracy.

We recommend that you download, save then print the I-20 for better quality.

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: N0000555511 (F-1)   NAME: Huin Yang

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	APPROVED	08 JUNE 2020	07 JUNE 2021
STEM OPT	FULL TIME	REQUESTED	08 JUNE 2021	07 JUNE 2023

EMPLOYER INFORMATION

TYPE		AUTHORIZATION DATES	
POST-COMPLETION OPT		08 JUNE 2020 - 07 JUNE 2021	
EMPLOYER NAME	**START DATE**	**END DATE**	**CITY & STATE**
Apple	08 JUNE 2020		Cupertino, CA

TYPE		AUTHORIZATION DATES	
STEM OPT		08 JUNE 2021 - 07 JUNE 2023	
EMPLOYER NAME	**START DATE**	**END DATE**	**CITY & STATE**
Google	08 JUNE 2021	07 JUNE 2023	Mountain View, CA

CHANGE OF STATUS/CAP-GAP EXTENSION

AUTHORIZED REDUCED COURSE LOAD

CURRENT SESSION DATES

CURRENT SESSION START DATE	CURRENT SESSION END DATE
N/A. Student is on post-completion practical training.	

TRAVEL ENDORSEMENT

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		
		X		

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Methods of Applying

You can submit your application to USCIS either by

- **Online Application** - You will submit your application and supporting documents online via www.uscis.gov
  - We recommend using this option
  - This presentation will focus on this method to submit your application

- **By Mail** - you can mail your paper application and copies of supporting documents to USCIS.
  - If you wish to mail your application, please see our OPT STEM Mailing handout for instructions.

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USCIS Online Application

Documents we recommend you have scanned and labeled appropriately to upload to your application
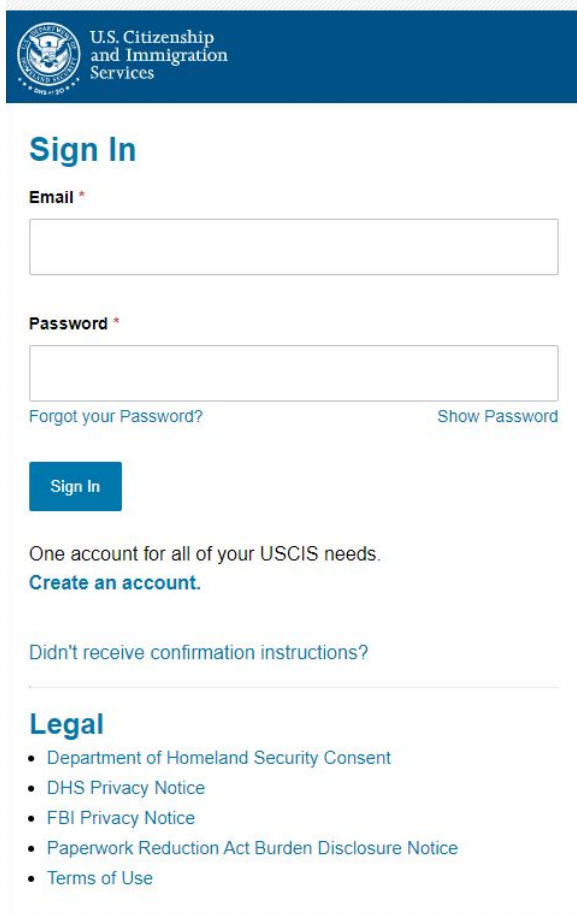
- OPT STEM Request I-20 issued by CIE
  - DO NOT SUBMIT YOUR APPLICATION UNTIL YOU HAVE YOUR STEM I-20 FROM CIE!
- Passport Photo
- Current OPT I-20
- Current EAD
- I-94
- Diploma

Login to your USCIS account

Same process as applying for your current OPT

- login to your USCIS at account.uscis.gov
    - use the same login credentials as previously used if possible
- If you filed by paper previously, you will need to create an account.

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USCIS Account

U.S. Citizenship and Immigration Services

My Account

My Account ▾   Resources ▾   Sign Out

Welcome To Your USCIS Account

Select What You Want To Do

Add a paper-filed case
View your case status and case history by adding your case to your account

File a form online
Start a new form, upload evidence, and pay and submit online

Enter a representative passcode
Review and sign forms prepared for you by your attorney or representative

Verify your identity
Answer questions about your immigration history to verify your personal identity

SELECT

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USCIS Account

File a Form

Select the form you want to file online. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

🔗 Concurrent filing available   ⌄

Select the form you want to file online.

○ I-90, Application to Replace Permanent Resident Card

○ I-130, Petition for Alien Relative

○ I-539, Application To Extend/Change Nonimmigrant Status

🔴 I-765, Application for Employment Authorization

○ I-821, Application for Temporary Protected Status (TPS)

○ N-336, Request for a Hearing on a Decision in Naturalization Proceedings

○ N-400, Application for Naturalization

○ N-565, Application for Replacement Naturalization/Citizenship Document

○ N-600, Application for Certificate of Citizenship

○ N-600K, Application for Citizenship and Issuance of Certificate Under Section 322

Start form

Select the Form

- Filing for OPT requires you to complete USCIS Form I-765

You MUST select "I-765, Application for Employment Authorization"
- Once selected, you will see the different employment categories.
- OPT STEM Extension category is (c)(3)(C)

⚠️ **Note:** You may submit Form I-765 online only if your eligibility category is:

- (c)(3)(A) - F-1 student, pre-completion OPT;
- (c)(3)(B) - F-1 student, post-completion OPT;
- (c)(3)(C) - F-1 student, 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics);
- (a)(12) - Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821); or

Select "Start Form" to proceed

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USCIS Form I-765

I-765, Application For Employment Authorization

Certain foreign nationals who are in the United States may file Form I-765, Application for Employment Authorization, to request employment authorization and an Employment Authorization Document (EAD). Other foreign nationals whose immigration status authorizes them to work in the United States without restrictions may also use Form I-765 to apply for an EAD that shows such authorization.

Foreign nationals may also apply for a Social Security number and card on Form I-765.

If you are a lawful permanent resident, a conditional permanent resident, or a nonimmigrant only authorized for employment with a specific employer under 8 CFR 274a.12(b), do not use Form I-765.

Learn more about employment authorization.

✔ Before You Start Your Application

🔖 Eligibility

You may apply online if your eligibility category is:

- (c)(3)(A) - F-1 student, pre-completion OPT;
- (c)(3)(B) - F-1 student, post-completion OPT;
- (c)(3)(C) - F-1 student, 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics); or
- (a)(12) - Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821);

Note: You may submit Form I-765 online as an (a)(12) applicant only if you are:

- A national of Burma, Haiti, Somalia, Syria, Venezuela, or Yemen, or a person without nationality who last habitually resided in one of these six countries;
- Filing an initial application for TPS; and
- Applying for an initial request to accept employment or renewing permission to accept employment.

All other applicants must submit a paper Form I-765.

✉ Receive your decision

The decision on Form I-765 involves a determination of whether you have established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision in writing. If your application is approved, we will either mail your EAD to you or we may require you to visit your local USCIS office to pick it up. If USCIS cannot approve your application, you will receive a written notice explaining the basis of your denial.

Next

You MUST read and make sure you understand this section.

- Eligibility
- Fee
- Documents you may need
- Track your case
- Decision

- Select "Next" once you have read it

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USCIS Form I-765

Completing Your Form Online

📱 **Filing online**

Submitting your application online is the same as mailing in a completed paper form. They both gather the same information.

🔗 **Complete the Getting Started section first**

You should answer all questions in the Getting Started section first so we can best customize the rest of your online form experience.

☑ **Provide as many responses as you can**

You should provide as many responses as you can. Incomplete fields or sections and missing information can slow down the process after you submit your form.

💾 **We will automatically save your responses**

We will automatically save your information when you select next to go to a new page or navigate to another section of the form. We will save your information for 30 days from today, or from the last time you worked on the form.

🔒 **Security Reminder**

If you do not work on your application for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.

Back   **Start**

Completing your Form Online

- Filing Online
- Complete the Getting Started section first
- Provide as many responses as you can
- We will automatically save your responses
- How to continue filling out your form
- Privacy Notices
- Security Reminder

- Select "Start" to begin

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USCIS Form I-765

What is your eligibility category?

- The category you pick here will determine the rest of the application and the documents you are required to upload.

- Your category for OPT STEM Extension is c(3)(C)

USCIS Form I-765

What is your degree?

[   ]

What is your employer's name as listed in E-Verify?

[   ]

What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?

[   ]

STEM Degree
• List your major

Employer Info
• Your employers name as listed on E-Verify
• List the company E-Verify number. This is a requirement and is **NOT** the same as the EIN!

USCIS Form I-765

Premium Processing

- USCIS will process your application within 30 calendar days
- Fee is $1685
  - In addition to the I-765 fee of $410- Fee increases to $470 on April 1, 2024
- Does not expedite EAD card production or mailing
- Can apply now or later!
- Reminder you have 180 days to work after filing if application is still pending
  - We would recommend filing later, if needed, if you are applying timely

Would you like to request Premium Processing Service?

Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence or open an investigation for fraud or misrepresentation) on your Form I-765 within 30 days.

The fee for Premium Processing Service for Form I-765 is $1,685.

If you request premium processing, you will be asked to complete the Form I-907 after you sign your Form I-765. You will then be able to pay for and submit both forms at the same time.

○ Yes

◉ No

Back   Next

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USCIS Form I-765

I-765, Application for Employment Authorization

Getting Started ∧

  Basis of eligibility

  Reason for applying

  Preparer and interpreter information

About You ∨

Evidence ∨

Additional Information ∨

Review and Submit ∨

What is your reason for applying?

🔴 Initial permission to accept employment

⭕ Replacement of lost, stolen, or damaged employment authorization document or correction of my employment authorization document NOT DUE to US Citizenship and Immigration Services error

⭕ Renewal of permission to accept employment

Have you previously filed Form I-765?

🔴 Yes

⭕ No

Back   Next

Reason for applying?
- Select Initial Permission to accept employment

Previous I-765?
- Yes- you applied for your current Post Completion OPT

USCIS Form I-765

I-765, Application for Employment Authorization

Getting Started ⌃

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You ⌄

Evidence ⌄

Additional Information ⌄

Review and Submit ⌄

Is someone assisting you with completing this application?

○ Yes

● No

Back   Next

Preparer and Interpreter Information

The majority of you will select "no".

CIE is not assisting you with this application, we are not immigration attorneys

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USCIS Form I-765

I-765, Application for Employment Authorization

Getting Started ⌄

About You ⌃

   Your name

   Your contact information

   Describe yourself

   When and where you were born

   Your immigration information

   Other information

Evidence ⌄

Additional Information ⌄

Review and Submit ⌄

What is your current legal name?

Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.

Given name (first name)

Middle name

Family name (last name)

Have you used any other names since birth?

Other names used may include nicknames, aliases and maiden names.

○ Yes

○ No

[Back] [Next]

About you

Your Name

- This will be how your name will appear on the EAD card

If you select Yes to "other names" you will be asked to provide those names

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USCIS Form I-765

How may we contact you?

Daytime telephone number

Mobile telephone number (if any)

☐ This is the same as my daytime telephone number.

Email address

Contact Info
Use email you check often, doesn't need to be CSUEB address

What is your current U.S. mailing address?

We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.

In care of name (if any)

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town   **State**   **ZIP code**

Mailing Address
This is the address your EAD and any other documents will be mailed. Try not to change this address during the process.

Physical Address
If you live someone other than your mailing address, input that address here. It is ok if this address changes during the application process

Is your current mailing address the same as your physical address?

○ Yes

● No

Where in the United States do you live?

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town   **State**   **ZIP code**

Back   Next

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USCIS Form I-765

I-765, Application for Employment Authorization

Getting Started ⌄

About You ⌃

    Your name

    Your contact information

    Describe yourself

    When and where you were born

    Your immigration information

    Other information

Evidence ⌄

Additional Information ⌄

Review and Submit ⌄

What is your gender?

○ Male

○ Female

What is your marital status?

○ Single

○ Married

○ Divorced

○ Widowed

[Back]   [Next]

Describe yourself

List your **gender** and **Marital Status**

USCIS Form I-765

What is your city, town, or village of birth?

Getting Started ⌄

About You ^

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence ⌄

Additional Information ⌄

Review and Submit ⌄

What is your state or province of birth?

What is your country of birth?

[▾]

What is your date of birth?

[MM/DD/YYYY]

[Back]   [Next]

Birth Information

List your city and state of **Birth**. Pick the country from the drop down menu

Date of Birth
Month/Date/Year

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USCIS Form I-765

Getting Started ⌄

About You ⌃
Your name
Your contact information
Describe yourself
When and where you were born
Your immigration information
Other information

Evidence ⌄
Additional Information ⌄
Review and Submit ⌄

What is your country of citizenship or nationality?

List all countries where you are currently a citizen or national.

▾

+ Add country

What is your Form I-94 Arrival-Departure Record Number (if any)?

When did you last arrive in the United States?

List your arrival date, place of arrival, and status at arrival.

Date of arrival

MM/DD/YYYY

Place of arrival

▾

Status at last arrival

▾

Immigration Information

Pick your **country of citizenship** for dropdown menu. If you have more then one, select "add country".

Obtain your **I-94 Record number** at www.cbp.gov/i94

Place of Arrival- airport you went through CBP

Status of Last Arrival- unless you changed your status in the USA, it should state

F1 - Student, Academic Or Language Program.

USCIS Form I-765

What is the passport number of your most recently issued passport?

What is your travel document number (if any)?

What is the expiration date of your passport or travel document?

MM/DD/YYYY

What country issued your passport or travel document?

Immigration Information

Passport number of your most recently issued passport

Leave **Travel Document** number blank

Expiration Date of your passport you listed above

Country that **issued** your passport

- Do not use United States if you renewed in the USA, use the country who issued the passport

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USCIS Form I-765

What is your current immigration status or category?

> F1 - Student, Academic Or Language Program. ▾

What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?

Use the "Additional Information" section to include all previously used SEVIS numbers.

> N-

Back   Next

Immigration Information

In order to be eligible for Post Completion OPT, your **current immigration status** must be F-1

List your **SEVIS number** from your current I-20. It is located on the upper left corner.

USCIS Form I-765

Getting Started ⌄

About You ⌃

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence ⌄

Additional Information ⌄

Review and Submit ⌄

What is your A-Number?

☐ I do not have or know my A-Number.

A-

What is your USCIS Online Account Number?

Providing your unique USCIS Online Account Number (OAN) helps us manage your account. You may already have an OAN if you previously filed certain paper forms and received an Account Access Notice in the mail. You can find the OAN at the top of the notice; it is not the same as an A-Number.

☐ I do not have or know my USCIS Online Account Number.

Other Information

Use the USCIS # listed on your current EAD for your **A-**

You will only have a **USCIS Online Account Number** if you have previously <u>submitted</u> a document or application via USCIS online
- You can find this number on your receipt or approval notice from your current OPT

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USCIS Form I-765

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

- ⦿ Yes
- ◯ No

What is your Social Security number (if known)?

[   ]

Do you want the SSA to issue you a Social Security card?

- ◯ Yes
- ◯ No

Back   **Next**

Other Information

Select Yes to **Social Security card**

List your **SSN**

Since you don't need another **Social Security card**, select No.

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USCIS Form I-765

Employment Authorization

Getting Started ⌄

About You ⌄

Evidence ⌃

  2 x 2 photo of you

  Form I-94

  Employment Authorization Document

  Form I-20

  College degree

  Institution accreditation

Additional Information ⌄

Review and Submit ⌄

2 X 2 Photo Of You

Upload a recent color photograph of yourself that measures 2 inches by 2 inches, with your face measuring 1 inch to 1 3/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch from the bottom of the photo.

Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless contrary to your religious beliefs.

If you need help understanding the photo requirements or want to resize, rotate, or crop your photo, you can use to the Department of State's photo composition tools. Please note that we cannot approve your application without your photo.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

Evidence

2x2 Photo
You must provide a **photo** which meets Department of State's specifications. This photo will be used on your EAD card.

- Taken within the past 6 months
- Full face view with white background
- In color

USCIS Form I-765

I-94, Arrival And Departure Record

Upload a copy of one of the following:

- Your Form I-94, Arrival-Departure Record (front and back);
- A printout of your electronic Form I-94 ; or
- Your passport or other travel document.

If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the CBP website to obtain a paper version of an electronic Form I-94. CBP does not charge a fee for this service. Some travelers admitted to the United States at a land border, airport, or seaport, after April 30, 2013, with a passport or travel document, who were issued a paper Form I-94 by CBP, may also be able to obtain a replacement Form I-94 from the CBP website without charge.

If your Form I-94 cannot be obtained from the CBP website, it may be obtained by filing Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record, with USCIS. USCIS does charge a fee for this service.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

Back   Next

Evidence

I-94 Arrival/Departure Record
You must upload your most recent **I-94 record** which you obtained at www.cbp.gov/i94

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USCIS Form I-765

Employment Authorization Document Or Government ID

Upload a copy of your last Employment Authorization document (EAD) (front and back). If you were not previously issued an EAD, you must upload a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/or fingerprint. The identity document photocopy must clearly show your facial features and contain your biographical information.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

Back   Next

Evidence

Government Issued ID
Upload the front and back of your current Post Completion OPT EAD card.

- You do not need to upload multiple types of ID.

USCIS Form I-765

I-20, Certificate Of Eligibility For Nonimmigrant Student Status

⚠ Important information regarding your Form I-20

Do **NOT** submit this form until you receive a Form I-20 recommendation from your DSO. We will deny your application if you do not include your Form I-20 recommendation when you submit Form I-765. If you need to provide Form I-765 to your DSO, print or download this draft before you submit.

Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status endorsed by the Designated School Official (DSO). For the (c)(3)(B) eligibility category, your DSO must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so, we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

Choose or drop files here to upload

Back   Next

Evidence

OPT STEM Request I-20

Upload your most recent **OPT STEM Request I-20** which CIE recently issued you.

- No, you do not need to submit any other I-20's
- Remember it has to be uploaded and submitted within 60 days of CIE recommending your OPT STEM in SEVIS.

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USCIS Form I-765

College Degree

Upload evidence the degree that is the basis for the STEM OPT extension is in one of the degree programs currently listed on the STEM Designated Degree Program List or a copy of your prior STEM degree.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

Back

Next

Evidence

College Degree

Upload a copy of your diploma which shows the **STEM degree** you completed.

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USCIS Form I-765

Institution Accreditation

Upload evidence that the institution that granted your STEM degree is currently accredited by the U.S. Department of Education and certified by the Student Exchange and Visitor Program (SEVP), if this STEM OPT extension is based on a previously earned STEM degree.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

Back   Next

Evidence

Institution Accreditation

The majority of you will NOT upload anything for this section.

This section is intended for students who are applying based on **a prior degree**, not the degree you completed at CSUEB.

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USCIS Form I-765

Additional Information

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

+ Add a response

Back   Next

Additional Information

Only use this section if you have **additional information** that pertains to this application that you haven't included already.

- Example- your passport has expired and you have submitted a renewal application and have a receipt that you would like to submit.

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USCIS Form I-765

I-765, Application for Employment Authorization

Getting Started
About You
Evidence
Additional Information

Review and Submit
Review your application
Your application summary
Your statement

Check your application before you submit it

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

Your fee

ℹ️ Your form filing fee is: $410

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

Alerts and warnings

✓ We found no alerts or warnings in your application

Back   **Next**

Review and Submit

Confirms the **fee $410- will increase to $470 on April 1, 2024**

The system will review your application and alert you the status.
Green- good to go
Yellow- you should review
Red- not eligible corrected.

❗ There are errors in About You: Your contact information

Edit my responses

❗ There are errors in About You: When and where you were born

Edit my responses

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USCIS Form I-765

Review the I-765 form information

Here is a summary of all the information you provided in your application.

Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation.

We also prepared a draft case snapshot with your responses, which you can download below.

📄 View draft snapshot   🖨 Print

Getting Started
Basis of eligibility

What is your eligibility category?   (c)(3)(C) STEM Extension

Review and Submit

Your Application Summary
You can print/save a **copy of the I-765 form** by clicking here.

• Strongly recommend you save a copy for your records

This will show all your **responses** from the form.

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USCIS Form I-765

Review and Submit

Statement

You must **agree to the statement** that you can read and understand English and you have understood the questions

Applicant's statement

You must read and agree to the statement below.

☐ I can read and understand English, and have read and understand every question and instruction on this application, as well as my answer to every question.

Back   Next

USCIS Form I-765

Applicant's Declaration and Certification

You must read and agree to the certification below. If you knowingly and willfully falsify or conceal a material fact or submit a false document with your application, we can deny your application and may deny any other immigration benefit. You may also face criminal prosecution and penalties provided by the law.

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 records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:

1) I reviewed and understood all of the information contained in, and submitted with, my application; and

I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all of the information contained in, and submitted with, my application and that all of this information is complete, true, and correct.

☑ I have read and agree to the applicant's statement

You must provide your digital signature below by typing your full legal name. We may deny your application if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your application.

Review and Submit

Declaration and Certification

Read!

Once you have read it and checked the box, a **signature box** will appear. You will type your name and this will be considered your **digital signature**.

USCIS Form I-765

Pay for and submit your application

The final step to submit your Form I-765, Application for Employment Authorization is to pay the required fee.

Your application fee is: **$410**.

Refund Policy: By continuing this transaction, you agree that you are paying for a government service and that the filing fee, biometric services fee and all related financial transactions are final and not refundable, regardless of any action USCIS takes on an application, petition or request, or how long USCIS takes to reach a decision. You must submit all fees in the exact amounts.

We will send you to Pay.gov — our safe and secure payment website — to pay your fees and submit your form online.

Here are the steps in the payment and submission process:

1. Provide your billing information on Pay.gov
2. Provide your credit card or U.S. bank account information
3. Submit your payment

When you have paid your fee, your form will be submitted.

Pay.gov will redirect you to a uscis.gov confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your application through your USCIS online account.

Pay and submit

Review and Submit

Pay and Submit

STOP- this is the best time to confirm everything is complete. Once you pay for the application, you cannot alter any of your answers!! Payments are NON-REFUNDABLE

Once you are ready to **submit your application and pay**, you will be directed to pay.gov to complete the payment.

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USCIS Form I-765

USCIS I-765

Payment Information

Payment Amount $410.00

I want to pay with my

○ Bank account (ACH)

○ Debit or credit card

Continue   Cancel

Review and Submit

Pay.gov

You will be given 2 options to **pay online.**

- Via your bank

- Debit or Credit card

USCIS Form I-765

USCIS I-765

Please provide the payment information below. Required fields are marked

Agency Tracking ID
C1AQYNYMLY9R2B

Payment Amount
$410.00

* Cardholder Name

* Cardholder Billing Address

Billing Address 2

City

* Card Number

VISA MasterCard AMEX DISCOVER JCB UnionPay ①

* Country

Select Country

* Expiration Date

Select ...   Select ...

State/Province

* Security Code

What's this?

ZIP/Postal Code

Continue   **Previous**   Cancel

Review and Submit

Pay.gov

Debit or Credit Card Option

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USCIS Form I-765

USCIS I-765

Please provide the payment information below. Required fields are marked with an *

Agency Tracking ID

50KFGPIGI1ZCWI

Payment Amount

$410.00

* Account Holder Name

* Account Type

Select ...

* Routing Number

* Account Number

* Confirm Account Number

Continue   **Previous**   Cancel
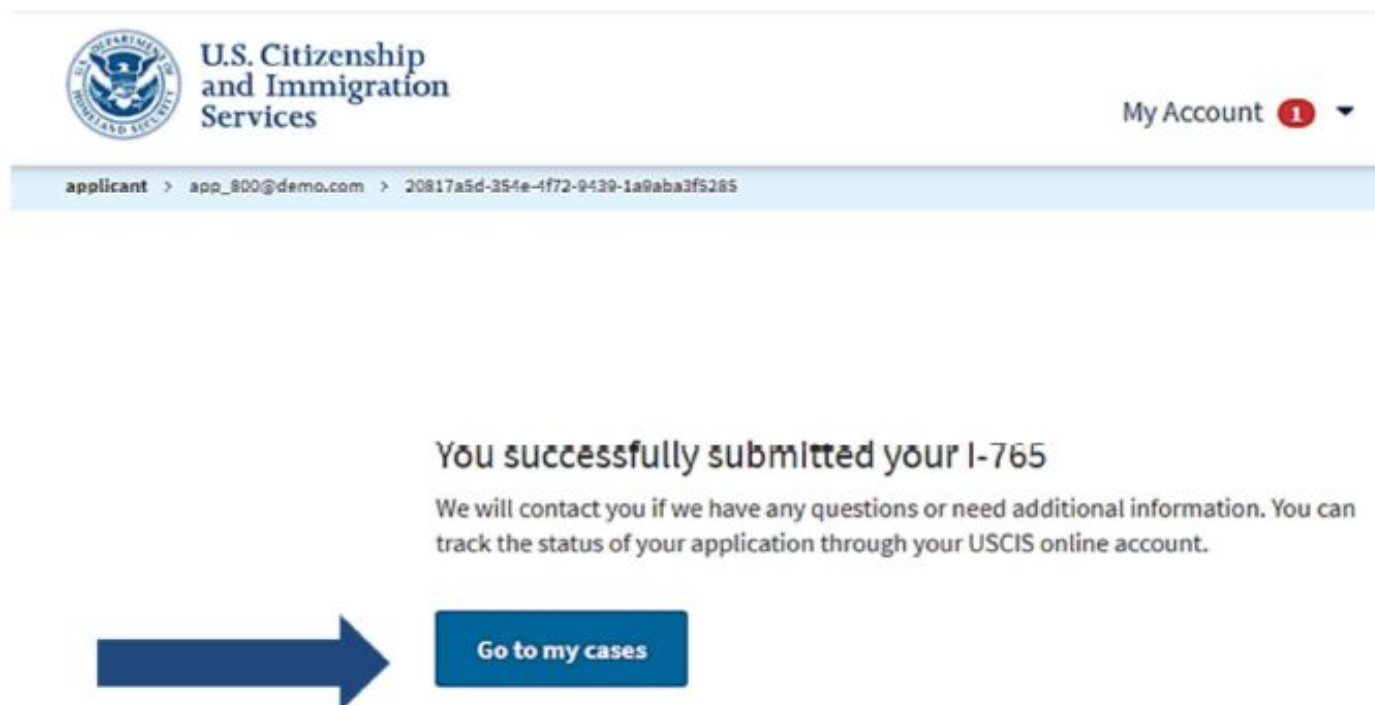
Review and Submit

Pay.gov

Bank Option- Check
Make sure you have enough funds in your account!

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USCIS Form I-765

Your have successfully submitted your application to USCIS.
- **Click on "Go to my cases" to get your receipt!**

USCIS Form I-765

Tracking Your Case

U.S. Citizenship and Immigration Services

Your Cases

I-765 Application for Employment Authorization
Submitted on April 13, 2021   Receipt # IOE9893688931
View PDF ▼

| Case status | Case history | **Documents** |

USCIS Notices

File	Date Sent	Action
Receipt Notice.pdf	April 13, 2021	N/A

Your uploads

You may upload additional evidence that you believe may assist USCIS in adjudicating your application, even if the evidence was not specifically requested. USCIS will consider the timeliness and relevance of unrequested evidence when making a decision about your case.

File	Document	Date added

Unsolicited evidence

Unsolicited evidence is any additional information or evidence that we did not request from you. If you upload evidence that we did not request from you, USCIS will consider the timeliness and relevance of this information when making a decision about your case.

Upload evidence

All notices are posted to your account

- Receipt notice
- Biometrics notice
- Request for Evidence (RFE)
- PDF of completed form
- Decision letter

* Notices are also mailed to the mailing address on file

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Employment Authorization Document (EAD)

USCIS takes approximately 2-4 months for processing.

- Review card to make sure the information is accurate. If not, contact CIE.
- Present your EAD to employers as proof of your legal work authorization
- The EAD is a required document for entry into the US during OPT STEM.
- Email a copy to CIE upon receiving the card

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Reporting Requirements

Required Reporting (within 10 days of the change)

- Report address changes
- Report phone number changes
- Report employer changes or updates
- 6- Month Validation Reports
- 12 and 24 month Evaluations
- 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 immigration status

Download SEVP's [STEM OPT Reporting Requirements one-pager](#)!

Reporting is MANDATORY! If you fail to report, your SEVIS record will be subject to termination.

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The SEVP Portal

- You can update your address and phone number in the SEVP Portal.
- You will not be able to update employer information in SEVP Portal
  - You will need to submit a new I-983 to CIE to update employer information
  - Updates made by CIE can take up to 24 hours to reflect in your SEVP Portal
- Your validation and evaluation reporting schedule is in your SEVP Portal

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Evaluations & Validation Reports

Validation Reports

- You must submit a validation report to CIE every 6 months starting from the date the 24-month STEM begins and ends when your EAD expires or your F-1 status ends
- 4 validations in total over 24 months
  - Mark your calendar to report 6 months from your EAD card start date
- Failure to report could affect your SEVIS status

Annual Evaluations

- You must submit Form I-983 page 5 to CIE at each 12 months along with your validation report
- You also must submit the final evaluation when you leave an employer

Review CIE's [OPT STEM 24-Month Reporting](#) page for reporting method and requirements

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Report Material Changes to Form I-983

Material changes to the I-983 must be submitted to CIE via an updated I-983. Material Changes may include, but are not limited to:

- Change in your employer address or supervisor
- Any changes to the employer's Employer Identification 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 in your I-983

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Changing Employers While on OPT STEM

If you change employers during your 24-month STEM OPT or while your OPT STEM application is Pending with USCIS follow the instructions listed on our [Changing Employers while on OPT STEM](#) page.

Address Changes While on OPT STEM

If you change your residential address during OPT STEM, in addition to updating your SEVP Portal, please update

- MyCSUEB
- USCIS via the <u>Change of Address Page</u>
  - If you do not have a receipt number or a pending case, you may respond "NO" in order to submit the Form AR-11 for an address change only.

Travel while on OPT STEM

Documents required to return to the USA
- A valid EAD card
- An endorsed I-20 (Endorsement only valid for 6 months)
- A valid F-1 visa
- A valid passport
- A letter from your employer (recommended)

Please review [CIE's Travel](#) page for any updates and form links

Travel while OPT STEM is pending, but before STEM OPT Cards is Received
- There is a higher risk with traveling while your application is pending after your Post Completion EAD expires
- If your OPT STEM application is denied while outside the U.S., and your Post Completion 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

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Completing OPT & Grace Period

- You have a 60 day grace period following the end of your OPT STEM EAD. Your options include:
  - Exit the U.S. within 60 days
  - Obtain a new I-20
    - [Transfer your SEVIS record](#) to a new school
    - Or request a Change of Level I-20 if you are continuing your studies at CSUEB
  - Work with an immigration lawyer regarding a Change of Status application to a new visa status.

- The only additional extension of OPT is OPT [Cap-Gap](#), for students who have a pending or approved H-1B application.

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REMINDERS

- You must obtain an OPT STEM I-20 from CIE before submitting your OPT STEM application to USCIS.
- You must sign (ink signature) your I-20 before submitting as part of your application
  - You are currently not eligible to electronically sign your I-20 at this time
- Application must be submitted to USCIS within 60 days of CIE Advisor's signature on page 1
- You must be INSIDE the USA to apply for STEM OPT
- If you receive an RFE during your OPT STEM application, please contact CIE with a copy of the RFE.
- YOU MUST REPORT- you must submit validation and evaluations in a timely manner

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