

STEM Optional Practical Training (OPT) Workshop

Winter 2024

International Students and Scholars (ISS)
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This does not constitute legal advice



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STEM OPT Workshop Note

Please be advised that this information session is only 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



Basic Information on STEM OPT

What is 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

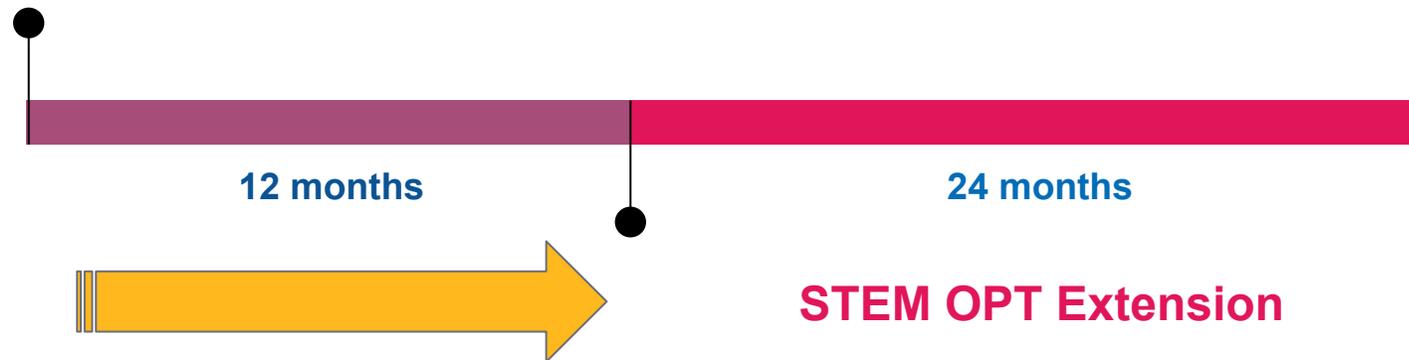
F-1 students may participate in STEM OPT employment up to two times per lifetime

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

Eligibility for STEM OPT Extension

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

Checking Your STEM Degree

DHS STEM Designated Degree Program List

Last Updated: July 12, 2023

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.
01	01.0902	Agricultural Animal Breeding.
01	01.0903	Animal Health.
01	01.0904	Animal Nutrition.
01	01.0905	Dairy Science.
01	01.0906	Livestock Management.
01	01.0907	Poultry Science.
01	01.0999	Animal Sciences, Other.
01	01.1001	Food Science.
01	01.1002	Food Technology and Processing.

PROGRAM OF STUDY		
EDUCATION LEVEL	MAJOR 1	CIP Code
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](#)

Qualifying Employment for STEM OPT

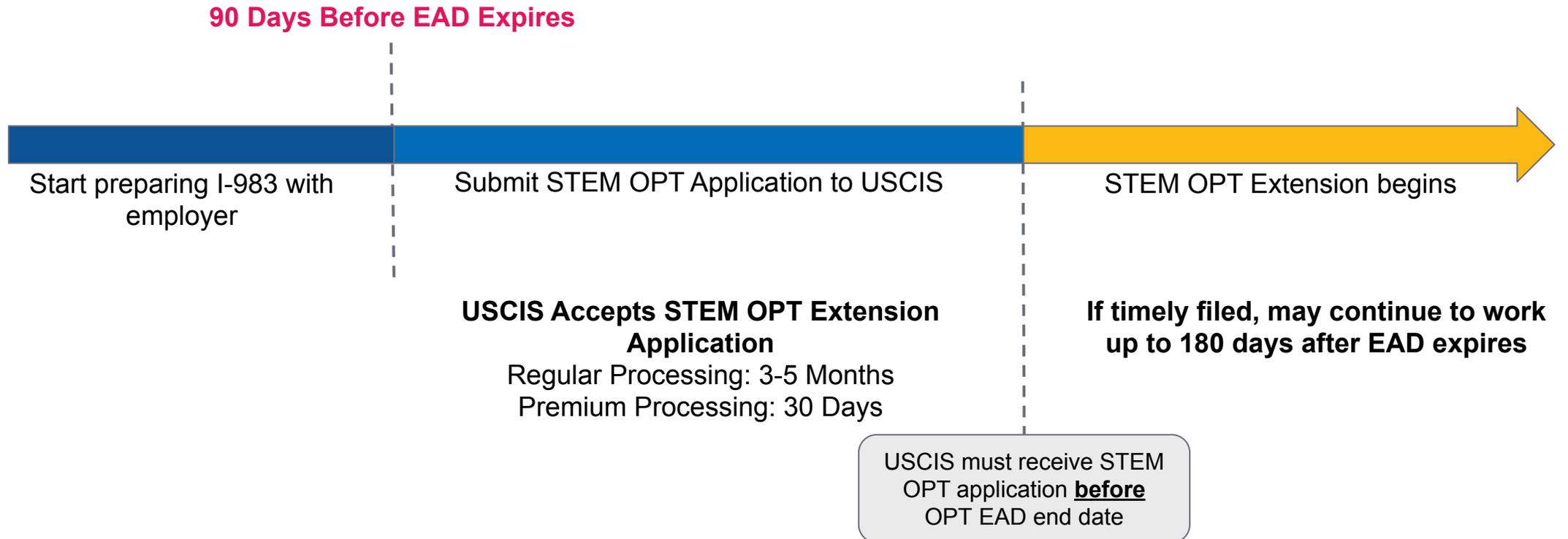
What is allowable employment during STEM OPT?

- Must be paid employment (at least 20 hrs or more per week)
- No volunteer, unpaid, and 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



STEM OPT Application Process

Internal Process (Before Mailing to USCIS)

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
 - a. Drop it off or email to internationalstudents@ucr.edu
4. Pay the \$300 ISS STEM OPT processing fee and (A link for payment will be sent to student)
5. Submit processing fee receipt to ISS office
6. ISS will issue STEM OPT I-20 and make recommendations on documents
7. Receive STEM OPT I-20 from ISS office by email

External Process

1. Prepare final STEM OPT application and mail materials to USCIS
 - a. Include filing fee and passport photos
 - b. **IMPORTANT:** USCIS must receive your documents before EAD expires
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



To access
checklist,
[click here](#)

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



Required STEM OPT Application Documents

To Request for a STEM OPT I-20

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.

Documents for ISS office

- ✓ Form I-983 Training Plan (ISS office keeps this form)
- ✓ Draft Form I-765 Application for Employment Authorization (Optional)
- ✓ Copy of Current OPT EAD card (front & back)
- ✓ Employee Offer Letter
 - Company Letterhead
 - Job Position
 - Job Responsibilities/Description

Submit your documents at the ISS office or by email

internationalstudents@ucr.edu



Form I-983

Form I-983 Training Plan

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.

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)		OMB APPROVAL NO. 1665-0054 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 the rule.		
Signature of Student: _____		Date (mm-dd-yyyy): _____
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 to have departed when the employer knows the student has left the practical training opportunity, or when the student has not reported for practical training for a period of 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 the 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 the 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: _____		Date (mm-dd-yyyy): _____
Printed Name and Title of Employer Official with Signatory Authority: _____		Date (mm-dd-yyyy): _____
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 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.	
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)(f)(10)(iii)); 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
AUTHORITY: Section 101(a)(1)(F) of the Immigration and Nationality Act of 1952, as amended (INA); 8 U.S.C. 1101(a)(1)(F); Section 841 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. 543 (codified at 8 U.S.C. 1762); and Homeland Security Presidential Directive No. 2 (HSPD-2), authorize U.S. Immigration and Customs Enforcement (ICE) to collect the information requested in this form.
PURPOSE: The information collected 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.
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 its published 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)
DISCLOSURE: The information you provide is voluntary. However, failure to provide the information requested on this form may delay or prevent participation in a STEM OPT opportunity.
PAPERWORK REDUCTION ACT
The public reporting burden for this collection of information is estimated to average 7.5 hours per response, including time required for 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. 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.
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](#)



Form I-983 (Page 1 of 5)

Section 1-2 Student Completes

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

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

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

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

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 start 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 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):		
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): _____

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;
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 (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, electronic signatures produced with software programs

Section 3
Employer Completes

Form I-983 (Page 2 of 5)

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



Form I-983 (Page 2 of 5)

Section 4

Employer Completes

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

Form I-983 (Page 3 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 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.	

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

Form I-983 (Page 3 of 5)

Section 5

Student and Employer Completes

SECTION 5: TRAINING PLAN FOR STEM OPT STUDENTS (Completed by Student and Employer)	
Student Name (Surname/Primary Name, Given Name): 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.	

Form I-983 (Page 3 of 5)

Section 5 (Continued) Student's Role

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

Form I-983 (Page 3 of 5)

Section 5 (Continued) Goals and Objectives

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, and time-bound) elements

Form I-983 (Page 3 of 5)

Section 5 (Continued) Employer Oversight

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

Form I-983 (Page 3 of 5)

Section 5 (Continued)

Measures and Assessments

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

Form I-983 (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.

<p>Employer Official</p> <p>1. I have 2. I will do 3. I will do 4. I will not believe</p> <p>Signature of Printed Name Date (mm-dd)</p> <p>AUTHORITY (Illegal Immigrant (1372), Section and Homeland requested in</p> <p>PURPOSE: that Designated training opportunity</p> <p>ROUTINE USE with the DHS the Student's Immigration (https://www</p>	<p>SECTION 6: EMPLOYER OFFICIAL CERTIFICATION</p> <p>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.</p> <p>Employer Official with Signatory Authority - I certify that:</p> <ol style="list-style-type: none"> 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. <p>Signature of Employer Official with Signatory Authority (Sign in ink): _____</p> <p>Printed Name and Title of Employer Official with Signatory Authority: _____</p> <p>Date (mm-dd-yyyy): _____</p>
--	--

Signature of Employer Official

Name and Position Title of Employer Official

Date of Signature

- 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

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

PAPERWORK REDUCTION ACT

The public reporting burden for this collection of information is estimated to average 7.5 hours per response, including time required for 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.



Form I-983 (Page 5 of 5)

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): _____
<p style="text-align: center;">12-month Self-Evaluation due before this date</p>	
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): _____
<p style="text-align: center;">24-month Self-Evaluation due before this date</p>	
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 in person at the ISS office or by email:
internationalstudents@ucr.edu



Form I-765

Filing I-765

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

Option 1: Physical Mail

Option 2: Filing Online (New)

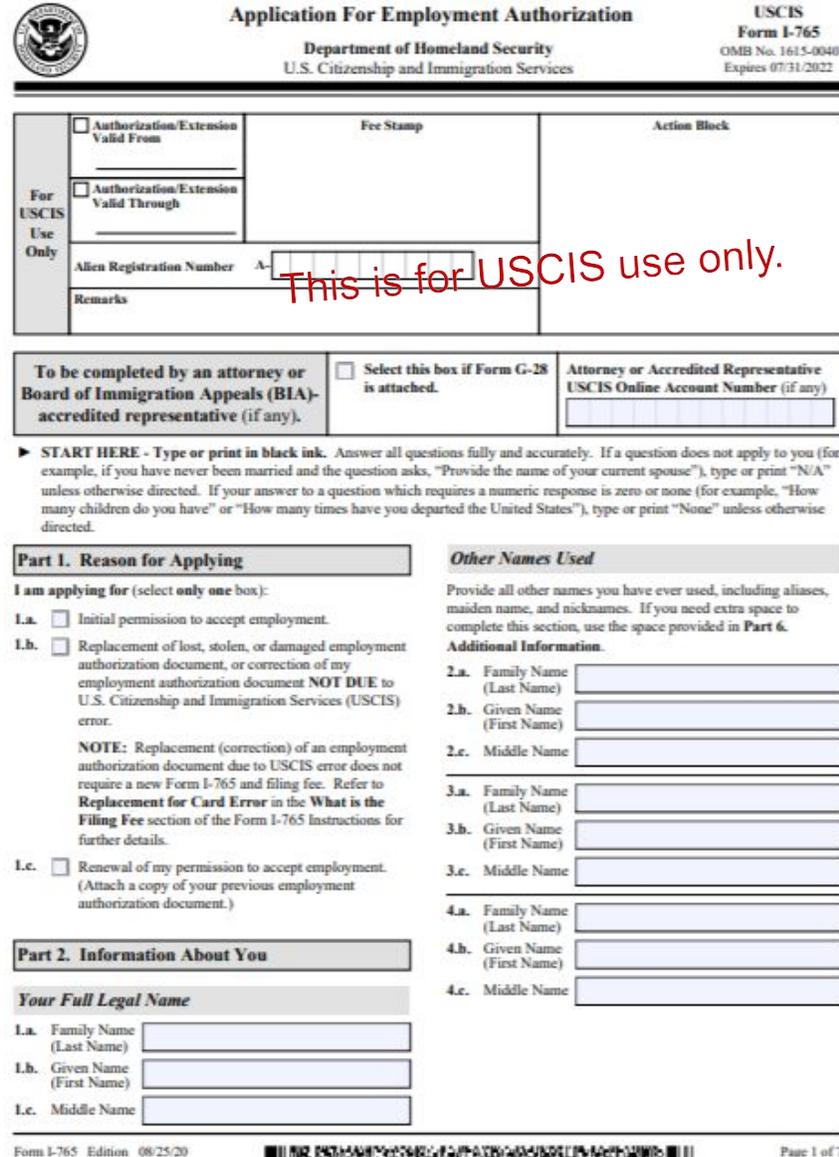
- Do NOT submit the I-765 Form to USCIS without obtaining a STEM OPT I-20 from ISS
- Each filing option requires different supporting documents
- The application timeline is the same for both options
- Please do not submit duplicate OPT applications and/or fee using different filing options
- If you choose to file online, we recommend completing the paper I-765 application for practice and to receive feedback from the ISS office

Physical Mail Option

Form I-765

Please make sure to get the most updated form directly from the USCIS website.

- [Form I-765](#)



The image shows the top portion of Form I-765, 'Application For Employment Authorization'. It includes the USCIS logo, the title 'Application For Employment Authorization', and the Department of Homeland Security logo. The form is divided into several sections: 'For USCIS Use Only' with fields for 'Authorization/Extension Valid From', 'Authorization/Extension Valid Through', 'Alien Registration Number', and 'Remarks'; 'Fee Stamp'; 'Action Block'; 'To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any)'; and 'Other Names Used' with fields for family, given, and middle names. A red handwritten note 'This is for USCIS use only.' is written over the 'Remarks' field.

Purpose: The Form I-765 is the application form for the EAD card

The Form I-765 Application for Employment Authorization must be submitted to USCIS. Please submit all 7 pages

Tips:

- Typed, not handwritten
- Hand-sign signature (in black ink)
- Always get the most updated version from USCIS website
 - [Form I-765](#)
- For the I-765 Template, [click here](#)

Form I-765

Part 1. Reason for Applying

I am applying for (select only one box):

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

Part 2. Information About You

Your Full Legal Name

- 1.a. Family Name (Last Name)
- 1.b. Given Name (First Name)
- 1.c. Middle Name

Other Names Used

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

Additional Information.

- 2.a. Family Name (Last Name)
- 2.b. Given Name (First Name)
- 2.c. Middle Name
-
- 3.a. Family Name (Last Name)
- 3.b. Given Name (First Name)
- 3.c. Middle Name
-
- 4.a. Family Name (Last Name)
- 4.b. Given Name (First Name)
- 4.c. Middle Name

Part 1. Items #1a~1c

Select one of the following:

- #1a. If this is your first time applying for STEM OPT
- #1b. If you are replacing your lost, stolen, or damaged EAD card
- #1c. If this is not your first time applying for STEM OPT

Part 2. Items #1a~4c

Enter your full legal name and other names you use

Form I-765

Part 2. Information About You (continued)

Your U.S. Mailing Address

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

5.b. Street Number and Name

5.c. Apt. Ste. Flr.

5.d. City or Town

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

6. Is your current mailing address the same as your physical address?
 Yes No

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

U.S. Physical Address

7.a. Street Number and Name

7.b. Apt. Ste. Flr.

7.c. City or Town

7.d. State 7.e. ZIP Code

Part 2. U.S. Address

Items #5a~5e: U.S. Mailing Address

- EAD will be sent to this address
- Select an address that will be valid for more the next 4-5 months
- If friend, relative or employer's address, write FULL name under "In Care of Name (if any)"

If you change your address,

- The U.S. Postal Service will not forward any government mail to new addresses
- Must submit an [Official Change of Address](#) (click on link) to USCIS through the USCIS website



Para tener acceso a este sitio en Español, presione aquí

Change of Address

Have you moved? Help us ensure that you receive any notices or documents without delay. Most applicants with pending applications or petitions should notify us as soon as possible, no more than 10 days after your move.

Note: If you do not have a receipt number, you cannot update your address online.

If you are entering the United States on an immigrant visa, we will mail your Green Card to the mailing address in the U.S. you provided at the time of your immigrant visa interview or when you were admitted entry into the United States. If you move after you arrive in the U.S., please update your address. The Form Number used for an address change on a USCIS Immigrant Fee payment is "IVF" or "OS155A".

Form I-765

Information About Your Eligibility Category

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

(c)(3)(C)

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

28.a. Degree

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

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

Part 2. Eligibility Category

Item #27

Enter STEM code (c)(3)(C)

Item #28

a) Enter Degree level & STEM Major
i.e. "Master's in Biology"

*If you cannot fit your major name, please complete pg 7, Additional Information, section.

b) Employer's name as listed in E-Verify
c) Confirm the E-Verify number with employer

Skip rest of page from
Item #29

Form I-765

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

Applicant's Statement (Items #1a~2)

Select Item #1a (if you are preparing the STEM OPT application yourself)

Applicant's Contact Information

Complete Items #3~6

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

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

Applicant's Statement

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

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

Applicant's Contact Information

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

Form I-765

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

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
- 2) All of this information was complete, true, and correct at the time of filing.

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.

Applicant's Signature

7.a. Applicant's Signature



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

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

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

Applicant's Signature & Date

IMPORTANT: Remember to sign before mailing STEM OPT packet!

Signature should be handwritten and in black ink.

If you selected Item #1a in Applicant's Statement, skip Part 4 and jump to page 7.

HANDWRITTEN SIGNATURE HERE!

Form I-765

3.a. Page Number 3.b. Part Number 3.c. Item Number

3.d. Previous OPT Authorization:

OPT Type (Post-Completion OPT or STEM
OPT); Degree Level

OPT Start Date - End Date; EAD Card#
Please see attached for copy of EAD
card.

NOTE: THIS IS A SAMPLE FORMAT

Part 6. Additional Information

If you need to explain **OPT approval**, we suggest this format:

- Title: Previous OPT Authorizations
- Enter EAD card Start date –End date
- Enter OPT Degree level: (Bachelor’s, Master’s, or Doctorate); Post-Completion OPT or STEM OPT
- Enter EAD Card Number
- Enter text “Please see attached for copy of EAD card”

Form I-765

3.a. Page Number 3.b. Part Number 3.c. Item Number

3.d. STEM Major name on your Form I-20:

School Name:

CIP Code# (on your I-20):

Please see attached for copy of I-20
and diploma or transcript

NOTE: THIS IS A SAMPLE FORMAT

Part 6. Additional Information

If you need to explain **STEM Major degree**, we suggest this format:

- Title: STEM Degree Major
- Enter STEM major name (as on your I-20)
- Enter School Name
- Enter major CIP code (as on your I-20)
- Enter text “Please see attached for copy of STEM I-20 and STEM diploma or transcript”

Online Option

As of April 12, 2021, USCIS announced that F-1 students may file I-765 online for OPT/STEM OPT.

Here is the [announcement](#).

Please keep in mind that the student is responsible for application.

Filing Form I-765 Online

Welcome to your USCIS Account

Select what you want to do

Edit My Profile

Editing your profile includes email, password, phone number, security questions, two-step verification and backup code.

Login to a USCIS Service

 USCIS

Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community.

FIRST

Submit, manage and receive Freedom of Information Act (FOIA) requests.

myE-Verify

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).

Filing I-765 Online

Step One

- Go to [I-765 website](#) and click 'File Online'
- Create USCIS Account
- Two-Factor Authentication
- Cannot file for anyone else

Filing Form I-765 Online

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

Step Two

- Click on 'File a form online'

Filing Form I-765 Online

File A Form

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

Select the form you want to file online.

- Application to Replace Permanent Resident Card (I-90)
- Request for a Hearing on a Decision in Naturalization Proceedings (N-336)
- Application for Naturalization (N-400)
- Application for Replacement Naturalization/Citizenship Document (N-565)
- Application for Certificate of Citizenship (N-600)
- Application for Citizenship and Issuance of Certificate Under Section 322 (N-600K)

Application for Employment Authorization (I-765)

Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:

- Pre-completion OPT - (c)(3)(A) eligibility category;
- Post-completion OPT - (c)(3)(B) eligibility category; or
- a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category.

For all other eligibility categories, you must submit a paper [Form I-765](#).

- Petition for Alien Relative (I-130)
- Application To Extend/Change Nonimmigrant Status (I-539)

Start form

Application for Employment Authorization (I-765)

Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:

- Pre-completion OPT - (c)(3)(A) eligibility category;
- Post-completion OPT - (c)(3)(B) eligibility category; or
- a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category.

For all other eligibility categories, you must submit a paper [Form I-765](#).

Start form

Step Three

- Click on 'Application for Employment Authorization (I-765)
- Click 'Start form'
- Read through notes

Filing Form I-765 Online - Sections

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

Evidence

- One 2x2 Passport Photo of You
- Form I-94
- Employment Authorization Document
- STEM OPT I-20
- College Degree (Diploma or Transcript)
- Institution Accreditation (if your STEM degree was earned at another institution)

Need to have digital copies of these items

Additional Information

- Additional Information

Review and Submit

- Review your Application
 - \$410 payment
 - \$1,500 Premium Processing (optional)

Filing Form I-765 Online - Required Documents

- **One 2x2 Passport Photo of You**
- **Form I-94**
- **Employment Authorization Document (EAD) Card**
- **STEM OPT I-20**
- **College Degree (Diploma or Transcript showing completion of degree)**
- **Institution Accreditation (Only if your STEM degree was earned at another institution)**

Filing Form I-765 Online - Tips

- Draft forms are saved for 30 days from the last time you worked on your form.
- Format of Form
 - Photos: JPG, JPEG, or PNG
 - Documents: JPG, JPEG, PDF, TIF, or TIFF
 - Foreign Language documents must have English translation
 - Maximum size: 6 MB per file
 - Do not use special characters for file name
- Review your entries before you pay
- Once you make your payment, your application will automatically be submitted and cannot make corrections.
- Once you submit your application, you can track your case through your account.
- USCIS does have discretion for Biometrics Appointments.
- If you submitted your application via paper mail, you can link your case to your USCIS account.



Other Required Documents

Form G-1145

Form G-1145

- Only for paper applications
- Optional but, strongly recommended
- Typed, not written
- To receive email notifications on your packet

Download the most updated version through the USCIS website - [Form G-1145](#)

e-Notification of Application/Petition Acceptance		
Department of Homeland Security U.S. Citizenship and Immigration Services		USCIS Form G-1145
What is the Purpose of This Form?		
Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.		
General Information		
Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.		
We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent.		
The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers.		
USCIS will also mail you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as proof of your pending application or petition.		
USCIS Privacy Act Statement		
AUTHORITIES: The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality Act, as amended INA section 101, et seq.		
PURPOSE: The primary purpose for providing the information on this form is to request an electronic notification when USCIS accepts immigration form. The information you provide will be used to send you a text and/or email message.		
DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or email message receiving your immigration form.		
ROUTINE USES: The information provided on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved routine uses, as described in the associated published system of records notices (DHS/USCIS-007 - Benefits Information System and DHS/USCIS-001 - Alien File (A-File) and Central Index System (CIS)), which can be found at www.dhs.gov/privacy . The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.		
Complete this form and clip it on top of the first page of your immigration form(s).		
Applicant/Petitioner Full Last Name	Applicant/Petitioner Full First Name	Applicant/Petitioner Full Middle Name
Email Address		Mobile Phone Number (Text Message)
Form G-1145 09/26/14 Y		
Page 1 of 1		

Recent Form I-94

For online and paper applications

Provide a copy of your most recent Form I-94
Arrival/Departure Record

You can access your Form I-94 through:

[I-94 Website](#) (click on link)

- I-94 Admission Number will indicate most recent entry
- Class of Admission should say “F1”
- ‘Admit Until Date’ should say Duration of Status (D/S)

The screenshot shows the U.S. Customs and Border Protection website header with the logo and the text "U.S. Customs and Border Protection Securing America's Borders". The OMB No. 1651-0111 and Expiration Date: 08/31/2015 are also visible. The main content area is titled "Most Recent I-94" and displays the following information: Admission (I-94) Record Number: 70181898530, Most Recent Date of Entry: 2015 August 07, Class of Admission: F1, and Admit Until Date: D/S. A red box highlights the "D/S" value, with a red arrow pointing from the text "Admit Until Date' should say Duration of Status (D/S)" in the list to the right. Below this information is a section titled "Details provided on the I-94 Information form:" with fields for Last/Surname, First (Given) Name, Birth Date, Passport Number, and Country of Issuance: Nicaragua. A "Get Travel History" button is located below the form details. At the bottom, there are three bullet points providing additional information: "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.", and "Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number." At the very bottom, there is a link for inquiries and questions regarding the I-94, and a link for Accessibility | Privacy Policy.

USCIS Application Filing Fee

\$410 USCIS Application Filing Fee

Online Application - Acceptable Payment Methods

- Credit Card
- Bank Transfer

Paper Applications - Acceptable Payment Methods

- Personal Check
- Money Order } *Recommended*
- Cashier's Check
- Credit Card ([Form G-1450](#))

Money Order



THIS DOCUMENT CONTAINS A TRUE WATERMARK - HOLD UP TO LIGHT TO VIEW

WESTERN UNION FINANCIAL SERVICES INC. - ISSUER - Englewood, Colorado
Payable at Wells Fargo Bank Grand Junction - Downtown, N.A., Grand Junction, Colorado

MONEY ORDER

17-556768855

A 115617 D 072417
L 1542 13
175567688558 L 007777 \$ 410.00

Four Hundred and Ten Dollars

PAY EXACTLY
PAY TO THE ORDER OF **U.S. Department of Homeland Security** N00123456789 (Your SEVIS ID)

Your U.S. Mailing Address _____

John Smith (put your signature here)

PURCHASER'S SIGNATURE
PURCHASER BY SIGNING YOU AGREE TO THE TERMS ON THE REVERSE SIDE

Payable to:

U.S. Department of Homeland Security

Personal Check - Must be from a U.S. Bank



FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND AND MICROPRINTING IN THE BORDER

John Smith & Cindy Smith No. 109
100 Somewhere Rd. 67-76890
San Francisco, CA Date 02/09/17
(111) 111-1111, myemail@hotmail.com

Pay To The U.S. Department of Homeland Security \$ 410.00
Order Of _____

Four hundred ten and 00/100 dollars

My Bank
123 Bank Road
Nowhere, KY, 40000

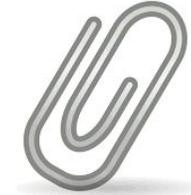
For: I-765 fee John Smith

⑆ 123456789⑆ ⑆ 0123456789⑆ 0109

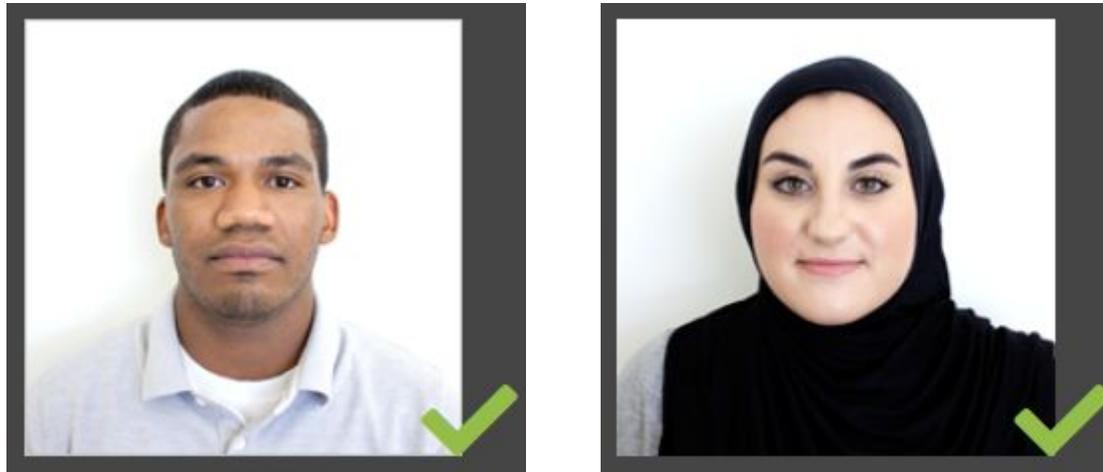
Money Orders can be purchased at:

- Banks
- Post-offices
- Local markets (i.e. Albertsons)
- Local pharmacies (i.e. CVS)

U.S. Passport-Style Photos



- 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](#)
- Must be a recent photo (taken within 30 days)
- Clip the photo and application fee to top of application packet



(On the back of photos)

Gently write your name and I-94 number or SEVIS ID

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)

Where can you take passport photos ?

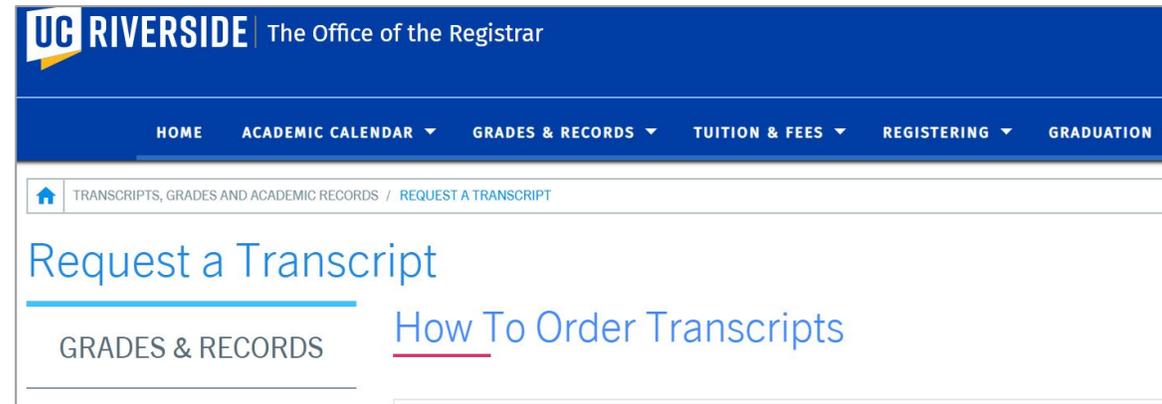
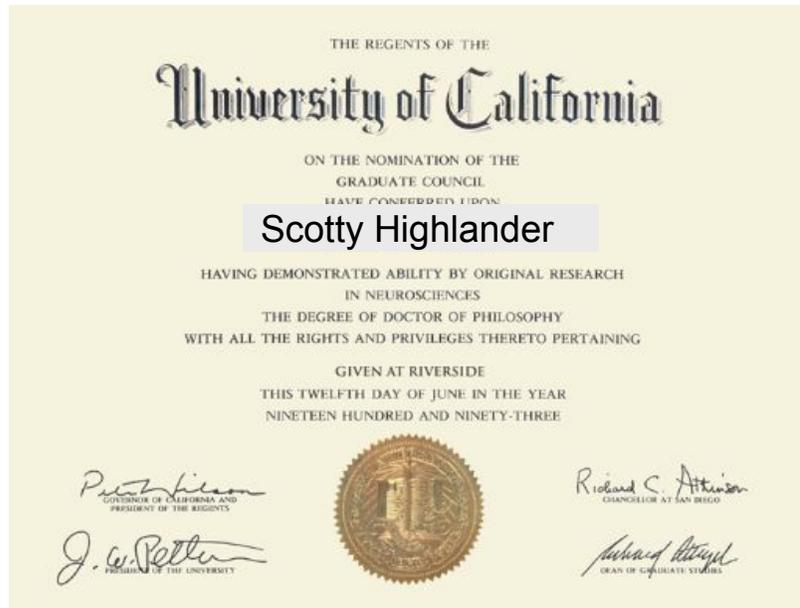
- Costco (affordable option)
- U.S. Postal Service
- Local drugstores (i.e. Walgreens, CVS, Rite Aid)

STEM Diploma or Transcript

For online and paper applications
Please provide a copy of your 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](#)

STEM OPT I-20 Issued by ISS

After reviewing your documents, a DSO will issue you a new I-20 with STEM OPT recommendation. ISS will contact when the I-20 is ready for pick up.



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]
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 RamOne
SCHOOL INFORMATION		CLASS	
SCHOOL NAME		F-1	
ed SEVIS Studies ed SEVIS Studies		ACADEMIC AND LANGUAGE	
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL		SCHOOL ADDRESS	
Seanee Robertson DSO		9002 Nancy Lane, Ft. Washington, MD 20744	
PROGRAM OF STUDY		SCHOOL CODE AND APPROVAL DATE	
EDUCATION LEVEL		S822-154444000 09 APRIL 2015	
BACHELOR'S		MAJOR 1	
NORMAL PROGRAM LENGTH		Mechanical Engineering 14.1901	
36 Months		MAJOR 2	
PROGRAM START DATE		Forest Engineering 14.2401	
01 SEPTEMBER 2014		PROGRAM ENGLISH PROFICIENCY	
PROGRAM END DATE		Required	
30 MAY 2015		ENGLISH PROFICIENCY NOTES	
FINANCIALS		Student is proficient	
ESTIMATED AVERAGE COSTS FOR: 4 MONTHS		STUDENT'S FUNDING FOR: 4 MONTHS	
Tuition and Fees	2 1	Personal Funds	2 5
Living Expenses	2 2	Funding, School, Remarks	2 6
Expenses of Dependents (0)	2 3	Funding, Other, Remarks	2 7
Expenses, Other, Remarks	2 4	On-Campus Employment	2 8
TOTAL	2 10	TOTAL	2 26
REMARKS			
[REDACTED] lying 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	PLACE ISSUED
[REDACTED]	30	18 October 2015	Ft. Washington, MD
STUDENT ATTESTATION			
I have read and agree 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 reflects 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.			
SIGNATURE OF	[REDACTED]	DATE	
[REDACTED]	X		
NAME OF PARENT OR GUARDIAN	SIGNATURE	ADDRESS (city/state or province/country)	DATE
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

You will be sent:

- Digital Copy of your STEM OPT I-20
- You can choose to ship it to your location (E-Ship Global)

When preparing to send it to USCIS,

- Sign the bottom of page 1 (blue ink)
- Make sure the STEM OPT requested dates are on page 2
- Make sure there is a travel signature on page 2 from DSO
- Make a photocopy of the STEM OPT I-20 (not the original copy)
- Mail 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.**



Mailing your STEM OPT Application

Mailing your Paper OPT Application

Once you have received your STEM OPT I-20, you will need to assemble your STEM OPT application packet for USCIS. Please gather the following documents in order as listed below. It is the student's responsibility to make sure all documents are correctly submitted.

- ✓ [\\$410 USCIS Application Filing Fee](#)
- ✓ [2 recent Passport-Style \(2x2 inches\) Photos](#)
- ✓ [Form G-1145 \(for eNotification updates on application\)](#)
- ✓ [Form I-765 Application for Employment Authorization](#)
- ✓ Copy of STEM OPT I-20 (issued by ISS office) - **REQUIRED BEFORE APPLYING**
- ✓ Copy of current EAD card (front & back)
- ✓ Copy of Transcripts with STEM or STEM Diploma
 - If based on previous STEM diploma, please provide STEM I-20 as well.
- ✓ [Copy of Form I-94](#)
- ✓ Copy of valid Passport (Biographical Page)
- ✓ Copy of recent F-1 Visa (Canadian Nationals are Exempt)

Your STEM OPT application must arrive at USCIS within 60 days of the I-20 issue date. Documents should not be stapled together. Remember to hand-sign all of the required documents! All photocopies should be black & white. Make sure to keep a copy of entire packet for your records.

Mailing your Paper Application to USCIS

We recommend choosing a mailing courier that offers a tracking number. USCIS must receipt your packet no later than your EAD expiration date.

NOTE: Address may change from time to time. Check the [I-765 website](#) (*click here*) for updated address.



**While STEM OPT Application
is pending**

Track your Application

USCIS Case Status Online

- Track your application by entering the receipt number
- Link for [USCIS Case Status Online](#)

USCIS Email Updates (paper applications)

- USCIS will send you email notifications through the email on [Form G-1145](#)

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

- You must update your address by filing [Form AR-11](#) (*click here*) directly with USCIS

While STEM OPT Application is Pending...

- **You can continue Employment After Filing**
 - 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

International Travel and OPT

Not recommended while STEM OPT is pending

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

Required Travel Documents for Pending STEM OPT

- 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)
- I-797 Receipt Notice

Required Travel Documents for Approved STEM OPT

- 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)
- Valid STEM OPT EAD Card
- Employee Verification Letter or Offer Letter



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

Beware of Employment Scams

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

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/interview with you



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
- Email copy to internationalstudents@ucr.edu
- **Automatic Extension of your F-1 status & employment**



EAD Card (Proof of Work Authorization)

Request for Evidence (RFEs)

If USCIS needs more information/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

July 25, 2013

U.S. Department of Homeland Security
U.S. Citizenship and Immigration Services
P.O. Box 82521
Lincoln, NE 68501-2521

 U.S. Citizenship and Immigration Services

SAMPLE

RE: I-765, Application for Employment Authorization Document

REQUEST FOR EVIDENCE

The documentation submitted is not sufficient to warrant favorable consideration of your petition/application.

See Letter for Details
Your response must be received in this office by October 17, 2013

Your case is being held in this office pending your response. Within this period you may:

You must submit all of the evidence at one time. Submission of only part of the evidence requested will be considered a request for a decision based on the record. No extension of the period allowed to submit evidence will be granted. If the evidence submitted does not establish that your case was approvable at the time it was filed, it can be denied.

If you do not respond to this request within the time allowed, your case will be considered abandoned and denied. Evidence received in this office after the due date may not be considered.

If you submit a document in any language other than English, it must be accompanied by a full **complete** English translation. The translator must certify that the translation is accurate and that he or she is competent to translate. Note: You must submit the requested foreign language document along with the translation.

RFE Deadline Date

Please contact ISS office to review required RFE documents

OPT Rejection/Denial

Rejection/Denial

- USCIS will send you a denial notice
- Please contact ISS office for assistance

Common Reasons for Denials:

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

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
2200 Potomac Center Dr. Steg 2425
Arlington, VA 20198-2425

U.S. Citizenship and Immigration Services

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) 214.4. 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)(i). 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(i)(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

Please contact ISS office immediately to discuss F-1 options



STEM OPT Reporting Requirements

SEVP OPT Portal

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

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**



SEVP Portal | Student and Exchange Visitor Program
Portal

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](#)

STEM Reporting Roadmap

NOTE

- SEVP OPT Portal will remind you with alerts
- Recommended to add schedule alerts on your calendar
- Useful Tool for Due Dates:
<https://www.timeanddate.com/date/dateadd.html>

**STEM EAD
Start Date**

**STEM EAD
End Date**

1 Month

6 Months

12 Months

18 Months

24 Months



Validation Report Due

- STEM OPT Reporting Form

Self-Evaluation Report Due

- STEM OPT Reporting Form
- I-983 Training Plan w/ Self-Evaluation (Pg 1~5)

Validation Report Due

- STEM OPT Reporting Form

Final Self-Evaluation Due

- STEM OPT Reporting Form
- I-983 Training Plan w/ Final Self-Evaluation (Pg 1~5)

STEM OPT Reporting Requirements

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

<p>Every 6 months</p>	<p><u>Validation Report is due</u></p> <ul style="list-style-type: none"> • Submit completed STEM OPT Reporting Form
<p>12-Month of STEM OPT</p>	<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
<p>24-Month of STEM OPT</p>	<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 (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 (pg 1~4) • Update within 10 days of change

Please complete complete the documents to ISS office or email at internationalstudents@ucr.edu

STEM OPT Reporting Form

Please complete this form for:

- 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



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: _____

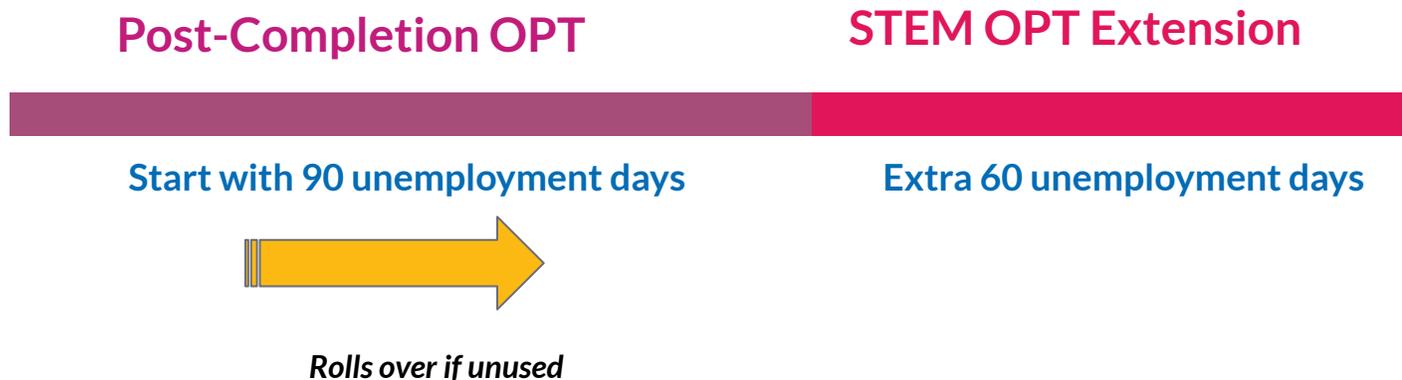
City: _____ State: _____ Zip Code: _____

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





After STEM OPT Extension Ends

After your STEM OPT Extension Ends

When your 24-Month STEM OPT extension ends, F-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



Helpful Resources

ISS - [Employment & Taxes Webpage](#)

Forms/Handouts from ISS Office

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

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](#)

For more UCR F-1 Workshops

[UCR ISS Events Calendar](#)

COVID-19 Resources

- [UCR COVID-19 Updates](#)
- [SEVP Frequently Asked Questions](#)
- [Study in the States- COVID-19](#)

Who Can Help?

UCR International Students and Scholars (ISS)

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

