



STEM OPT APPLICATION PROCESS

- **Step 1: Request OPT I-20**

Submit the [STEM OPT Extension Application](#) to the ISSS Office. The earliest you can apply for STEM OPT is 90 days before your Post-Completion OPT expires.

- **Step 2: Prepare and mail your STEM OPT Application**

You will need to submit the required items to USCIS **BEFORE** your current Post-Completion OPT end date.

- **Step 3: Receive the Employment Authorization Document (EAD)**

It can take United States Citizenship and Immigration Services (USCIS) up to 90 days to process your OPT application. You can continue to work for up to 180 days after your current Post-Completion OPT expires while you wait for your STEM OPT EAD card.

- **Step 4: Report OPT Employment**

As a student on STEM OPT, you are required by US immigration regulations to report your employment information to the ISSS office every six months.



FORM I-983 TRAINING PLAN

- The purpose of the [Form I-983](#) is to ensure that students continue a rigorous training program that builds on the skills obtained as a full time student.
- You and your supervisor must agree on the components of the plan as follows: the role of the student in the work place, the goals and objectives of the proposed training, how the employer will provide oversight of the plan, and what set of measures and assessments will be used.
- The Form I-983, along with the STEM OPT Extension application, must be submitted to the ISSS before you receive your new I-20. **To receive your new I-20, please complete and submit pages 1-4 of the Form I-983.** Please note, the I-983 form does NOT need to be submitted with your application to USCIS.
- A full overview of the application requirements can be found on the [Study in the States Hub](#).



STEM OPT APPLICATION PROCESS: STEP 2

Prepare the following items to send to USCIS:

- [Form G-1145](#)
- [Form-I 765](#)
- Photocopy of paper 1-94 card (both sides) or electronic I-94 record (<https://i94.cbp.dhs.gov/I94/>)
- Photocopy of F-1 visa stamp
- Photocopy of identity page(s) in passport
- Copy of any previous EAD card(s) (Front & Back)
- Photocopy of diploma or official transcript confirming STEM degree
- Photocopy of STEM OPT I-20
- Photocopies of all previous I-20's
- 2 passport photos taken within the last 30 days (write name and I-94 number in pencil on back of both photos)
- Check/money order for \$410 (*Make payable to: U.S. Department of Homeland Security*)
OR [Form G-1450](#) with credit card information

PLEASE NOTE: Your STEM OPT Extension application must be **received** by USCIS **no later than 60 days** after your STEM OPT Extension I-20 has been issued OR before your Post-Completion OPT end date. If it is received after 60 days, or after you Post-Completion OPT end date, your application will be denied.



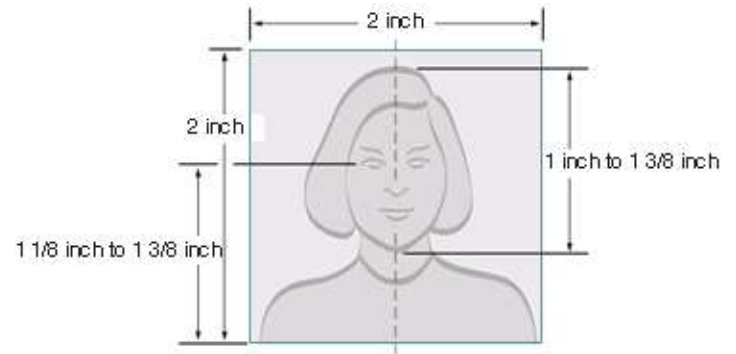
COMPLETING THE I-765 FORM

- Type the I-765 form online then print.
- Sign your name in **blue ink**.
- Check the third box: *Renewal of my permission to accept employment at the top of the form.*
- Your last name should be in all CAPS.
- Question 3: Make certain that the address you put in item #3 will be valid for the next 90 - 120 days, as this is where your receipt notice and EAD card will be sent. If you have any doubt what your address will be, you should use the ISSS office address.
- Question 14: Number from your [online I-94 record](#).
- Question 20: Eligibility code: (c)(3)(C).
- **It is highly recommended that the I-765 form is printed single sided.**
- Click [here](#) for a sample of a completed I-765 form.



PASSPORT PHOTO INFORMATION

- The photo requirements for OPT applications must meet the same requirements for U.S. Passport Photos
- More information regarding these requirements can be found at the [US Department of State](https://www.state.gov) website
- Passport photos must be 2" x 2" in size
- Photos must be taken within the last 30 days
- Write your name and I-94 number in pencil on back of photos
- Passport photos can be taken at the following local locations:
 - [CVS Pharmacy](#)
 - Walmart: 2405 Vestal Parkway East
 - AAA Travel Agency: Campus Plaza, Vestal





CHECK/MONEY ORDER OR CREDIT CARD PAYMENT

- Include a check or money order for \$410 **OR** [Form G-1450](#) with credit card information (sample form on next page).
- The check or money order should be made payable to: “U.S. Department of Homeland Security”.
- Money orders can be purchased at any local bank or post office.
- Include your I-94 number in the memo section of the check.

First Name, Last Name
Street Address
City, State Zip Code

1025

DATE 01/31/2017

PAY TO THE ORDER OF US Department of Homeland Security \$ 410.00

Four hundred ten and 00/100 DOLLARS

MEMO I-94 Number Signature

1025



FORM G-1450



Authorization for Credit Card Transactions

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form G-1450
OMB No. 1615-0131
Expires 01/31/2021

How To Fill Out Form G-1450

1. Type or print legibly in black ink.
2. Complete the "Applicant's/Petitioner's/Requester's Information," "Credit Card Billing Information," and "Credit Card Information" sections and sign the authorization.
3. Place your Form G-1450 ON TOP of your application, petition, or request package.

NOTE: Failure to provide the requested information may result in USCIS and your financial institution not accepting the payment. USCIS cannot process credit card payments without an authorized signature.

NOTE: Form G-1450 may only be used with a form being submitted to a USCIS Lockbox. Do not submit this form to a USCIS Field Office. They will not accept it.

We recommend that you print or save a copy of your completed Form G-1450 to review in the future and for your records.

Applicant's/Petitioner's/Requester's Information (Full Legal Name)		
Given Name (First Name) Jenny	Middle Name (if any)	Family Name (Last Name) Smith
Credit Card Billing Information (Credit Card Holder's Name as it Appears on the Card)		
Given Name (First Name) Jenny	Middle Name (if any)	Family Name (Last Name) Smith
Credit Card Holder's Billing Address:		
Street Number and Name 123 Main Street	Apt. Ste. Flr. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Number
City or Town Binghamton	State NY	ZIP Code 13902
Credit Card Holder's Signature and Contact Information:		
Credit Card Holder's Signature <i>Jenny Smith</i>		
Credit Card Holder's Daytime Telephone Number 6077772510	Credit Card Holder's Email Address jsmith@Binghamton.edu	
Credit Card Information		
Credit Card Number 1234 5678 9123 4567	Credit Card Type: <input checked="" type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover	Authorized Payment Amount \$ 410.00
Credit Card Expiration Date (mm/yyyy) 01/2020		

you must enter digits then tab over



MAILING THE STEM OPT APPLICATION

- The address where you will mail your OPT Application is determined by the US mailing address that you **listed on the I-765 form.**
- If the address **used on the I-765 form** is from 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, mail your application to one of the following addresses:

US POSTAL SERVICE (Priority Mail):

USCIS

PO Box 660867

Dallas, Texas 75266

FEDEX, UPS OR DHL (Express Mail):

USCIS

Attn: AOS

2501 S. State Hwy 121 Business

Suite 400

Lewisville, Texas 75067

- If the address **used on the I-765 form** is from 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 Commonwealth of Northern Mariana Islands, mail your application to one of the following addresses:

US POSTAL SERVICE (Priority Mail):

USCIS

PO Box 21281

Phoenix, AZ 85036

FEDEX, UPS OR DHL (Express Mail):

USCIS

Attn: AOS

1820 E. Skyharbor Circle S



Suite 100

Phoenix, AZ 85034



STEM OPT RECEIPT NOTICE

- Approximately 2-4 weeks after your STEM OPT application is received by USCIS, you will receive an I-797 Notice of Action (Receipt Notice).
- Verify your name, date of birth and address on the I-797. If any of this information is not correct, call the USCIS National Customer Service Center number that is referenced on your Receipt Notice.

Department of Homeland Security U.S. Citizenship and Immigration Services		Form I-797C, Notice of Action
THIS NOTICE DOES NOT GRANT ANY IMMIGRATION STATUS OR BENEFIT.		
NOTICE TYPE Receipt	NOTICE DATE November 13, 2014	
CASE TYPE I-765, Application for Employment Authorization	REGISTRATION NUMBER	
RECEIPT NUMBER EAC1590055137	RECEIVED DATE November 10, 2014	
PAGE 1 of 1		
DATE OF BIRTH January 20, 1989		
HEMANTH RAO DODDWINI PO BOX 6020 BINGHAMTON, NY 13902		PAYMENT INFORMATION: Application/Position Fee: \$310.00 Biometrics Fee: \$0.00 Total Amount Received: \$310.00 Total Balance Due: \$0.00
NAME AND MAILING ADDRESS		
The above case has been received by our office and is in process. Please verify your personal information listed above and immediately notify the USCIS National Customer Service Center at the phone number listed below if there are any changes. Please note that if a priority date is printed on this notice, the priority does not reflect earlier retained priority dates. If you have questions about possible immigration benefits and services, filing information, or USCIS forms, please call the USCIS National Customer Service Center (NCSC) at 1-800-375-5283. If you are hearing impaired, please call the NCSC TDD at 1-800-767-1833. Please also refer to the USCIS website: www.uscis.gov . If you have any questions or comments regarding this notice or the status of your case, please contact our customer service number. You will be notified separately about any other case you may have filed.		
USCIS Office Address: USCIS Vermont Service Center 75 Lower Welden Street St. Albans, VT 05479-0001	USCIS Customer Service Number: (800)375-5283	
Form I-797C Lockbox (LB) 01/02/12 Y		



EMPLOYMENT AUTHORIZATION DOCUMENT (EAD): STEP 3

- Approximately 90 days after your STEM OPT application is received by USCIS, you will receive your EAD card.
- Review your EAD card to make sure your personal information is correct. If it is not, contact USCIS.
- Your EAD card can be presented to your employer as proof of your legal work authorization.
- Provide a copy of the front AND back of your EAD card to the ISSS Office.



REPORTING STEM OPT EMPLOYMENT: STEP 4

➤ Reporting Requirements:

- You must report/confirm your employment information and living address to the ISSS office while on STEM OPT Extension every 6 months. You can confirm your employment by submitting an [OPT Employment Update Form](#) and [Address Change for Students on OPT Form](#).
- If you change your employer while on STEM OPT, or if your position at your current employment greatly changes, you must also submit an [OPT Employment Update Form](#) and a new [Form I-983](#). You must submit the form to the ISSS Office within 10 days of the change. You must also submit a final evaluation signed by your previous employer. The final evaluation can be found on page 5 of the Form I-983.
- If you change your living address while on STEM OPT, you must submit the [Address Change for Students on OPT](#) form within 10 days of the change.
- You must submit an annual self-evaluation (found on page 5 of Form I-983) about the progress of your employment to the ISSS office. For more information about the annual self-evaluation, please visit the [Students and the Form I-983 page](#).
- While on STEM OPT Extension, you cannot exceed more than 150 days of unemployment.