Optional Practical Training (OPT) 
24-Month STEM Extension Tutorial

International Students and Scholars (ISS) Office
900 University Ave, Skye Hall 321
Riverside, CA 92521
(951) 827-4113
internationalstudents@ucr.edu
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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.

NOTE: 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

12 months

24 months

STEM OPT Extension
Eligibility for STEM OPT
Eligibility for STEM OPT Extension

01 Valid Immigration Status
- Currently in 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

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

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.

STEM Designated Degree Program List
Effective May 10, 2016

The 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)(i)(C)(2), a STEM field of study is a field of study “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 CIP summary groups/series at the 2-digit CIP code level: Engineering (CIP code 14), Biological and Biomedical Sciences (CIP code 26), Mathematics and Statistics (CIP code 27), and Physical Sciences (CIP code 40). Any new additions to those areas will automatically be included on this STEM Designated Degree Program list. Consistent with the definition of “related field” above, related fields in this list include fields involving research, innovation, or development of new technologies using engineering, mathematics, computer science, or natural sciences. DHS designates these fields at the 6-digit level.

<table>
<thead>
<tr>
<th>CIP Code</th>
<th>2010 CIP Code</th>
<th>CIP Code Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.0308</td>
<td>01.0308</td>
<td>Agronomy and Sustainable Agriculture</td>
</tr>
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<td>Food Science</td>
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<tr>
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<td>01.1002</td>
<td>Food Technology and Processing</td>
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<td>01.1099</td>
<td>01.1099</td>
<td>Food Science and Technology, Other</td>
</tr>
<tr>
<td>01.1101</td>
<td>01.1101</td>
<td>Plant Sciences, General</td>
</tr>
<tr>
<td>01.1102</td>
<td>01.1102</td>
<td>Agronomy and Crop Science</td>
</tr>
</tbody>
</table>
Employment Types on STEM OPT

What is allowable employment during STEM OPT?

- Must be paid and full-time employment (20 hrs or more per week)
- No volunteer, unpaid, and self-employment
- Employers must have e-Verify & EIN numbers
- Must establish bona fide relationship between employee and employer
- Must have STEM OPT employment at the time of application
STEM OPT Application Process
STEM OPT Application Timeline

90 Days Before EAD Expires

- Start preparing I-983 with employer

EAD Card Expiration Date

- Mail STEM OPT Application to USCIS
- USCIS Accepts STEM OPT Extension Application (around 3-5 months)
- If timely filed, may continue to work up to 180 days after EAD expires.
- USCIS must receive STEM OPT application before EAD end date

STEM OPT Extension begins
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 at internationalstudents@ucr.edu
4. ISS will issue STEM OPT I-20 and make recommendations on documents
   a. Allow 3-5 business days
5. Receive STEM OPT I-20 from ISS office
   a. In person pick up
   b. eShipGlobal

External Process
(After mailing to USCIS)

1. Prepare final STEM OPT application and mail materials to USCIS
   a. Include filing fee and passport photos
   b. Submit before EAD expires
2. Continue to maintain STEM OPT Employment during application process
3. STEM OPT EAD card will arrive
4. Maintain STEM OPT Reporting Responsibilities
UCR STEM OPT Application Checklist

24-Month STEM OPT: Extension Application Checklist

Application Process:
1. Request for STEM OPT-10 from 115 office
2. Fill out LSD and assemble application
3. Mail application to UCSC

You can submit your STEM OPT documents either in person or by email to internationalstudents@ucsc.edu. Please allow 9-10 business days to receive your documents and issue your STEM OPT-13.

STEM OPT Application Documents to Review by UCSC:
- Form I-797 (Form I-797 is submitted by you and your employer) *Your office will keep the home copy. It will not go to UCSC.
  - Designated School Official Contact Information:
    - Name:
    - Email:
    - Phone:
- Letter of Employment Offer or Letter on company letterhead indicating that:
  - You are employed:
  - The company is participating in E-Verify:
  - Brief description of your training plan:
- Copy of current I-20 card (Front & Back)

STEM OPT Application: Send to UCSC

After you pick up your STEM-20, please assemble the application documents in order as listed below. Documents should be labeled next to each item.

- 24-Month STEM OPT Application Form FEE
- Two passport-style (2 x 1 inches) photos
- NIH Department of Health, National Institutes of Health Guidelines
- Form I-797
- Form I-129
- Letter of Employment Offer or Letter on company letterhead indicating:
  - You are employed:
  - The company is participating in E-Verify:
  - Brief description of your training plan:
- Copy of I-20 card (Front & Back)
- Copy of STEM OPT I-20 (signed by yourself and UCSC)
- Copy of current I-20 card (Front & Back)
- Copy of your STEM degree transcript or diploma
- For eligible STEM majors, refer to the STEM Designated Degree List
- Copy of Form I-129
- Copy of valid passport (Recommended to be valid within 6 months)
- Copy of I-94
- Copy of current Post-Completion OPT-20

USCIS Filing Instructions:
We recommend choosing the mailing option that offers a tracking number (e.g., UPS, FedEx, USPS). Your completed application packet must be received by USCIS before your I-20 expires. For updated mailing instructions, please visit USCIS website

For U.S. Postal Service (UPS):
USCIS
P.O. Box 212151
Phoenix, AZ 85026

For FedEx, UPS, and DHL delivery:
USCIS
ATTN: NPM-ACS
LPO #056, P.O. Box 1911
Salt Lake City
Phoenix, AZ 85004

After you mail your OPT application to USCIS:
1) Within 14-30 days: USCIS will mail an I-767 receipt notice (issued after an application or petition is received).
   - Use the case number to track OPT application status
   - Submit a copy of the receipt notice to your school.
2) Within 90-120 days: USCIS will mail Final OPT decision:
   - If not approved, USCIS will mail:
     - I-767 Notice
     - Notice
     - Set up an appointment with USCIS
   - If OPT is approved, USCIS will mail:
     - Approval Notice
3) Email: AAD Certificate of Eligibility (aad.commission/transportation.edu)
You may continue working in your current STEM position up to 90 days after your EAD expires while the STEM application is pending.

After STEM OPT Approval:
STEM OPT Portal
Your STEM 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 fails to log in, please contact the USC office as the USC office will need to reset your Portal Account.

STEM OPT Reporting Requirements:
- Every 6 months: Must submit a STEM OPT Reporting Form (please contact USC office for form)
- 12-month evaluation of Student Progress (self-evaluation, signed by you and your employer) within 30 days of Form I-129
- 24-month Final Evaluation (final self-evaluation, signed by you and your employer)- second half of form 5 in form I-129
- Information changes on employment change within 10 days of change:
  - Change of Employer: Must submit I-485 final Evaluation of changes employer and new I-485 of new employer
  - Change of Address or Contact Information: Update through STEM OPT Portal

900 University Ave
Phone: 951-827-4113 Fax: 951-827-3778
Sky Hall 321 Email: internationalstudents@ucr.edu
Riverside, CA 92521 Website: international.ucr.edu
05/06/19 FN
Required STEM OPT Application Documents
Internal Process: Submitting Docs to ISS

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 keeps this form)
- ✔ Form I-765 Application for Employment Authorization
- ✔ Form G-1145 (for email updates)
- ✔ Copy of current EAD card (front & back)
- ✔ (Recommended) Employee Offer Letter
  - Company Letterhead
  - You are currently employed
  - E-Verified company
  - Brief description of training plan

Submit your documents at the ISS office or by email:
internationalstudents@ucr.edu
**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 and submitted to the ISS office. For the application process, **please submit pages 1-4 only**. *The ISS office will keep this form and does not go to USCIS.* Page 5 will be submitted only during the evaluation period.

Download the most updated version through the USCIS website - [Form I-983](https://www.uscis.gov/i-983-training-plan)
Section 1-2
Completed by Student
Given to ISS office only
Not for USCIS

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
- Heidi Nam
- heidi.nam@ucr.edu
- (951)827-6148

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 pg 1 of the I-20

Employment Authorization Number
Enter the “A” number listed on your current EAD
Section 2
Completed by Student

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): ____________________________

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

Student Certification
- Signature of student: Should be handwritten in ink
Form I-983 (pg. 2 of 5)

Section 3
Completed by Employer

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) or Federal Tax Identification Number
**Form I-983 (pg. 3 of 5)**

### Section 5

**Completed by Student and Employer**

#### 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

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**SECTION 5: TRAINING PLAN FOR STEM OPT STUDENTS (Completed by Student and Employer)**

**Student Name:** [Surname/First Name, Given Name]

**Employer Name:**

**Employer Site Information**

- **Site Name:**
- **Site Address (Street, City, State, ZIP):**
- **Name of Officer:**
- **Officer’s Title:**
- **Officer’s Email:**
- **Officer’s Phone Number:**

**Note:** For the remaining fields in this section, employers who already have an interactive/existing training plan in place may fill in the details based on that plan.

**Student Goal:** 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.

**Employee 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.
Form I-983 (pg. 4 of 5)

Section 6
Completed by Employer

**Employer Certification**
- Employer must sign this section
- Must be handwritten
Section 6
Completed by Student & Employer

ATTENTION:
You do NOT need to submit until evaluations are due.

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 Application

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.

Download the most updated version through the USCIS website - Form I-765

- Typed, not handwritten
- Signed with black ink
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
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 to USCIS through the USCIS website
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
Part 6. Additional Information

Complete this section if you need to provide additional information. If the following pertain to you, please complete this section:

- Previous OPT Approval
- Explaining STEM Major
- Different SEVIS ID in the past
- Change of Visa Status
- Not enough room for name
### 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”**

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<tr>
<th>3.a. Page Number</th>
<th>3.b. Part Number</th>
<th>3.c. Item Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>2</td>
<td>12</td>
</tr>
</tbody>
</table>
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”
Form G-1145

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

You can access your Form I-94 through:

I-94 Website

- Class of Admission should say “F1”
- ‘Admit Until Date’ should say Duration of Status (D/S)
Provide a copy of your passport and most recent visa. The photocopies should not be too large or too small.

**Passport**
- Must be valid for at least six months
- Copy should not be enlarged or minimized

**Visa**
- Copy of most recent visa
- Does not have to be valid
- Copy should not be enlarged or minimized
$410 USCIS Application Filing Fee

Payable to:
U.S. Department of Homeland Security

Acceptable payment methods:
- Personal Check
- Money Order \[\text{Recommended}\]
- Cashier’s Check
- Credit Card (Form G-1450)

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

Money Order

Money Orders be purchased at:
- Banks
- Post-offices
- Local markets (i.e. Albertsons)
- Local pharmacies (i.e. CVS)
U.S. Passport-Style Photos

- Prepare 2 passport-style photos
- 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

U.S. Department of State Criteria

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

(On the back of photos)
Gently write your name and I-94 number
After review of your STEM OPT documents, the DSO will issue the following documents:

**STEM OPT I-20**

**STEM OPT Materials Checklist**

**STEM OPT Application Checklist**
ISS issues STEM OPT I-20

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

You can choose to:
- Pick up your I-20 from the ISS office
- 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
- Mail photocopy of the STEM OPT I-20 (not the original copy)
- Mail your STEM OPT application within 60 days of I-20 issue date

Mail photocopy of I-20
Mailing your STEM OPT Application
Assemble your STEM OPT packet

Once you have picked up 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.

- $410 USCIS Application Filing Fee
- 2 recent Passport-Style (2x2 inches) Photos
- Form G-1145 (for email updates)
- Form I-765 Application for Employment Authorization
- Copy of STEM OPT I-20 (issued by ISS office)
- 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
- Copy of recent visa
- Copy of current Post-Completion OPT I-20

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

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

<table>
<thead>
<tr>
<th>If you live in...</th>
<th>Mail your application to:</th>
</tr>
</thead>
</table>
| Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Northern Mariana Islands | USCIS Phoenix Lockbox  
For U.S. Postal Service (USPS):  
USCIS  
P.O. Box 21281  
Phoenix, AZ 85036  
For FedEx, UPS, and DHL deliveries:  
USCIS  
Attn: NFB AOS  
1820 E. Skyharbor Circle S  
Suite 100  
Phoenix, AZ 85034 |
| Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia | USCIS Dallas Lockbox  
For U.S. Postal Service (USPS):  
USCIS  
P.O. Box 660867  
Dallas, TX 75266  
For FedEx, UPS, and DHL deliveries:  
USCIS  
Attn: NFB AOS  
2501 S. State Hwy. 121 Business  
Suite 400  
Lewisville, TX 75067 |

Once received, USCIS will send you a receipt notice within 1-2 weeks.
While STEM OPT Application is pending
Track your Application

I-797C Notice of Action
- Within 2-4 weeks, USCIS will send you a receipt notice, Form I-797C

Case Inquiries
- Use the Case Inquiry tool if you don’t receive your receipt notice within 4 weeks
Track your Application

USCIS Case Status Online
- Track your application by entering the receipt number
- Link for USCIS Case Status Online

USCIS Email Updates
- USCIS will send you email notifications through the email on Form G-1145
While your application is pending...

- **You have a change of address**
  - You must update your address by filing [Form AR-11](https://www.uscis.gov/) directly with USCIS
  - You will also need to update the ISS office by submitting the [Update your Local U.S. Address online form](https://www.uscis.gov/)

- **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**
  - Not recommended
  - 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
International Travel during STEM OPT

Not recommended while STEM OPT is pending

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

Required Travel Documents (Pending STEM OPT)

- Valid Passport (within 6 months)
- Valid F-1 Visa stamp
- STEM OPT I-20 w/ travel signature (within 6 months)
- I-797 Receipt Notice

Required Travel Documents (Approved STEM OPT)

- Valid Passport (within 6 months)
- Valid F-1 Visa stamp
- STEM OPT I-20 w/ travel signature (within 6 months)
- Valid STEM OPT EAD Card
- Employee offer Letter or letter of employment verification
If you are planning on traveling abroad, you can request for an updated travel signature on your STEM OPT I-20. Travel signatures for STEM OPT are only valid for 6 months. Please plan ahead as you may have to consider shipping time if you are living in a different area.

To request for a Travel Signature, submit:
- Document Request Form
  - You can pick up a form at the ISS office or email internationalstudents@ucr.edu
- STEM OPT I-20 (Original Copy)
  - If you are unable to send it to us, you can request for a new I-20.

Retrieving your I-20:
- Allow 3-5 business days for travel signature to be issued
- ISS office will notify you when it is ready for pick up
- Office pick up or eShip Global options are available
USCIS Final Decision
USCIS STEM OPT Approval

- **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

- **Automatic Extension of your F-1 status & employment**

Submit a copy to the ISS office: internationalstudents@ucr.edu
USCIS RFE or Rejection/Denial

- Request for Evidence (RFE)
  - This is not a rejection/denial
  - This means that USCIS needs more information or needs additional documents
  - However, RFE will delay your application
  - Make sure to send needed evidence by deadline date

- Rejection/Denial
  - USCIS will send you a denial notice
  - Please contact ISS office for assistance
STEM OPT Reporting Requirements
# STEM OPT Reporting Requirements

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

<table>
<thead>
<tr>
<th></th>
<th><strong>Validation Report is due</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>● Submit completed STEM OPT Reporting Form</td>
</tr>
<tr>
<td><strong>Every 6 months</strong></td>
<td></td>
</tr>
<tr>
<td><strong>12-Month of STEM OPT</strong></td>
<td><strong>Evaluation on Student Progress is due</strong></td>
</tr>
<tr>
<td></td>
<td>● Submit first portion of page 5 of I-983 Training Plan</td>
</tr>
<tr>
<td></td>
<td>○ Signed by student and employer</td>
</tr>
<tr>
<td></td>
<td>● Submit completed STEM OPT Reporting Form</td>
</tr>
<tr>
<td><strong>24-Month of STEM OPT</strong></td>
<td><strong>Final Evaluation on Student Progress is due</strong></td>
</tr>
<tr>
<td></td>
<td>● Submit second portion of page 5 of I-983 Training Plan</td>
</tr>
<tr>
<td></td>
<td>○ Signed by student and employer</td>
</tr>
<tr>
<td></td>
<td>● Submit completed STEM OPT Reporting Form</td>
</tr>
<tr>
<td><strong>Changes in Personal Information</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Update through SEVP OPT Portal or STEM OPT Reporting Form</td>
</tr>
<tr>
<td></td>
<td>● Update within 10 days of change</td>
</tr>
<tr>
<td><strong>Changes in Employer</strong> (new employer, new position title, end of job, etc.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Submit completed STEM OPT Reporting Form</td>
</tr>
<tr>
<td></td>
<td>● Submit Final Evaluation of I-983 Training Plan of previous employer (pg 5)</td>
</tr>
<tr>
<td></td>
<td>● Submit new I-983 Training for new employer (pg 1~4)</td>
</tr>
<tr>
<td></td>
<td>● Update within 10 days of change</td>
</tr>
</tbody>
</table>
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

STEM OPT Reporting Form

F-1 students, approved for the 24-month STEM OPT Extension, are required to report any changes of employment, address, name, immigration status, etc. within 10 days of the change. Students are also required to submit validation reports and evaluations within specific timeframes. All reports and evaluations must be reviewed by a DSO. The DSO must submit a validation report in the SDSIS system to maintain the student’s F-1 status in “active” status.

Step 1. Confirm Personal Information

Today’s Date: ______________________ UCR Student ID: ______________________
Student Name: __________________________
Street Address: __________________________
City: __________________________ State: __________ Zip Code: __________
E-mail Address: __________________________ Phone Number: __________________________

Step 2. Select one STEM OPT Reporting Type

Change of Employer/Position
1) Submit STEM OPT Reporting Form
2) Attach new I-983 Training Non with new employer
3) Attach I-983 Form Evaluation of previous employer

Validation Report (Every 6 Months)
10 Submit OPT Reporting Form
11 Submit OPT Reporting Form
12 Attach Form 5 of I-983 with completion of “Evaluation on Student Progress”

12 Month Self Evaluation
20 Attach Form 5 of I-983 with completion of “Final Evaluation on Student Progress”

24 Month Final Evaluation

Step 3. Confirm Employment Information

Employment Status: __________________________
Name Employment: __________________________
Unemployment: __________________________

Employer Name: __________________________
Employer Address: __________________________
City: __________________________ State: __________ Zip Code: __________

Employment Start Date: __________________________ Employment End Date: __________________________
Supervisor Last Name: __________________________ Supervisor First Name: __________________________
Supervisor E-mail Address: __________________________ Supervisor Phone Number: __________________________

Student Signature: __________________________ Date: __________

For more information on STEM OPT Extension Reporting responsibilities, please visit Study in the States website - https://www.dhs.gov/study-opt-stem-opt-reporting-requirements
STEM Reporting Roadmap

**STEM EAD Start Date**
- 1 Month

**STEM EAD End Date**
- 24 Months

- **6 Months**
  - Validation Report Due

- **12 Months**
  - Self-Evaluation Report Due

- **18 Months**
  - Validation Report Due

- **24 Months**
  - Final Self-Evaluation Due
Updating your Personal Information

- Changes to your personal information include:
  - Name
  - Address
  - Phone Number

- Changes must be updated within 10 days

- Please update information through:
  - SEVP OPT Portal
  - STEM OPT Reporting Form
Updates in Employer Information

● Updates/Changes in employment must be done through the ISS office

● Must submit a new Form I-983 Training Plan if you get a:
  ○ New position/job title
  ○ New employer
  ○ New job description

● If you end your employment, you will need to submit a Final Evaluation (last page of Form I-983) for your old position.

● Changes must be updated within 10 days

● Allowed an additional 60 days of unemployment (including Post-Completion OPT it will be a total of 150 days)
SEVP OPT Portal on STEM OPT

Function of SEVP OPT Portal 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

- **Must update within 10 days of change**
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 their home country
Additional Questions?

Where we are located:

Skye Hall 321
Riverside, CA 92521

Phone: 951-827-4113

Office Hours:
Monday – Friday
8:00 AM – 5:00 PM

Walk-in Hours: 10 AM – 4 PM

Who to contact:

General Email
internationalstudents@ucr.edu

Heidi Nam
International Student Advisor, Career Empowerment
heidi.nam@ucr.edu

Kelly Hinosawa
Associate Director, International Students
kelly.hinosawa@ucr.edu