### STEM OPT Checklist & Instructions

#### STEP 1: Know the Eligibility Requirements and Expectations

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Details</th>
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<tbody>
<tr>
<td>You should be working in a period of unexpired post-completion OPT.</td>
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<tr>
<td>The major on your I-20 from Stevens must have a STEM-eligible CIP code from the STEM list.</td>
<td>(If applying with a previous degree, please check with that school to confirm the current CIP code for your degree.)</td>
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<td>You should review the STEM OPT FAQs.</td>
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<td>Your employer must participate in the E-Verify Program and be willing to adhere to the responsibilities in the I-983 Training Plan.</td>
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<tr>
<td>You can submit the application to USCIS up to 90 days before your current EAD expires, and USCIS must receive the application before your current EAD expires.</td>
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<tr>
<td>USCIS must receive the I-765 application within 60 days of the date on the new I-20 with the STEM recommendation.</td>
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<td>Please review the travel section of our website before making any arrangements to depart the country.</td>
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#### STEP 2: Apply for your New Form I-20 with STEM OPT Recommendation from ISSS

In one email, submit the following items to ISSS.Application@stevens.edu

- A completed I-983 Training Plan (Please see our I-983 Guide)
- The OPT Request Form

#### STEP 3: Submit the Following Items to USCIS in One Application Packet

Filing Fee $410 can be paid by check, money order, or credit card. If paying by credit card, complete Form G-1450, Authorization for Credit Card Transactions. Make check or money order payable to U.S. Dept of Homeland Security.

- 2 Passport-style photos that are 2” x 2” on a white background taken within the last 30 days. Additional details located on Page 8 of the I-765 Instructions.
- Form I-765 typed and printed. Please see our example.
- A photocopy of the new I-20 you received, with the STEM OPT request. (Please keep the original in your possession.)
- A copy of your I-94 Arrival / Departure Record: www.cpb.gov/i94 (If you have a paper I-94, photocopy both sides)
- A copy of your passport identification page(s) that include your photo
- A copy of your F-1 visa
- Evidence that your degree meets the STEM degree/major requirements: either an official transcript showing your degree and program of study or a copy of your diploma showing your degree level and program of study
- Copy of previous EAD card(s)
- Copies of all previous I-20s
- Form G-1145, the electronic notification application
- If you have dependent(s), send a copy of the new I-20(s) for your dependent(s)
- Copy of your employment offer letter or an employment verification letter

**Mailing Instructions**

Depending on where you currently live, submit your application to the appropriate USCIS Lockbox.

If using United States Postal Service, send the application using certified mail with return receipt.

If using a courier service, such as Fed Ex, DHL or UPS, retain the tracking number for your records.