

STEM Optional Practical Training (OPT) Info Session

Spring 2026

International Students and Scholars (ISS)
900 University Ave, Student Services Bldg 2nd Floor
Riverside, CA 92521
951-827-4113
internationalstudents@ucr.edu

This does not constitute legal advice





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STEM OPT Workshop Note

Please be advised that this information session is used for informational purposes only.

Students are responsible for their own personal applications. Students should make sure that the STEM OPT application has full documentation and is timely filed while understanding the F-1 regulations on STEM OPT.

Please contact the ISS Office if you have any additional questions.



Basics of STEM OPT



What is STEM OPT? Basic Information on STEM OPT

- F-1 students who graduated in eligible science, technology, engineering, and mathematics (STEM) degrees may apply for a 24-Month extension after their standard 12-Month Post-Completion OPT
- F-1 students may be approved for a STEM OPT extension two times per lifetime

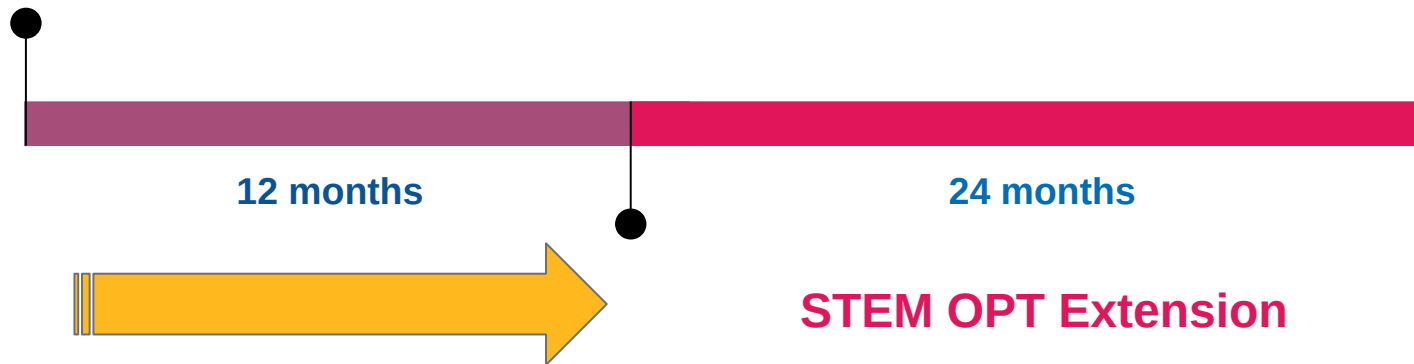


Basic Information on STEM OPT

When does STEM OPT start?

- STEM OPT begins the day after Post-Completion OPT
- Extends F-1 Status

Post-Completion OPT





Eligibility for STEM OPT

01

Valid Immigration Status

- Valid F-1 Status
- Currently on Post-Completion OPT
- EAD Card, unexpired

02

Eligible Degree

- Bachelor's or higher degree in eligible STEM field
- Major CIP Codes must be on [DHS STEM Designated Degree List](#)
- Within the last 10 years and unused for STEM OPT

03

Qualified Employment

- [E-Verify Employer](#)
- Paid Employment
- At least 20 hours per week
- Must complete I-983 Training Plan with Employer

Checking You

Homeland Security Investigations
National Security Division
Student and Exchange Visitor Program



DHSSTEM Designated Degree Program List

Last Updated: July 22, 2024

The U.S. Department of Homeland Security (DHS) STEM Designated Degree Program List is a complete list of fields of study that DHS considers to be science, technology, engineering or mathematics (STEM) fields of study for purposes of the 24-month STEM optional practical training extension described at 8 CFR 214.2(f). Under 8 CFR 214.2(f)(10)(ii)(C)(2), a STEM field of study is one "included in the Department of Education's Classification of Instructional Programs taxonomy within the two-digit series containing engineering, biological sciences, mathematics, and physical sciences, or a related field. In general, related fields will include fields involving research, innovation, or development of new technologies using engineering, mathematics, computer science, or natural sciences (including physical, biological, and agricultural sciences)."

Accordingly, this list designates the following four primary CIP series at the 2-digit CIP code level: Engineering (14), Biological and Biomedical Sciences (26), Mathematics and Statistics (27) and Physical Sciences (40). Any new additions to those areas will automatically be included on this STEM Designated Degree Program List.

This list also includes CIPs from the following 18 related CIP series at the 6-digit CIP code level: Agricultural/Animal/Plant/Veterinary Science and Related Fields (01); Natural Resources and Conservation (03); Architecture and Related Services (04); Communication, Journalism and Related Programs (09); Communications Technologies/Technicians and Support Services (10); Computer and Information Sciences and Support Services (11); Education (13); Engineering/Engineering-Related Technologies/Technicians (15); Military Science, Leadership and Operational Art (28); Military Technologies and Applied Sciences (29); Multi/Interdisciplinary Studies (30); Science Technologies/Technicians (41); Psychology (42); Homeland Security, Law Enforcement, Firefighting and Related Protective Services (43); Social Sciences (45); Transportation and Materials Moving (49); Health Professions and Related Programs (51); and Business, Management, Marketing and Related Support Services (52).

CIP Code Two-Digit Series	2020 CIP Code	CIP Code Title
01	01.0308	Agroecology and Sustainable Agriculture.
01	01.0901	Animal Sciences, General.

PROGRAM OF STUDY		CIP Code
EDUCATION LEVEL	MAJOR 1	
DOCTORATE	Physics, General	40.0801

- Check if your degree is eligible for STEM OPT by checking the CIP code listed on your I-20
- Your STEM degree must be listed in the [STEM Designated Degree Program List](#)



What is allowable employment during STEM OPT? **Qualifying Employment for STEM OPT**

- Must be paid employment (20 hrs or more per week)
- No volunteer, unpaid, or self-employment
- Employers must have E-Verify & EIN numbers
- Employer must meet ALL the requirements listed on the [STEM OPT Website](#)
 - Must establish bona fide relationship between employee and employer
 - Strict USCIS guidelines on third party placements/staffing agencies
 - F-1 OPT/STEM OPT students should not train or manage another F-1 student with STEM OPT Extension
 - Employer should meet all the requirements listed in the [‘STEM OPT Employer Responsibilities section’](#)
- Must have STEM OPT employment from the start of STEM OPT period

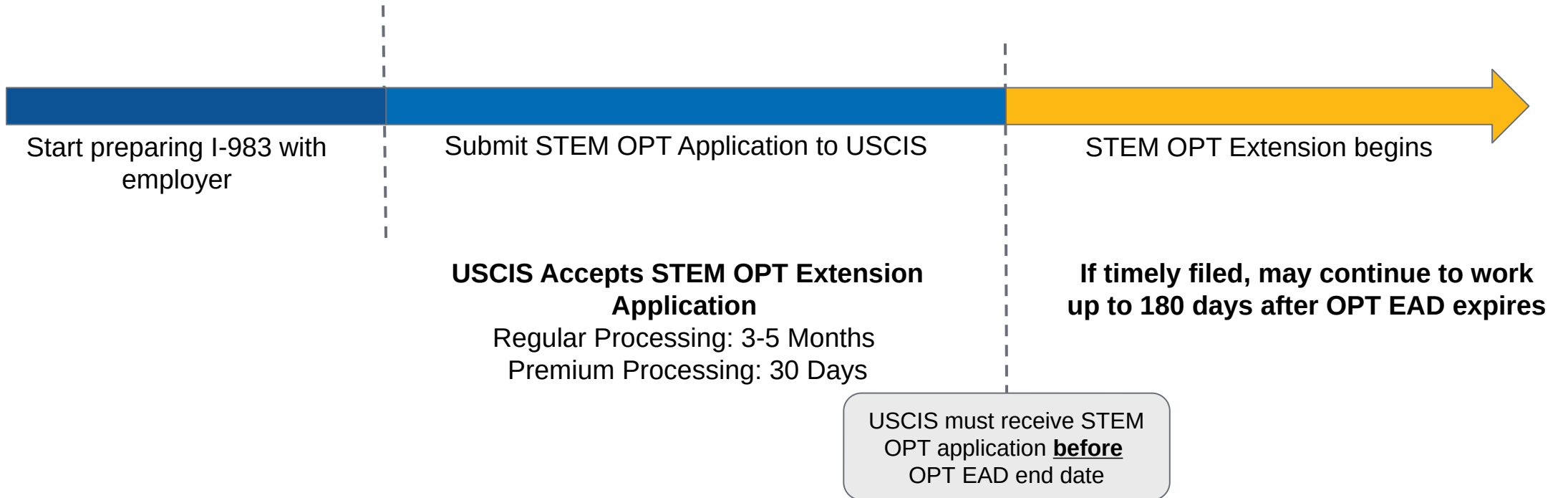


STEM OPT Application Process



STEM OPT Application Timeline

90 Days Before EAD Expires



(Before Submitting to USCIS) Application Process

1. Report your current OPT employment through SEVP OPT Portal
2. Complete I-983 with Employer
3. Submit STEM OPT documents to the ISS office
 - internationalstudents@ucr.edu
1. Pay the \$300 ISS STEM OPT processing fee (A link for payment will be sent to student)
2. Submit processing fee receipt to ISS office
3. ISS will issue STEM OPT I-20

USCIS Process

1. Prepare final STEM OPT application and submit materials to USCIS
 - a. **IMPORTANT:** USCIS must receive your documents before EAD expires
 - b. **Do NOT submit the I-765 Form to USCIS without obtaining a STEM OPT I-20 from ISS.**
2. Continue to maintain STEM OPT Employment during application process
3. STEM OPT EAD card will be sent to you like OPT EAD
4. Maintain STEM OPT Reporting Responsibilities

STEM OPT Application Checklist

Application Filing Window

USCIS can accept your application 90 days before your OPT EAD End Date and must be received by USCIS before your OPT EAD card expires. Applying outside of the application window will result in a denied application.

STEM OPT Application Steps

1. Request an OPT I-20 from the ISS Office. Please gather the following items and email them to internationalstudents@ucr.edu. Please allow 14-16 business days for an ISS Advisor/DSO to review your documents to determine if you are eligible to apply for OPT.

- [Form I-983 Training Plan](#) (Completed by you and your employer), I-983 Remains with ISS & does not go to USCIS
 - o [I-983 Instructions](#)
 - o [I-983 Sample](#)
- [Form I-765](#) (Optional Practice Draft)
 - We recommend downloading the latest paper version to practice filling out the I-765 form before submitting it to USCIS.
 - **Do NOT submit an I-765 to USCIS until you receive an OPT I-20 from the ISS Office.** You must have an OPT I-20 before submitting your I-765 to USCIS.
- Employment Verification Letter or Job Offer Letter (includes title and job description)
- Copy of your OPT EAD (Front & Back)

2. Pay \$300.00 ISS STEM OPT Fee. ISS will review your OPT STEM packet. Once ISS has determined that you are eligible to apply for STEM OPT, ISS will provide you with ISS OPT Fee payment instructions.

3. Receive your STEM OPT I-20 from the ISS Office. Once you have paid the OPT STEM Fee and submitted your payment receipt to ISS, an ISS Advisor will email your OPT STEM I-20 to your UCR email. Please review your OPT STEM I-20 and sign it at the bottom. If you would like to meet with an ISS Advisor to review your documents, please reach out to internationalstudents@ucr.edu.

4. Gather Final OPT STEM (I-765) Application Documents to Submit to USCIS. Please be sure to submit your documents to USCIS within the application window and within 60 days of the date that the International Student Advisor entered your OPT recommendation into SEVIS. Here are the documents that USCIS will require:

- [Form I-765](#)
- OPT STEM I-20 (**MUST BE ISSUED BEFORE THE I-765 IS SUBMITTED TO USCIS**)
 - The OPT STEM I-20 must have OPT Recommendation from a DSO on the 2nd page. OPT STEM recommendation is required before the I-765 Application is submitted to USCIS.
 - The OPT STEM I-20 must be submitted to USCIS within 60 days of issuance
- Passport Photos
 - o For Online Applications: 1 Digital Copy of your U.S. Passport-style photo
 - o For Paper Applications: 2 Hard Copies of your U.S. Passport-style photos (Please lightly write your name and SEVIS ID or I-94 Number on the backs of each photo)
- Government Identification
 - o For Online Applications: Digital copy of a previous EAD card, valid passport, or most recent F-1 visa
 - o For Paper Applications: Hard copy of valid passport and F-1 visa
- Copy of your OPT EAD (Front & Back)
- Copy of either your STEM Degree Transcripts or Diploma
 - o Your Major on your I-20 Must be on the [STEM Designation Degree List](#)
- If your STEM Degree was earned at a different institution, include that Institution's Accreditation
- [Form I-94](#)

- [Form G-1145](#) to receive eNotifications (Only for Paper Applications)
- Supporting Documents (if applicable): Copies of previous CPT I-20, OPT I-20, EAD card, I-20 with different SEVIS ID number, or others
- \$410 [USCIS I-765 Fee](#) (Review [USCIS Fee Schedule](#) for any Fee Changes)
 - o Online Applications: Credit Card or Electronic Bank Transfer
 - o Paper Applications: Personal Check, Money Order or Cashier's Check Payable to "U.S. Department of Homeland Security"
- \$1,500 [USCIS Premium Processing Fee](#) (Optional & Review [USCIS Fee Schedule](#) for any Fee Changes)
 - o Decisions on OPT applications are made within 30 days of submission.

Mailing the I-765 Application to USCIS (Only for Paper Applications)

- Filing address under 'Foreign Students' on the [I-765 Direct Filing Address page](#)

Filing the I-765 Online (Only for Online Applications)

- **REMINDER:** You must first receive the OPT I-20 from the ISS Office
- Step One [I-765 Website](#)
- Step Two Scroll down the I-765 page and click 'File Online'
- Step Three Create USCIS Online Account

After Submitting the STEM OPT Application to USCIS

- USCIS will issue an OPT Receipt Number and mail you a paper I-797 Receipt Notice.
- You may continue working in your current STEM position up to 180 days after your OPT EAD expires while your STEM Extension is Pending.
- You can track your case through your [online USCIS account](#) or use the receipt number to [track case status](#)
- **Within Approximately 3-5 Months:** USCIS will mail the final OPT decision
 - If USCIS sends you a Request for Evidence (RFE) or a Denial Notice, please make an appointment with an ISS advisor internationalstudents@ucr.edu
 - If your OPT is approved, USCIS will deliver your Employment Authorization Document (EAD) Card to your mailing address.
 - o Send scan of EAD Card to ISS internationalstudents@ucr.edu

After STEM OPT Approval


Set up Your SEVP OPT Portal

During STEM OPT, F-1 Students will only be able to use SEVP OPT Portal to update personal information, not employment information. Any changes in employment information must be updated through the ISS Office. The OPT Portal will send reminders of due dates of reports. Any Validation Reports or Self-Evaluation must be submitted through the ISS Office internationalstudents@ucr.edu. You must report any changes **within 10 days** of that change.

STEM OPT Reporting Requirements

All STEM OPT Reports must be submitted to ISS internationalstudents@ucr.edu before the due date of report. Once received, an ISS Advisor will submit the report into the SEVIS system.

- **6 Months on STEM OPT** → Submit [STEM OPT Reporting Form](#)
- **12 Months on STEM OPT** → Submit [STEM OPT Reporting Form](#) and Evaluation of Student Progress (1st portion of page 5 on Form I-983)
- **18 Months on STEM OPT** → Submit [STEM OPT Reporting Form](#)
- **24 Months on STEM OPT** → Submit [STEM OPT Reporting Form](#) and Entire I-983 with Completed Evaluation of Student Progress (2nd portion of page 5 on Form I-983)
- **Changes in Personal or Employment Information (Must be Reported within 10 Days of Change)**
 - o **Change of Employer** → Must Submit I-983 Final Evaluation of Previous Employer, New I-983 of New Employer & Offer Letter of New Employer
 - o **Change of Personal Address or Contact Information** → Update through SEVP OPT Portal

To access
checklist,
[click here](#)
or scan below: 





Required STEM OPT Application Documents



To receive a STEM OPT I-20, please submit the following documents to the ISS office. Once received, the ISS office will review your documents and will issue you a new I-20 recommending you for STEM OPT.

To Request for a STEM OPT I-20

Documents for ISS office

- Form I-983 Training Plan (ISS office keeps this form)
- Copy of Current OPT EAD card (front & back)
- Employee Offer Letter
 - Company Letterhead
 - Job Position
 - Job Responsibilities/Description

Submit your documents by email

internationalstudents@ucr.edu



Form I-983



Purpose: The Form I-983 Training Plan must clearly articulate the STEM OPT student's learning objectives and affirm the employer's commitment to helping the student achieve those objectives.

Form I-983 Training Plan

The Form I-983 Training Plan must be completed by student and employer, then submitted to the ISS office. For the application process, complete pages 1-4 only. ***The ISS office will keep this form and does not go to USCIS.** Page 5 will be completed only during the evaluation period.

DEPARTMENT OF HOMELAND SECURITY U.S. Immigration and Customs Enforcement		
TRAINING PLAN FOR STEM OPT STUDENTS Science, Technology, Engineering & Mathematics (STEM) Optional Practical Training (OPT)		
<small>OMB APPROVAL NO. 1665-0054 EXPIRATION DATE: 03-31-2019</small>		
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.: From: _____ To: _____
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? <input type="checkbox"/> Yes <input type="checkbox"/> 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:		
1. I have reviewed, understand and will adhere to this Training Plan for STEM OPT Students ("Plan").		
2. 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.		
3. 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.		
4. My practical training opportunity is directly related to the STEM degree that qualifies me for the STEM OPT extension; and		
5. 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 nontrivial 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 I engage in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this rule.		
Signature of Student: _____		
Printed Name of Student: _____		Date (mm-dd-yyyy): _____

ICE Form I-983 (7/16) Page 1 of 5

SECTION 3: EMPLOYER INFORMATION (Completed by Employer)		
Employer Name:	Street Address:	Suite:
Employer Website URL:	City:	State: _____ ZIP Code: _____
Employer ID Number (EIN):	Number of Full-Time Employees in U.S.:	North American Industry Classification System (NAICS) Code:
OPT 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):	1. _____	
	2. _____	
	3. _____	
	4. _____	
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 this Training Plan for STEM OPT Students ("Plan") is approved and that:		
1. I have reviewed and understand this Plan, and I will ensure that the supervising Official follows this Plan;		
2. 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 rule;		
3. 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 being 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 five consecutive business days without the consent of the employer); and		
4. 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:		
a. 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 achieves the objectives of his or her participation in the training program;		
b. The student will receive on-site supervision and training, consistent with this Plan, by experienced and knowledgeable staff;		
c. 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;		
d. 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 duties, 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		
e. 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: _____		
Printed Name and Title of Employer Official with Signatory Authority: _____		
Date (mm-dd-yyyy): _____	Printed Name of Employing Organization: _____	

ICE Form I-983 (7/16) Page 2 of 5

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 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.	
Goals and Objectives	
Describe how the assignments) 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.	
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.	
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.	

ICE Form I-983 (7/16) Page 3 of 5

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:
1. I have reviewed, understand, and will follow this Training Plan for STEM OPT Students (Plan);
2. I will conduct the required periodic evaluations of the student.*
3. I will adhere to all applicable regulatory provisions that govern this program (see 8 CFR Part 214.2)(10)(ii); and
4. 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: _____
Printed Name and Title of Employer Official with Signatory Authority: _____
Date (mm-dd-yyyy): _____
PRIVACY ACT STATEMENT
<small>AUTHORITIES: Section 101(a)(15)(F) of the Immigration and Nationality Act of 1952, as amended (INA); 8 U.S.C. 1101(a)(15)(F); Section 641 of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IRIRA), Pub. L. 104-208, Div. C, 110 Stat. 3009-546 (codified at 8 U.S.C. 1372); Section 502 of the Enhanced Border Security and Visa Entry Reform Act of 2002, Pub. L. 107-173, 116 Stat. 943 (codified at 8 U.S.C. 1762); and Homeland Security Presidential Directive No. 2 (HSPD-2), authorizes U.S. Immigration and Customs Enforcement (ICE) to collect the information requested in this form.</small>
<small>PURPOSE: The information collection on this form is used to assist in the administration of the STEM Optional Practical Training (OPT) extension so that Designated School Officials (DSOs) can properly recommend the Student for and review and help coordinate his or her STEM optional practical training opportunity.</small>
<small>ROUTINE USES: 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 as otherwise authorized pursuant to the collection Privacy Act system of records notice - Privacy Act of 1974, U.S. Immigration and Customs Enforcement, DHS/ICE-001 Student and Exchange Visitor Information System (SEVIS) System of Records (https://www.dhs.gov/system-records-notices-sevis).</small>
<small>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.</small>
PAPERWORK REDUCTION ACT
<small>The public reporting burden for this collection of information is estimated to average 7.5 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless the collection displays a currently valid Office of Management and Budget (OMB) control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, send them to: U.S. Immigration and Customs Enforcement, Office of Policy, 500 12th Street SW, Washington, D.C. 20538</small>
<small>*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.</small>

ICE Form I-983 (7/16) Page 4 of 5

Download the most updated version at the USCIS website:
[Form I-983, I-983 Instructions & Form I-983 Overview](#)



Section 1-2
Student Completes

***Required for ISS office only**
***Not for USCIS**

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement
TRAINING PLAN FOR STEM OPT STUDENTS
Science, Technology, Engineering & Mathematics (STEM) Optional Practical Training (OPT)

OMB APPROVAL NO. 1653-0054
EXPIRATION DATE: 03-31-2019

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? <input type="checkbox"/> Yes <input type="checkbox"/> 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:		
1. I have reviewed, understand, and will adhere to this Training Plan for STEM OPT Students ("Plan");		
2. 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;		
3. 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;		
4. My practical training opportunity is directly related to the STEM degree that qualifies me for the STEM OPT extension; and		
5. 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 nontrivial 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 I engage in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this rule.		
Signature of Student: _____		
Printed Name of Student: _____ Date (mm-dd-yyyy): _____		

Email Address
Enter your preferred email
USCIS will use this to send updates

SEVIS School Code
(Can be found on your Form I-20)
LOS214F00177000

STEM OPT Requested Period
Start Date: Day after EAD card expires
End Date: Two years from current OPT end date

SEVIS ID No:
Add number that starts with "N00-"
Can be found on pg 1 of the I-20

Qualifying Major CIP Code
Add CIP Code from STEM I-20
Can be found on page 1 of the I-20

Employment Authorization Number
Enter your "A" number (this is listed on your current EAD card)

Name of School Recommending STEM OPT
University of California
Riverside

Name of School Where STEM Degree was Earned

- If most recent degree is STEM, University of California Riverside
- If STEM degree was earned elsewhere, enter name of U.S. school of STEM degree

DSO Contact Information

- Name
- Email address
- 951-827-XXXX

Section 2
Student Completes

Form I-983 (Page 1 of 5)

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:

1. I have reviewed, understand, and will adhere to this Training Plan for STEM OPT Students ("Plan");
2. 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;
3. 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;
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Signature of Student (Sign in ink): Student Signature

Printed Name of Student: Name of Student Date (mm-dd-yyyy): Date of Signature

Student Certification

- Signature of Student should be handwritten, electronically reproduced copies of a signature, or electronic signatures produced with software programs

Section 3 Employer Completes

SECTION 3: EMPLOYER INFORMATION (Completed by Employer)			
Employer Name: Employer/Company Name		Street Address: Company Address	
Employer Website URL: Company Website		City:	State: ZIP Code:
Employer ID Number (EIN): EIN Number (9 digits)	Number of Full-Time Employees in U.S.:	North American Industry Classification System (NAICS) Code: NAICS Code	
OPT Hours Per Week (must be at least 20 hours/week): Working hrs/week	Compensation:		
Start Date of Employment (mm-dd-yyyy): STEM OPT Start Date	A. Salary Amount and Frequency: _____		
	B. Other Compensation (Type and Estimated Amount or Value):		
	1. _____		
	2. _____		
	3. _____		
	4. _____		

Employer Information

- **Employer Name:** Employer or Company Name
- **Street Address:** Employer or Company's physical location
- **Employer ID Number (EIN):** Unique nine-digit number, also referred to as the Federal Employer Identification Number (FEIN)
- **Start Date of Employment:** Start date of STEM OPT



Section 4
Employer Completes

Form I-983 (Page 2 of 5)

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): Signature of Employer Official

Printed Name and Title of Employer Official with Signatory Authority: Employer Official's Name and Position Title

Date (mm-dd-yyyy): Date of Signature Printed Name of Employing Organization: Employer/Company Name

Signature of Employer Official

- Handwritten or electronic signatures accepted
- Should be employee with signatory authority for employer
- Should be familiar with student's goals and performance
- Must be able to attest to the terms & conditions of STEM practical training



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 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.	
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.	
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.	
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.	

Page 3 of 5) Section 5 Student and Employer Completes

Training Plan

- Must complete Section 5 with your employer
- Employer's information should be your direct supervisor or whoever will be providing you with the training

Section 5

Student and Employer Completes

Form I-983 (Page 3 of 5)

SECTION 5: TRAINING PLAN FOR STEM OPT STUDENTS (Completed by Student and Employer)	
Student Name (<i>Surname/Primary Name, Given Name</i>): LAST NAME, FIRST NAME	
Employer Name: COMPANY NAME	
EMPLOYER SITE INFORMATION	
Site Name: SITE NAME (If different from Employer Name, enter name of site)	Site Address (Street, City, State, ZIP): Address where you will be physically working
Name of Official: Name of Direct Supervisor (First and Last Name)	Official's Title: Title of Direct Supervisor
Official's Email: Email of Direct Supervisor	Official's Phone Number: Phone Number of Direct Supervisor
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.	



Section 5 (Continued)
Student's Role

Form I-983 (Page 3 of 5)

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.

Describe what tasks and assignments the student will carry out during the training and how they relate the student's STEM degree at UCR. Should also indicate how the role is enhancing the knowledge obtained through the STEM degree. The plan must cover a specific span of time, detail specific goals, and objectives

Tips:

- Have your offer letter
- Be detailed and descriptive
- Include your position title and your job responsibilities
- Include your STEM Degree name
- Must explain how your job position is going to enhance your knowledge related to your STEM degree

Section 5 (Continued)
Goals and Objectives

Form I-983 (Page 3 of 5)

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.

Describe the specific skills, knowledge, and techniques the student will learn or apply; how the student will achieve the goals set out for his or her training; and the training curriculum including the timeline.

Tips:

- Think of around 3-4 goals and objectives at this position during your STEM period
- Describe how each goal will include learning objectives enhancing your STEM degree
- Each goal should have S.M.A.R.T. (specific, measurable, achievable, relevant, and time-bound) elements

Section 5 (Continued)
Employer Oversight

Form I-983 (Page 3 of 5)

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.

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, a description of this program or policy may suffice to answer this question.

Tips

- Describe the methods of how the employer will be providing oversight and supervision
- Be descriptive when explaining each method



Section 5 (Continued)
Measures and Assessments

Form I-983 (Page 3 of 5)

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.

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 oversight and supervision, a description of this program or policy may suffice to answer this question.

Tips

- Describe how your employer will be measuring and assessing your knowledge and skills in your position
- Be as descriptive as you can



Page 4 of 5)

Section 6
Employer Completes

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

1. I have
2. I will do
3. I will do
4. I will do

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:

1. I have reviewed, understand, and will follow this Training Plan for STEM OPT Students (Plan);
2. I will conduct the required periodic evaluations of the student;*
3. I will adhere to all applicable regulatory provisions that govern this program (see 8 CFR Part 214.2(f)(10)(ii)); and
4. 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): Signature of Employer Official

Printed Name and Title of Employer Official with Signatory Authority: Name and Position Title of Employer Official

Date (mm-dd-yyyy): Date of Signature

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 searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid Office of Management and Budget (OMB) control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, send them to: U.S. Immigration and Customs Enforcement, Office of Policy, 500 12th Street SW, Washington, D.C. 20536

*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.

Employer Certification

- Employer must sign this section
- Should review above information and affirm by signature
- Does not need to be same official who signed Section 4

Section 6 Student & Employer Completes

ATTENTION
You do not need to submit until
evaluations are due

EVALUATION ON STUDENT PROGRESS	
<small>Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.</small>	
Range of Evaluation Dates: From (mm-dd-yyyy): _____	To (mm-dd-yyyy): _____
12-month Self-Evaluation due before this date	
Signature of Student: _____	Date (mm-dd-yyyy): _____
Printed Name of Student: _____	Date (mm-dd-yyyy): _____
Signature of Employer Official with Signatory Authority: _____	Date (mm-dd-yyyy): _____
Printed Name of Employer Official with Signatory Authority: _____	Date (mm-dd-yyyy): _____
FINAL EVALUATION ON STUDENT PROGRESS	
<small>Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.</small>	
Range of Evaluation Dates: From (mm-dd-yyyy): _____	To (mm-dd-yyyy): _____
24-month Self-Evaluation due before this date	
Signature of Student: _____	Date (mm-dd-yyyy): _____
Printed Name of Student: _____	Date (mm-dd-yyyy): _____
Signature of Employer Official with Signatory Authority: _____	Date (mm-dd-yyyy): _____
Printed Name of Employer Official with Signatory Authority: _____	Date (mm-dd-yyyy): _____

Evaluation

- Must be completed by student
- Evaluation must be signed off by the student AND the employer
- Mark your calendars for annual evaluation deadlines

Submit your documents by email:
internationalstudents@ucr.edu





Submit your I-765 to USCIS



There are two options to file for the Form I-765 **Filing I-765**

Option 1: [MyUSCIS](#) (Online Filing, Recommended)

Option 2: Paper Filing

Reasons ISS Recommends Online Filing

- Cost effective, online is \$470 and paper filing is \$520 + cost to use courier services (FedEx, UPS, etc.)
- Immediate tracking of process
- Validation Tool for Addresses, etc.



I-765 Online

Welcome to your USCIS Account

Please select what you want to do.

Edit My Account Profile	Editing your profile includes making changes to your email, password, phone number, security questions, or the two-step verification method and backup code. Edit My Account	 Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community. Go to myUSCIS
 FIRST	Submit, manage and receive Freedom of Information Act (FOIA) requests. Go to FIRST	 Confirm your records for employment eligibility, track E-Verify or Self-Check case status, and protect your identity by locking your Social Security Number (SSN) Go to myE-Verify
E-Verify+	E-Verify+ is only for newly hired employees contacted by their employer to complete the Employment Eligibility Verification, Form I-9, as part of the E-Verify+ process. Go to E-Verify+	

Filing I-765 Online Step One



- Select MyUSCIS

Not sure what service you need? Start at uscis.gov



Online

Select the form you want to file online.

What is your eligibility category?

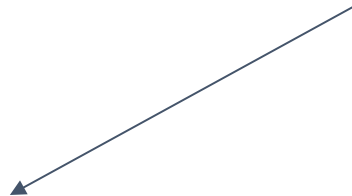
If your eligibility category is not listed in the drop down menu, you can submit a paper form by mail.

Use this form to request employment authorization and an Employment Authorization Document (EAD) if your immigration status allows you to work in the United States.

Note: You may apply online if your eligibility category is:

Step Two

- Select I-765
- Select (c)(3)(C) STEM Extension





Getting Started

- Basis of Eligibility
- Reason for Applying
- Preparer and Interpreter Information

About You

- Your Name
- Your Contact Information
- Describe Yourself
- When and Where you were Born
- Your Immigration Information
- Other Information

Filing Form I-765 Online - Sections

Evidence

- One U.S. Passport-style Photo of You
- Form I-94 or Government Issued Identification
- Employment Authorization Document (EAD) Card
- STEM OPT I-20
- College Degree (Diploma or Transcript)
 - Shows completion of degree
- Institution Accreditation (Only if your STEM degree was earned at another institution and not at UCR)

Additional Information

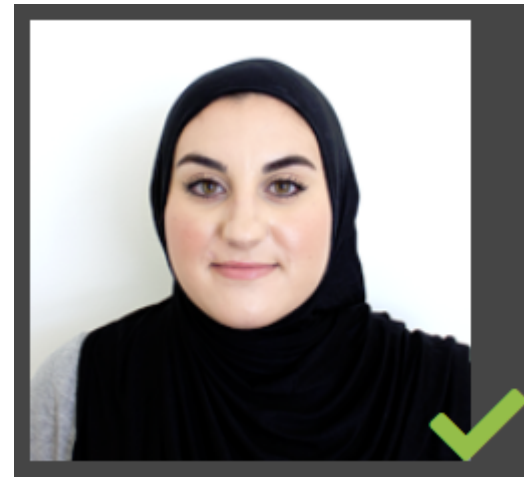
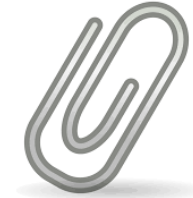
- Additional Information

Review and Submit

- Review your Application
 - \$470 payment
 - \$1,780 Premium Processing (optional)

- For paper applications, prepare 2 passport-style photos
- For online applications, it only requires 1 passport-style photo
- Must meet specifications on [U.S. Department of State website](https://www.state.gov/passport-photos)
- Must be a recent photo (taken within 30 days)

U.S. Passport-Style Photos



Where can you take passport photos ?

- Costco (affordable option)
- U.S. Postal Service
- Local drugstores (i.e. Walgreens, CVS, Rite Aid)

Correct Passport Size and Position:

- 2 x 2 inches (51 x 51 mm)
- The head centered and sized between 1" and 1.4" (25 and 35 mm)

Background:

- Plain and white or off-white
- No shadows

Shadows and Lighting:

- Clear and in color
- No shadows
- Not digitally altered

Accessories:

- No glasses
- No hats or head coverings (unless for religious or medical purposes)

Most Recent I-94

Admission (I-94) Record Number: [REDACTED]

Most Recent Date of Entry: 2015 September 09

Class of Admission: F1

Admit Until Date: D/S

Details provided on the I-94 Information form:

Last/Surname: [REDACTED]
First (Given) Name: [REDACTED]
Birth Date: [REDACTED]
Passport Number: [REDACTED]
Country of Issuance: [REDACTED]

[Get Travel History](#)

To access your most recent digital copy of I-94, [click here](#)

- ▶ 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.

OMB No. 1521-0111
Expiration Date: 09/30/2016

[For inquiries or questions regarding your I-94, please click here.](#)

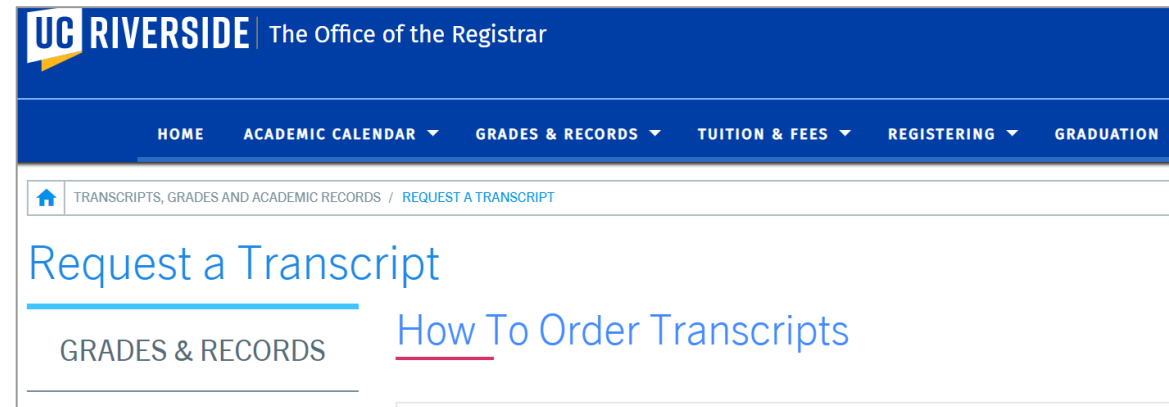
[Accessibility](#) | [Privacy Policy](#)

Please provide a copy of your STEM Diploma OR Transcript.

STEM Diploma or Transcript

Your copy should include:

- Your Name
- STEM Major & Degree Level
- Date Degree Received or Completed



The Office of the Registrar will assist in obtaining your diploma or your transcript.

- To request a UCR Transcript, [click here](#)
- To learn how to receive your UCR Diploma, [click here](#)

After reviewing your documents, a DSO will issue you a new I-20 with STEM OPT recommendation.

STEM OPT I-20 Issued by ISS

You will be sent a Digital Copy of your STEM OPT I-20 that includes:

- STEM OPT recommendation by ISS
- Travel Signature (valid for 6 months)

When preparing to submit to USCIS:

- Sign the bottom of page 1 (with wet ink)
- Make sure the STEM OPT requested dates are on page 2
- Make a photocopy of the *signed* STEM OPT I-20
- Submit your STEM OPT application within 60 days of I-20 issue date

IMPORTANT NOTE: Please review and confirm the accuracy of all information in your documents **before** mailing your documents. Student is responsible to ensure that all information is correct.

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: [REDACTED]			
PREFERRED NAME [REDACTED]	PASSPORT NAME [REDACTED]	CLASS F-1 ACADEMIC AND LANGUAGE	
COUNTRY OF BIRTH UNITED KINGDOM	COUNTRY OF CITIZENSHIP UNITED KINGDOM		
DATE OF BIRTH 03 FEBRUARY 1997	ADMISSION NUMBER [REDACTED]		
FORM ISSUE REASON CONTINUED ATTENDANCE	LEGACY NAME Jay SanOne		
SCHOOL INFORMATION			
SCHOOL NAME ed SEVIS Studies ed SEVIS Studies	SCHOOL ADDRESS 9002 Nancy Lane, Ft. Washington, MD 20744		
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Heather Robertson DSO	SCHOOL CODE AND APPROVAL DATE 88221454449000 09 APRIL 2015		
PROGRAM OF STUDY			
EDUCATION LEVEL BACHELOR'S	MAJOR 1 Mechanical Engineering 14.1901	MAJOR 2 Towers Engineering 14.2401	
NORMAL PROGRAM LENGTH 24 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	
PROGRAM START DATE 01 SEPTEMBER 2014	PROGRAM END DATE 30 MAY 2018		
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR: 4 MONTHS		STUDENT'S FUNDING FOR: 4 MONTHS	
Tuition and Fees	\$ 1	Personal Funds	\$ 5
Living Expenses	\$ 2	Funding School Remarks	\$ 6
Expenses of Dependents (0)	\$ 3	Funding Other Remarks	\$ 7
Expenses Other Remarks	\$ 4	On-Campus Employment	\$ 8
TOTAL	\$ 10	TOTAL	\$ 26
REMARKS			
[REDACTED] Applying for OPT			
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 214.20(b). I am a designated school official of the above named school and am authorized to issue this form.			
SIGNATURE OF [REDACTED]	DATE ISSUED 18 October 2015	PLACE ISSUED Ft. Washington, MD	
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 pertains 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 214.2(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.			
SIGNATURE OF [REDACTED]	DATE		
NAME OF PARENT OR GUARDIAN [REDACTED]	SIGNATURE [REDACTED]	ADDRESS (city/state or province/country)	DATE





While STEM OPT Application is Pending



USCIS Case Status Online

Track your Application

- Track your application at [MyUSCIS](#)

USCIS Processing Time

- Check the latest processing time for your type of application
- Link for [Case Processing Time](#)
 - Please select 'I-765 Form,' and select 'Potomac Service Center'

Change of address

- If you move, you must update your address by updating your [MyUSCIS](#) account
- Changing address with USPS *does not* change your address with USCIS!



You can continue Employment After Filing ~~While STEM OPT Application is Pending~~

- If USCIS received your STEM OPT application in a timely manner, you may continue working up to 180 days after your EAD card expires

You change your employer

- Risky but possible
- You must report your change of employment as soon as possible
- You must submit a final evaluation of the Form I-983 for your previous job
- You must submit a new Form I-983 for your new job

You receive a Request For Evidence (RFE)

- USCIS will send an RFE if additional information or evidence is required
- Contact the UCR ISS office to speak with an International Student Advisor



Not recommended while STEM OPT is pending

International Travel and OPT

- Higher risk associated with re-entry while STEM OPT is pending (especially after EAD card expires)
- Strongly recommended to wait until STEM OPT EAD card arrives

Required Travel Documents	
<u>Pending STEM OPT</u>	<u>Approved STEM OPT</u>
<ul style="list-style-type: none"> • Valid Passport (valid for at least 6 month at the time of entry) • Valid F-1 Visa Stamp (Canadian Nationals are exempt) • STEM OPT I-20 with travel signature (within 6 months) • Employee Verification Letter or Offer Letter 	
<ul style="list-style-type: none"> • I-797 Receipt Notice • Post-Completion OPT EAD (valid or expired) 	<ul style="list-style-type: none"> • Valid STEM OPT EAD Card

To request for an updated travel signature, please complete the [Document Request Form](#) and submit to internationalstudents@ucr.edu.



USCIS Decision

OPT Approvals | EAD Card

- **New EAD Card**

- You will receive a new EAD Card with new dates printed on your card
- If you see any errors on the card, contact the ISS office for assistance
- Send ISS Office a copy of your new EAD Card
- Present your new EAD card to your employer



EAD Card (Proof of Work Authorization)

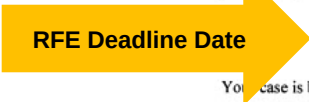
Email copy to internationalstudents@ucr.edu.



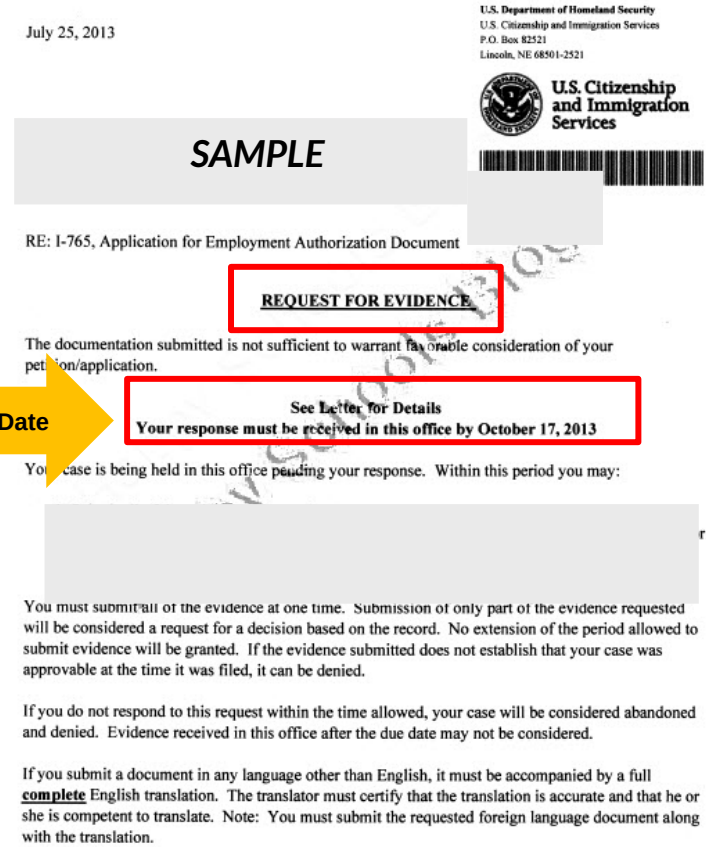
Request for Evidence

If USCIS needs more information and/or evidence, they will send an RFE.

- Contact ISS office and work with an International Student Advisor
- Remember! RFEs must be answered by deadline date on letter



Please contact ISS office to review required RFE documents



Rejection/Denial

- USCIS will send you a denial notice

- Please contact ISS office to discuss options

OPT Rejection/Denial

Common Reasons for Denials:

- USCIS receives OPT application too early or too late (EAD card expired)
- I-765 was not signed or had incorrect information
- Payment problems
- RFE was not received by deadline date
- OPT I-20 was already past 60 days of recommended date

Please contact ISS office immediately to discuss F-1 options

August 30, 2017

SAMPLE

MAILING ADDRESS LINE 1
MAILING ADDRESS LINE 2

RE: I-765, Application for Employment Authorization

U.S. Department of Homeland Security
U.S. Citizenship and Immigration Services
2300 Potomac Center Dr. Stop 2425
Arlington, VA 20198-2425



YSCREDACTED

DECISION

This notice refers to your Form I-765, Application for Employment Authorization, filed on June 35th, 2001, in which you are requesting employment authorization pursuant to Title 8, Code of Federal Regulations (8 CFR) 274.12 (c)(3)(B). Upon consideration, it is ordered that your application be denied for the following reason(s):

The instructions for the Form I-765 state, in pertinent part:

F-1 Student seeking Optional Practical Training in an Occupation Directly Related to Studies (c)(3)(D). File your EAD application with a Certificate of Eligibility of Nonimmigrant (F-1) Student Status (Form I-20AB) endorsed by a Designated School Official within the past 30 days.

Title 8 Code of Federal Regulations, Part 214.2(f)(1)(i)(B)(2) states:

For post-completion Optional Practical Training (OPT), the student must properly file his or her Form I-765 up to 90 days prior to his or her program end-date and no later than 60 days after his or her program end-date. The student must also file the Form I-765 with USCIS within 30 days of the date the DSO enters the recommendation for OPT into his or her SEVIS record.

You are applying for post-completion OPT. Your application did not include a Certificate of Eligibility of Nonimmigrant (F-1) Student Status (Form I-20 AB) endorsed by a Designated School Official within 30 days of filing your Form I-765 with USCIS.

Your Form I-765 application was received by USCIS on June 35, 2001 and the date the DSO entered your recommendation for OPT into your SEVIS record was May 06, 2001. You have failed to submit Form I-20 endorsed by the DSO within 30 days of filing Form I-765 with USCIS.

For this reason, your application must be and hereby is denied.

NOTICE: USCIS regulations do not provide for an appeal to this decision. However, you may file a motion to reopen or reconsider an adverse decision. A motion must be filed using Form I-290B, Notice of Appeal or Motion. Form I-290B must be filed within 30 days from the date of this notice (33 days if this notice was received by mail) with the appropriate filing fee and other documentation in

1 of 2

www.uscis.gov



STEM OPT Reporting Requirements

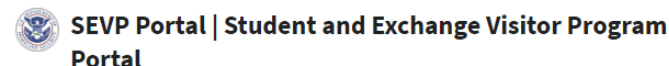


Function of [SEVP OPT Portal](#) (~~click here~~) during STEM OPT authorization will be limited.

SEVP OPT Portal

Through the SEVP OPT Portal, you can:

- **Update Personal Information**
 - Name
 - Address
 - Phone Number
- **Review/Verify Employer Information**
 - Cannot be updated through OPT Portal
 - Changes in employer information must be done through ISS office
- **Receive alerts of STEM OPT Reports due**
- **Must update within 10 days of change**



Sign In

Attention: Only students who have OPT approved may use the SEVP Portal. You must create an account and set a password before using this log in page. Go to [Portal Help](#) for more information.

Email

Password

Login

[Reset Password](#)



During your 24-month STEM OPT Extension, you are required to report the below information.

STEM OPT Reporting Requirements

<p>Every 6 months → 6-month, 12-month, 18-month, 24-month</p>	<p><u>Validation Report is due</u></p> <ul style="list-style-type: none"> ● Submit completed STEM OPT Reporting Form
<ul style="list-style-type: none"> ● 12-Month of STEM OPT 	<p><u>Evaluation on Student Progress is due</u></p> <ul style="list-style-type: none"> ● Submit Complete I-983 with completed and signed 12-month self-evaluation ● Submit completed STEM OPT Reporting Form
<ul style="list-style-type: none"> ● 24-Month of STEM OPT 	<p><u>Final Evaluation on Student Progress is due</u></p> <ul style="list-style-type: none"> ● Submit I-983 with completed and signed 24-month Self- Evaluation ● Submit completed STEM OPT Reporting Form
<p>Changes in Personal Information</p>	<ul style="list-style-type: none"> ● Update through SEVP OPT Portal or STEM OPT Reporting Form ● Update within 10 days of change
<p>Changes in Employer → i.e. new employer, new position title, end of job, etc.</p>	<ul style="list-style-type: none"> ● Submit completed STEM OPT Reporting Form ● Submit I-983 with Final Evaluation (2nd portion of page 5 in I-983) ● Submit new I-983 Training for new employer (pgs 1-4) ● Update within 10 days of change

Please send completed documents to ISS office or email to internationalstudents@ucr.edu

Please complete this form for: **STEM OPT R**

- Validation Report
- Change in Employer
- 12-Month Evaluation

- 24-Month Final Evaluation

This form is available at the ISS office or you can email at internationalstudents@ucr.edu.



UC RIVERSIDE International Students and Scholars

International Students and Scholars Office
 900 University Ave, Skye Hall 321, Riverside, CA 92521
 Telephone: 951-827-4113
 E-mail: internationalstudents@ucr.edu

STEM OPT Reporting Form

F-1 students on 24-month STEM OPT Extension are required to submit STEM OPT reports before the reporting deadline. In addition, any changes must be updated within 10 days. Please submit appropriate documents to internationalstudents@ucr.edu.

Step 1. Confirm Student Information

Student's Name: _____ UCR Student ID: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

STEM OPT EAD Start Date: _____ STEM OPT EAD End Date: _____

Step 2. Select one STEM OPT Reporting Type

Select One	Report Type	Documents Needed
<input type="radio"/>	6 Month STEM OPT Report	1. STEM OPT Reporting Form
<input type="radio"/>	12 Month STEM OPT Report	1. STEM OPT Reporting Form 2. Complete I-983 with completed and signed 12 month Self-Evaluation
<input type="radio"/>	18 Month STEM OPT Report	1. STEM OPT Reporting Form
<input type="radio"/>	24 Month STEM OPT Report	1. STEM OPT Reporting Form 2. Complete I-983 with completed and signed 24 month Self-Evaluation
<input type="radio"/>	Change of Employer	1. STEM OPT Reporting Form 2. Complete I-983 with completed Self-Evaluation from previous employer 3. New I-983 for New Employer 4. Offer Letter
<input type="radio"/>	Changes in Current Employment (i.e. address, position, salary)	1. STEM OPT Reporting Form 2. Updated I-983
<input type="radio"/>	End of Current Employment	1. STEM OPT Reporting Form 2. Complete I-983 with completed and signed <u>Final</u> Self-Evaluation

Step 3. Confirm Employment Information

Employer Name: _____ Position Title: _____

Employer Address: _____

City: _____ State: _____ Zip Code: _____

Supervisor Name: _____ Supervisor Email: _____

Student Signature: _____ Date: _____



Unemployment Time

- You will have an additional 60 days of unemployment time on top of 90 days during Post-Completion OPT
- In total, you will have 150 days of unemployment time
 - 90 days (Post-Completion OPT) + 60 days (STEM OPT) = 150 days

Post-Completion OPT

STEM OPT Extension



Start with 90 unemployment days

Extra 60 unemployment days



Rolls over if unused



After STEM OPT Extension Ends



After your STEM OPT Extension Ends

When your 24-Month STEM OPT extension ends, E-1 students will have a 60-day grace period to decide on their steps. During the 60-day grace period, students may decide on the following options:

- **Start a new program at UC Riverside**
- **Transfer to another institution**
- **Apply for a change of visa status**
- **Return to home country**





Resources



Check out UCR Career Center's page on how to [Avoid Employment Scams and Fraud](#)

Beware of Employment Scams

Common Scams Themes:

- Sending you a check before you begin your job
- Asking you for payment for equipment, certification, training materials, etc.
- Overpayment scams
- Pyramid Schemes

Be Careful:

- If posting does not indicate company information or it is difficult to find information on company
 - Do your research on companies before committing
- If company sends you an unexpected check and asks you to cash it in
- If company asks you to transfer money from one account to another
- Offers you an offer without interacting/interviewing with you



Helpful Resources

ISS - [Employment & Taxes Webpage](#)

Forms/Handouts from ISS Office

- [STEM OPT Website](#)
- [STEM OPT Application Checklist](#)

- [STEM OPT Reporting Form](#)

For more UCR ISS Events and Info Sessions

[UCR ISS Events Calendar](#)

Government Forms

- [Form I-983](#)
 - [Instructions for I-983](#)
- [Form I-765](#)
- [Form G-1145](#)

- [Form I-907](#)

Government Resources

- [Study in the States - STEM OPT](#)
- [Study in the States - I-983 Overview](#)
- [USCIS - STEM OPT](#)
- [USCIS - Practical Training](#)

UCR International Students and Scholars (ISS)

Who Can Help?

Email

internationalstudents@ucr.edu

Office Phone

951-827-4113

Office Hours

10:00AM - 12:00PM, 1:00PM - 4:00PM

We are available through

- Email
- Phone
- Zoom

