

24-Month STEM OPT Extension Application Checklist

Application Process



STEM OPT Application Documents to review by UCR

You can submit your STEM OPT documents either in person or by email at internationalstudents@ucr.edu. Please allow 3-5 business days to review your documents and issue your STEM OPT I-20. For more information on STEM OPT, please visit the [ISS website](#).

- [Form I-983](#) Training Plan (completed by you and your employer) ****ISS office will keep the Form I-983. It will not go to USCIS.***
 - Designated School Official (DSO) Contact Information:
 - Heidi Nam
 - Email: heidi.nam@ucr.edu
 - Phone: (951) 827-4113
 - You do not need to complete page 5 during application period
- [Form I-765](#)
- [Form G-1145](#)
- **(Strongly Recommended)** Employee Offer Letter including job position and job description
- Copy of current EAD card (front & back)

STEM OPT Application Documents to Mail to USCIS

After you pick up your STEM I-20, please assemble the application documents in order as listed below. Documents should be paper clipped, not stapled. Please double-check if documents have been signed. For more information on STEM OPT, please visit the [ISS website](#).

- [USCIS Application Filing Fee](#)
 - **Important Note:** The correct filing fee amount can be found on the [USCIS I-765 website](#).
 - Personal Check, Money Order, or Cashier's Check payable to "U.S. Department of Homeland Security"
 - Credit Card Payment - [Form G-1450](#)
- Two [Passport-style](#) (2 x 2 inches) photos
 - Gently write your name and SEVIS ID or I-94 Number on back of each photo
- [Form G-1145](#)
- [Form I-765](#)
 - **Important Note:** Please use the correct edition on the [USCIS I-765 website](#).
- Copy of STEM OPT I-20 (signed by you and DSO)
- Copy of current EAD card (front & back)
- Copy of either your STEM degree transcripts or diploma
 - For eligible STEM majors, your major CIP code on your I-20 must be on the [STEM Designated Degree List](#)
- Copy of [Form I-94](#)
- Copy of valid passport and most recent F-1 visa stamp
- Copy of current Post-Completion OPT I-20
- (If related) Previous copies of EAD cards, copies of I-20s with different SEVIS ID, or any other document needed.

USCIS Mailing Instructions

We recommend choosing the mailing option that offers a tracking number. Your completed application packet **must be received by USCIS before your EAD card expires** and within 60 days of when your STEM OPT I-20 was issued. **Update Jan 8, 2021:** USCIS has updated the filing address.

For updated mailing address, please visit [USCIS website](#)

After Mailing your OPT Application to USCIS

- 1) **Within 14-30 days:** USCIS will mail an I-797 Receipt Notice (issued when an application is received).
 - a) Use the receipt number to [track OPT application status](#)
 - b) To check the latest USCIS processing time, please visit [Case Processing Times](#).
 - i) If you mailed to the USCIS Phoenix Lockbox, your case is being handled by the “Potomac Service Center.”
 - c) **Note:** You may continue working in your current STEM position up to 180 days after your EAD expires while the STEM OPT application is pending.
- 2) **Within 90-150 days:** USCIS will mail final OPT decision
 - a) If OPT is denied, USCIS will mail:
 - i) Denial Notice
 - ii) Set up an appointment with ISS Advisor
 - b) If OPT is approved, USCIS will mail:
 - i) Employment Authorization Document (EAD) Card
 - (1) Send scan of EAD Card to ISS (internationalstudents@ucr.edu)
 - ii) Approval Notice

After STEM OPT Approval

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 date of reports. Any Validation Reports or Self-Evaluation Reports must also be submitted through the ISS office. Changes must be updated within 10 days of change.

STEM OPT Reporting Requirements

All STEM OPT reports must be submitted to ISS office (internationalstudents@ucr.edu) **before** due date or report. Once received, an ISS Advisor will submit report in SEVIS system.

- **6 Months & 18 Months on STEM OPT:** Must submit a [STEM OPT Reporting Form](#)
- **12 Months on STEM OPT:** Must submit Evaluation of Student Progress (1st portion of page 5 in Form I-983)
- **24 Months on STEM OPT:** Must submit Final Evaluation (2nd portion of page 5 in Form I-983)
- **Changes in personal information or employment (Must report within 10 days of change)**
 - **Change of Employer:** Must submit I-983 Final Evaluation of previous employer and new I-983 of new employer
 - **Change of Address or Contact Information:** Update through SEVP OPT Portal

