1) **COMPLETE THE APPLICATION FORMS** (on our website here under “OPT”): [http://www.stevens.edu/sit/isss/forms](http://www.stevens.edu/sit/isss/forms):

- **OPT Request Form:**
  - **Item #1: I-20 Program End Date:** Put the end date from page one of your I-20, but the earliest your application may be submitted to USCIS is 120 days before your OPT end date.
  - **Item #6:** If the relationship to your major is not clear from the job title in your employment letter, please describe how your job is directly related to your major.

- **Acknowledgement of Responsibilities for Maintaining F-1 Status**

- **Form I-765: APPLICATION FOR EMPLOYMENT AUTHORIZATION:**
  - **Item #3** – List your own address. If you are moving, you should find a friend who will accept your mail or obtain a U.S. post office box.
  - **Item #10** – *A-Number or I-94 Number:* Put the I-94 # or USCIS # from your EAD.
  - **Item #11** – “Which USCIS office?” and “Dates”: Put the office listed on your I-797 from OPT, such as “Vermont Service Center.” Put the start and end dates on your EAD.
  - **Item #16** – Enter the code for the OPT STEM Extension: (c)(3)(C)
  - **Your Certification** – Sign in BLUE ink, and put your telephone number and the date.

- **Application for OPT/STEM Extension Employment Update**
  - Provide this form **only** if you have not previously reported your employment to the ISSS office or if the employment information has changed from the last time you reported (please check the 2nd or 3rd page of your most recent I-20 to verify your employer information)

2) **SUBMIT THE THREE FORMS IN #1 ALONG WITH THE FOLLOWING TO ISSS** (YOU MAY SCAN & E-MAIL YOUR DOCUMENTS TO THE DESIGNATED INDIVIDUAL LISTED ON THE ISSS WEBSITE: [WWW.STEVENS.EDU/ISSS](http://www.stevens.edu/sit/isss/forms)):

- **Copy of EAD card (front and back)**
- **Offer/employment verification letter from your employer** for STEM extension period
  - Required: Letter on company letterhead, signed by a supervisor/HR, date letter was written, your name, start date of employment, end date of employment (if applicable), job title
  - Recommended: Statement that employment is being offered for the STEM extension period, company’s E-Verify number

3) **RECEIVE YOUR OPT I-20s FROM ISSS & MAIL YOUR APPLICATION. USCIS MUST RECEIVE YOUR APPLICATION WITHIN 25 DAYS OF THE DATE THE I-20 WAS ISSUED** (THE DATE NEXT TO THE ISSS STAFF MEMBER’S NAME ON THE FIRST PAGE), WITH ALL OF THE FOLLOWING DOCUMENTS:

- **$380 Fee** in the form of a check or money order payable to the Department of Homeland Security. If you are using a personal check, it must list the account holder’s name and address on it.
Two passport photos- 2” x 2” with white background (See page 8, Section 2C for photo requirements: http://www.uscis.gov/sites/default/files/files/form/i-765instr.pdf)

I-765- TYPED and signed in blue ink. You may handwrite any parts that won’t fit when typing.

One STEM OPT I-20 (You will receive two from ISSS. One is for you to keep, and one is send to USCIS. They are identical, so you can send either one.)

Copy of diploma awarded or official transcript for the degree upon which your OPT is based

Employment offer letter for the STEM extension period

Photocopies of Forms I-20. Photocopies of all previous Forms I-20 issued by ISSS and any other schools you have attended under the same SEVIS ID.

Photocopy of any previous EAD Card(s) (both sides)

Photocopy of Form I-94 (both sides) or Print-Out of Electronic I-94. You can get the print-out of your electronic I-94 here: www.cbp.gov/i94.

Photocopies of your passport identification pages and visa. If you changed status to F-1 in the U.S., include a copy of your I-797 Approval Notice from USCIS and visa (even if it is not F-1).

If you have dependent(s): We will give you two STEM OPT I-20s for your dependent. One is for your dependent to keep; one is to send to USCIS. In addition to this, just send a copy of your dependent’s original I-20 (to enter the U.S.). Passport/visa/I-94 copies are unnecessary.

INFORMATION ABOUT APPLICATION PROCESSING

1. If ISSS determines that you qualify for the STEM extension, we will issue you a new Form I-20 with our recommendation on it. We will contact you by e-mail when your I-20s are ready to be picked up or when we mail them out to you (whatever you indicated on your OPT Request Form).

2. After you have signed your new I-20, you must send your complete application to USCIS, and they must receive it within 25 days of its issue date, as noted above. Please refer to the OPT-Application Mailing Instructions on the ISSS website here: http://stevens.edu/sit/isss/forms.

3. USCIS will communicate directly with you during the application process, which takes up to 90 days from the date USCIS receives your application. ISSS recommends that you complete Form G-1145 to receive an e-mail/text when USCIS accepts your application: www.uscis.gov/g-1145. Your receipt and (if your application is approved) your EAD will be sent to the address you put on your I-765. Please contact us if you change your address or receive any requests for additional information/evidence from USCIS, and please send us a copy of your EAD once you receive it.

4. As long as you apply for the STEM extension with USCIS before the end date of your post-completion OPT and have proof of timely filing (a USCIS Receipt Notice or copy of your I-765 and shipping confirmation), you can continue working after your OPT expires for up to 180 days without an approval notice or EAD while your application is pending with USCIS. If you need documentation of this from the Code of Federal Regulations for yourself or your employer, please e-mail your ISSS advisor.

5. If you need to change employers while your STEM extension application is pending with USCIS, you must wait until you receive an I-797C Receipt from USCIS. Then, please fill out a new, updated I-765 and e-mail it, a copy of your new employment offer letter, the OPT Employment Update Form (http://stevens.edu/sit/isss/forms), and a copy of your I-797C Receipt to your ISSS advisor so that she or he may update your information and contact USCIS on your behalf. Do NOT start a new job until you have received your new I-20 from ISSS.