24-Month STEM OPT Extension Application Checklist

Application Process

1) Request for STEM OPT I-20 from ISS office
2) Pick up I-20 and assemble application
3) Mail application to USCIS

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.

STEM OPT Application Documents to review by UCR

● 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 Contact Information:
    ■ Heidi Nam
    ■ Email: heidi.nam@ucr.edu
    ■ Phone: (951) 827-4113
  ○ You do not need to complete page 5 (Evaluation on Student Progress) for your application at this time

● Form I-765
● Form G-1145
● (Recommended*) Employee Offer Letter on company letterhead indicating that:
  ○ You are currently employed
  ○ The company is participating in E-verify
  ○ Brief description of your training plan
● 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 paperclipped, not stapled.

☐ $410 USCIS Application Filing Fee
☐ Two Passport-style (2 x 2 inches) photos
  ● U.S. Department of State Passport Photos Guidelines
☐ Form G-1145
☐ Form I-765
  ● Instructions for filling out the Form I-765
☐ Copy of STEM OPT I-20 (signed by you and DSO)
☐ Copy of current EAD card (front & back)
☐ Copy of your STEM degree transcripts or diploma
  ● For eligible STEM majors, refer to the STEM Designated Degree List
☐ Copy of Form I-94
☐ Copy of valid passport (Recommended to be valid within 6 months)
☐ Copy of F-1 Visa
☐ Copy of current Post-Completion OPT I-20
USCIS Mailing Instructions

We recommend choosing the mailing option that offers a tracking number (i.e. UPS, FedEx, USPS). Your completed application packet must received by USCIS before your EAD card expires. For updated mailing addresses, please visit USCIS website.

If mailing from California, you are mailing to the USCIS Phoenix Lockbox.

<table>
<thead>
<tr>
<th>For U.S. Postal Service (USPS):</th>
<th>For FedEx, UPS, and DHL deliveries:</th>
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</thead>
<tbody>
<tr>
<td>USCIS P.O. Box 21281 Phoenix, AZ 85036</td>
<td>USCIS Attn: NFB AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034</td>
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After you mail your OPT application to USCIS

1) **Within 14-30 days:** USCIS will mail an I-797 Receipt Notice (issued when an application or petition is received).
   a) Use the case number to track OPT application status ([https://egov.uscis.gov/casestatus/landing.do](https://egov.uscis.gov/casestatus/landing.do))
   b) Scan a copy of the receipt notice to ISS

2) **Within 90-150 days:** USCIS will mail final OPT decision
   a) If OPT is not approved, USCIS will mail:
      i) Denial Notice
      ii) Set up an appointment with ISS Advisor
   b) If OPT is approved, USCIS will mail:
      ii) Approval Notice

3) **Email UCR:** Send scan of EAD Card to ISS ([internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu))

You may continue working in your current STEM position up to 180 days after your EAD expires while the STEM application is pending.

After STEM OPT Approval

SEVP OPT Portal

*Only available for Post-Completion OPT and *STEM OPT (limited reporting)*

The SEVP OPT Portal is an important and convenient tool to fulfill the legal OPT reporting requirements during your OPT period. This portal is only available for students on Post-Completion OPT and STEM OPT. However, for STEM OPT, it is only available for updating personal information, not employer information. If your portal locks or if the link has expired, please contact the ISS office as the DSO will need to reset your Portal Account.

**STEM OPT Reporting Requirements**

- Every 6 months: Must submit a STEM OPT Reporting Form (please contact ISS office form this form)
- 12-month Evaluation of Student Progress (self-evaluation, signed by you and your employer)- first half of page 5 in Form I-983
- 24-month Final Evaluation (final self-evaluation, signed by you and your employer)- second half of page 5 in Form I-983
- Information changes or employment changes (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