Dashew Center for International Students and Scholars

STEM OPT Extension

Online Workshop

UCLA DCiSS
STEM OPT Workshop Outline

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When to Apply

- STEM OPT Extension applications may be submitted to USCIS for processing as early as (but no earlier than) 90 days before a student’s initial, 12-month OPT EAD card end date.

- USCIS must receive STEM OPT Extension applications by the initial, 12-month OPT EAD card end date.

- USCIS requires approximately 90 days to approve a STEM OPT Extension application.

- Students with a timely filed STEM OPT Extension application may continue employment for up to 180 days after their initial, 12-month OPT EAD card end date while their STEM OPT Extension application is pending.
Eligibility Requirements

**Based off of most recent UCLA STEM degree**

To be eligible, F-1 students:

- Must have completed a **STEM designated degree**
  (based on the Classification of Instructional Program [CIP] code on page 1 of their current I-20)
- Must be in their initial, 12-month Post-Completion OPT period
  (EAD card must not have already expired)
- Must not have exceeded 90 days of unemployment time during their initial, 12-month OPT period
- Must have a bona fide employer-employee relationship with an employer
  enrolled in E-Verify (self-employment not eligible)
- Must have a paid, full-time employment offer (20 or more hours per week) for a
  position directly related to their field of study and appropriate for their degree
  level. Volunteer/unpaid positions not eligible.

**NOTE:** A student may participate twice in the STEM OPT Extension in their lifetime.
Eligibility Requirements

Based off of a previous STEM degree (in addition to requirements on the previous slide)

- STEM degree must have been completed within 10 years of the STEM OPT Extension application date
- Must have a paid, full-time (20 or more hours per week) employment offer for a position directly related to their STEM degree with an E-Verified Employer
- Must submit copies of their previous STEM degree I-20, previous STEM degree diploma and most recent UCLA diploma (in addition to checklist documents on Slide 8)
Application Procedures

STEP 1: Report all of your OPT employment information via the OPT Audit/Report

STEP 2: Complete DCISS STEM OPT Extension Online Workshop

STEP 3: Pay $380 DCISS STEM OPT Administrative Processing Fee online

STEP 4: Prepare and complete STEM OPT Extension application materials

STEP 5: Schedule an appointment with an F-1 Counselor

Call DCISS front desk to schedule an appointment, 310-825-1681

(Students may schedule a phone appointment if unable to come to DCISS in person)

STEP 6: Submit completed STEM OPT Extension application to the F-1 Counselor you spoke/met with
If your employer will be filing your application, please complete and email the following documents to the F-1 Counselor who processed your initial, 12-month OPT:

(please include “STEM OPT Extension Application” in email subject line)

[Normal processing time for STEM OPT Extension I-20 is 5 business days]

- Report all of your OPT employment information via the online OPT Audit/Report
- Submit copies of the front and back of your EAD card
- Submit a copy of your completed Form I-765
- Submit Form I-983 (instructions on how to complete the form here)
- $380.00 STEM OPT Extension Administrative Processing fee payment receipt
- Employment verification letter from employer (must indicate: job title, supervisor’s name, and employer’s contact information. Employer must be E-Verified.)
- A statement written by you confirming that your employer will be filing your STEM OPT Extension application on your behalf
- Mailing address where you would like your new I-20 sent

USCIS must receive your STEM OPT Extension application within 60 days of your STEM OPT Extension I-20 issuance (issue date located on page 1 of I-20)
$380 STEM OPT Extension Administrative Processing Fee Payment Receipt

I-765 Form

Form I-983 (instructions on how to complete the I-983 Form here)

$410 check or money order made payable to ‘U.S. Department of Homeland Security’ (Write your date of birth and SEVIS ID number on front of the check)

2 copies of your I-94 Admission Record
  - Electronic I-94: Print record from CPB I-94 website
  - OR Paper I-94: Copy both front and back sides

2 copies of your most recent U.S. entry stamp in passport

2 new U.S. style passport photos – Please see U.S. Style Passport Photo Guidelines (Write your name and SEVIS ID number on back of each photo)

1 copy of your most recent OPT I-20

1 copy of your passport photo page

1 Copy of your Employment Authorization Document (EAD) Card (front and back sides)

1 Copy of STEM Degree Diploma

Employment verification letter from employer (must indicate: job title, supervisor’s name, and employer’s contact information. Employer must be E-Verified).
If applying based off of a previous STEM degree (in addition to checklist requirements on the previous slide):

- Copy of previous STEM degree I-20
- Copy of previous STEM degree diploma
- Copy of most recent UCLA diploma
**Form I-983: How to Complete**

**SECTION 1: STUDENT INFORMATION (Completed by Student)**

<table>
<thead>
<tr>
<th>Student Name (Surname/Primary Name, Given Name):</th>
<th>Student Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRUIN, Joe</td>
<td><a href="mailto:joebruin@ucla.edu">joebruin@ucla.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of School Recommending STEM OPT:</th>
<th>Name of School Where STEM Degree Was Earned:</th>
<th>SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix):</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCLA</td>
<td>UCLA</td>
<td>LOS214F000297000</td>
</tr>
</tbody>
</table>

**Designated School Official (DSO) Name and Contact Information:**

**LEAVE THIS SECTION BLANK**

<table>
<thead>
<tr>
<th>Student SEVIS ID No.:</th>
<th>STEM OPT Requested Period (mm-dd-yyyy):</th>
</tr>
</thead>
<tbody>
<tr>
<td>N0000000000</td>
<td>From: MM-DD-YYYY To: MM-DD-YYYY</td>
</tr>
</tbody>
</table>

**Qualifying Major and Classification of Instructional Programs (CIP Code):** Physics, 40.0801

**Level/Type of Qualifying Degree:** PhD

**Date Awarded (mm-dd-yyyy):** 06-10-2016

**Based on Prior Degree?**

- Yes
- No

**Employment Authorization Number:** 111-111-111

**Answer “NO” if you are applying based on your most recent UCLA STEM degree.**

**Answer “YES” if you are applying based off of a previous STEM degree.**

**USCIS # on EAD Card**

**CIP code located on page 1 of your I-20, next to STEM Major name.**
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 and Date Here (digital signatures not accepted)

Printed Name of Student: ____________________________ Date (mm-dd-yyyy): ____________________________
Form I-983: How to Complete

(Example: Student is an employee of the UCLA Physics Department)

If you are employed by a UCLA Department, copy the EIN, Number of Full-Time Employees in U.S., and NAICS information provided here.

**EIN is different than an E-Verify Identification Number. EINs are used for tax purposes and are 9 digits long:** XX-XXXXXXX

Search your industry NAICS Code Here: [https://www.census.gov/eos/www/naics/](https://www.census.gov/eos/www/naics/)
By signing Section 4, your employer is obligated to provide on-site supervision and training and report any material changes to the Training Plan, including a reduction in compensation, hours worked or termination of employment.

SECTION 4: EMPLOYER 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 on behalf of the employer that this Training Plan for STEM OPT Students ("Plan") is approved and that:

1. I have reviewed and understand this Plan, and I will ensure that the supervising Official follows this Plan;

2. I will notify the DSO at the earliest available opportunity regarding any material changes to this Plan, including but not limited to, any change of Employer Identification Number resulting from a corporate restructuring, any 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 a student engages in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this rule;

3. Within five business days of the termination or departure of the student during the authorized period of OPT, I will report such termination or departure to the DSO (Note: business days do not include federal holidays or weekend days; and an employer shall consider a student to have departed when the employer knows the student has left the practical training opportunity, or when the student has not reported for practical training for a period of five consecutive business days without the consent of the employer); and

4. I will adhere to all applicable regulatory provisions that govern this program (see 8 CFR Part 214), which include, but are not limited to, the following:
   a. The student's practical training opportunity is directly related to the STEM degree that qualifies the student for the STEM OPT extension, and the position offered to the student achieves the objectives of his or her participation in this training program;
   b. The student will receive on-site supervision and training, consistent with this Plan, by experienced and knowledgeable staff;
   c. The employer has sufficient resources and personnel to provide the specified training program set forth in this Plan, and the employer is prepared to implement that program, including at the location(s) identified in this Plan;
   d. The student on a STEM OPT extension will not replace a full- or part-time, temporary or permanent U.S. worker. The terms and conditions of the STEM practical training opportunity—including duties, hours, and compensation—are commensurate with the terms and conditions applicable to the employer's similarly situated U.S. workers or, if the employer does not employ and has not recently employed more than two similarly situated U.S. workers in the area of employment, the terms and conditions of other similarly situated U.S. workers in the area of employment; and
   e. The training conducted pursuant to this Plan complies with all applicable Federal and State requirements relating to employment.

Note: DHS may, at its discretion, conduct a site visit of the employer to ensure that program requirements are being met, including that the employer possesses and maintains the ability and resources to provide structured and guided work-based learning experiences consistent with this Plan.

Signature of Employer Official with Signatory Authority: ____________________________

Printed Name and Title of Employer Official with Signatory Authority: ____________________________

Date (mm-dd-yyyy): __________ Printed Name of Employing Organization: ____________________________

Employer Official Must Sign and Date Here (digital signatures not accepted)
**SECTION 5: TRAINING PLAN FOR STEM OPT STUDENTS** (Completed by Student and Employer)

| Student Name (Surname/Primary Name, Given Name): |
| Employer Name: |

**EMPLOYER SITE INFORMATION**

| Site Name: | Site Address (Street, City, State, ZIP): |
| Name of Official: | Official’s Title: |
| Official's Email: | Official’s Phone Number: |

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

**Student Role:** 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.

- **Must explain how the practical training directly relates to the student’s qualifying STEM degree**
- **Must explain the specific goals of the STEM practical training opportunity**

**Address of where you are physically working for the employer (may be different from address in Section 3)**
Must explain how those goals will be achieved through the work-based learning opportunity with the employer, including details of the knowledge, skills or techniques to be imparted to the STEM OPT student.

Must explain the performance evaluation process and methods of oversight and supervision of the STEM OPT student.
SECTION 6: EMPLOYER OFFICIAL 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.

Employer Official with Signatory Authority - I certify that:

1. I have reviewed, understand, and will follow this Training Plan for STEM OPT Students (Plan);
2. I will conduct the required periodic evaluations of the student;*
3. I will adhere to all applicable regulatory provisions that govern this program (see 8 CFR Part 214.2(f)(10)(ii)); and
4. I will notify the DSO regarding any material changes to or material deviations from this Plan at the earliest available opportunity, including if I believe the student is not receiving appropriate training as delineated in this Plan.

Signature of Employer Official with Signatory Authority: ________________________________

Printed Name and Title of Employer Official with Signatory Authority: ________________________________

Date (mm-dd-yyyy): __________________

Employer Official Must Sign and Date Here (digital signatures not accepted)
Form I-983: How to Complete

Evaluation on Student Progress

**Leave Blank at the time of STEM OPT application**

First assessment due twelve months after the STEM OPT Extension start date

**Leave Blank at the time of STEM OPT application**

Second assessment due at the end of the STEM OPT Extension period
Please type and print the I-765 Form, or if completing by hand, use black ink only!
Select “Renewal of my permission to accept employment”
The mailing address here must be valid for at least 4 months into the future from the STEM OPT Ext. application submission date. This address must be an address in the U.S. P.O. Box addresses are accepted.

Refer to your passport to complete this section.
Skip Item Numbers 10, 11, 12 & 13.

If you currently have a Social Security Number (SSN), enter the number here.

7. Gender  ☑ Male  ☐ Female
8. Marital Status
   ☑ Single  ☐ Married  ☐ Divorced  ☐ Widowed
9.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?
   ☑ Yes  ☐ No

NOTE: If you answered “Yes” to Item Number 9.a., provide the information requested in Item Number 9.b.

9.b. Provide your Social Security number (SSN) (if known)

10. Do you want the SSA to issue you a Social Security card? (You must also answer “Yes” to Item Number 11., Consent for Disclosure, to receive a card.)
   ☐ Yes  ☑ No

NOTE: If you answered “No” to Item Number 10., skip to Item Number 14. If you answered “Yes” to Item Number 10., you must also answer “Yes” to Item Number 11.

11. Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.
   ☑ Yes  ☐ No

NOTE: If you answered “Yes” to Item Numbers 10. - 11., provide the information requested in Item Numbers 12.a. - 13.b.
Enter your I-94 Number here.

Select ‘Yes’ and enter ‘PSC’ (for Potomac Service Center), dates (start and end dates on EAD), and ‘GRANTED.’

14. Alien Registration Number (A-Number) or Form I-94 Number (if any)
   12345678911

15. Have you ever before applied for employment authorization from USCIS?
   ☒ Yes (Complete the following questions.)
   Which USCIS Office? Dates
   PSC 7/1/16–6/30/17
   Results (Granted or Denied - attach all documentation)
   GRANTED

   ☐ No (Proceed to Item Number 16.)
Sample

Electronic I-94 Admission Record

U.S. Customs and Border Protection
Securing America’s Borders

Most Recent I-94

Admission (I-94) Record Number: 123456789 11
Most Recent Date of Entry: 2017 January 02
Class of Admission: F1
Admit Until Date: D/S
Details provided on the I-94 Information form:

Last/Surname: BRUIN
First (Given) Name: JOE
Birth Date: 1996 January 01
Passport Number: A123456789
Country of Issuance: Bruinand

Retrieve a copy of your Electronic I-94 Admission Record on the CBP Website:

https://i94.cbp.dhs.gov/I94/#/home
Date of most recent U.S. entry from I-94 Admission Record

Location of most recent U.S. entry from entry stamp in passport

16. Date of Your Last Arrival or Entry Into the U.S., On or About (mm/dd/yyyy)
01/02/2017

17. Place of Your Last Arrival or Entry Into the U.S.
LAX

18. Status at Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.)
F-1 Student

19. Current Immigration Status (Visitor, Student, etc.)
Student

20. Eligibility Category. Go to the Who May File Form I-765? section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.
(c)(3)(C)
Sample

Most Recent U.S. Entry Stamp

Date of Last Entry to the U.S.

Place of Last Entry
E-Verify Identification Number is different than the EIN. E-Verify ID numbers are 5-7 digits long.

Contact your employer to obtain your employer’s E-Verify number.
Certification

I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the Who May File Form I-765 section of the Instructions and have identified the appropriate eligibility category in Item Number 20.

Applicant's Signature

[blank]

Date of Signature (mm/dd/yyyy)

[blank]

Telephone Number

[blank]
The DCISSL OPT Administrative Processing Fee is necessary to maintain systems required by the U.S. Department of Homeland Security to maintain a student’s F-1 SEVIS record during their STEM OPT period.

SEVIS maintenance fees are covered by UCLA for currently enrolled UCLA students. Since students will not be enrolled at UCLA during their STEM OPT Extension period, they will be charged an OPT Administrative Processing Fee by DCISSL, as SEVIS record maintenance is still required during a student’s STEM OPT Extension period to allow DCISSL to process F-1 benefits such as travel authorization, I-20 requests, and STEM OPT employment and address updates.

Students are required to pay the DCISSL OPT Administrative Processing Fee each time they apply for Post-Completion OPT or OPT STEM Extension.
The DCISS OPT Administrative Processing Fee for the STEM OPT Extension application is $380.

To Pay the fee:

- Go to the [OPT Administrative Processing Fee Site](#) on the DCISS website
- Log in using your Bruin Logon to access the payment site
- Click on the ‘Pay’ link for ‘F-1 OPT: STEM Extension’
USCIS accepts the following payment methods for the STEM OPT Extension application fee:

- **Personal Check**: Use a check from your personal debit/bank account. Funds will be drawn directly from your personal bank account.

- **Cashier’s Check**: Go to your local bank (where you have your debit account) and request a Cashier’s Check. A Cashier’s Check is a draft guarantee drawn from your bank’s own funds. Your bank will withdraw funds from your personal account to create the Cashier’s Check.

- **Money Order**: A money order can be purchased at a U.S. post office, Western Union, or CVS/pharmacy. Cash will need to be exchanged to obtain a money order for a specified amount.

**Note**: DCISS recommends using a Personal Check or Cashier’s Check to apply for the STEM OPT Extension. Personal Checks and Cashier’s Checks can be tracked, and are more secure payment methods since they are guaranteed by a bank.
Sample

$410 OPT Application Fee

Joe Bruin
12345 Main Street
Los Angeles, CA 90405

Pay to the order of: **U.S Department of Homeland Security**

Four Hundred Ten and 00/100

Name of Bank
Address of Bank

DOB: 12/31/1989
SEVIS ID#: N0000000000

Memo

Date

$410.00

Dollars

Note: Do not write on the back of your Personal Check or Cashier’s Check.

Write your Date of Birth (MM/DD/YYYY) and Your SEVIS ID # in the memo section.
Photo Requirements
- Photo must be new and recent
- Photo cannot be the same photo used for OPT, F-1 Visa or Passport
- Photo must be 2 inches by 2 inches
- White background only
- Neutral expression only
- Eyes and ears must be visible
- No glasses or eyewear

Recommended locations to have your photo taken:

**Campus Photo Studio**
Ackerman Union A-Level
310-206-8433

**FedEx Office Ship & Ship Center**
Westwood Location:
10924 Weyburn Ave, Los Angeles, CA 90024 • 310-443-5501

Wilshire South Location:
1520 Westwood Blvd, Los Angeles, CA 90024 • 310-475-0789

Write LAST NAME, First Name and SEVIS ID Number on back side of photos.
Next Steps

After Submitting Your Application to DCISS

- Students must sign their STEM OPT Extension I-20
  - Please make arrangements with your F-1 Counselor for how you would like to receive your new STEM OPT Extension I-20 for signing.
  
  Note: Failure to sign the STEM OPT Extension I-20 on time will result in the cancellation of the STEM OPT Extension application.

- DCISS can only mail out your STEM OPT Extension application to USCIS for processing after you have signed your STEM OPT Extension I-20.
Next Steps

**After Submitting Your Application to DCISS**

- Applicants will receive a Notice of Action receipt from USCIS approximately 30 days after USCIS receives their STEM OPT application. Applicants can check the status of their STEM OPT Extension application online using the receipt number included in the Notice of Action.
  - USCIS Case Status: [https://egov.uscis.gov/casestatus/landing.do](https://egov.uscis.gov/casestatus/landing.do)

- Applicants will receive a Notice of Approval letter from USCIS approximately 90 days from the date their STEM OPT Extension application was received by USCIS.

- Applicants will receive their new Employment Authorization Document (EAD) card approximately 2 weeks after they receive their Notice of Approval.

- Students with a timely filed STEM OPT Extension application may continue working beyond their initial, 12-month OPT EAD card end date while their STEM OPT Extension application is pending, up to 180 days.
Submit copies of the front and back of your new STEM OPT EAD card to: OPT@saonet.ucla.edu
Students on the STEM OPT Extension have an additional 60 days—including weekends and holidays—of allowed unemployment time for a total of 150 calendar days during their 36-month (12 months initial + 24 months STEM) OPT period.
Students on the STEM OPT Extension must report the following to maintain valid F-1 status during their STEM OPT Extension period:

1. Every 6 months:
   - their legal name
   - residential address
   - employer name and address
   - status of current employment
2. Self Evaluations
3. Unemployment
4. Material Changes to an Existing Form I-983
5. Changing Employers
6. Employer Non-compliance
Reporting Requirements

1. Every 6 months, students must report:
   - their legal name
   - residential address
   - employer name and address
   - status of current employment

   Via the online OPT Audit/Report
2. Submit Self Evaluations to OPT@saonet.ucla.edu

Students must complete two self-evaluations during the course of their STEM OPT Extension period:
- First assessment due twelve months after the STEM OPT Extension start date
- Second assessment due at the end of the STEM OPT Extension period

3. Report Unemployment by submitting a self evaluation for your previous employment via email to OPT@saonet.ucla.edu and a new OPT Audit/Report to update your employment status.
4. Report Material Changes to an Existing Form I-983 by submitting an updated Form I-983 via email to OPT@saonet.ucla.edu

Material changes or deviations from the original Form I-983 may include, but are not limited to:

- Any change of the employer’s EIN.
- Any reduction in student compensation that is not tied to a reduction in hours worked.
- Any significant decrease in hours per week that a student engages in a STEM training opportunity.
- Changes to the employer’s commitments or student’s learning objectives as documented on the Form I-983.
5. Changing Employment

Students who change employment during their STEM OPT Extension period must submit the following within 10 days of the change:

- A completed Evaluation on Student Progress (page 5 of Form I-983) for their previous employment via email to OPT@saonet.ucla.edu (provide your UID in the email)

- A completed Form I-983 for their new employment to OPT@saonet.ucla.edu (provide your UID in the email)

- An OPT Audit/Report to confirm the last date of their employment with their previous employer, and the start date of their new employment
6. Reporting Employer Non-Compliance

If a STEM OPT student believes that their employer is not complying with the terms and conditions of the 24-month STEM OPT Extension regulations, the Form I-983 instructions, and the completed Form I-983 on file with their Designated School Official (DSO), the student may:

- Contact the Student and Exchange Visitor Program at U.S. Immigration and Customs Enforcement (ICE) by following the instructions found on ICE.gov.
- Report violations through the Homeland Security Investigations tip submission form.

(A period of student unemployment, caused by an employer’s failure to comply with program requirements, on its own will not affect the STEM OPT student’s status so long as the student reports changes in employment status and adheres to the overall unemployment limits.)
STEM OPT Extension Employment Types

- **Paid Employment:** A student must work at least 20 hours per week.

- **Multiple Employers:** A student may work for more than one employer, but all employment must be at least 20 hours per week, paid, related to their degree program and all employers must be enrolled in E-Verify. Students must submit a completed I-983 for each employer.

- **Work for Hire:** This is commonly referred to as 1099 employment, where an individual performs a service based on a contractual relationship rather than employment relationship. The company for whom the student is providing services must be registered with E-Verify. If requested by DHS, the student must be prepared to provide evidence showing the duration of the contract period and the name and address of the contracting company.
Employment through Third Party Employers and Staffing Agencies: Employment must constitute a bona fide employer-employee relationship. I-983 must be signed by the E-Verify employer who is providing the practical training experience. The staffing placement agency cannot complete and sign the Form I-983 as an employer unless:

- The staffing placement agency is an E-Verified employer of the student, and
- The staffing/placement agency provides and oversees the training
F-1 students who have applied for the STEM OPT Extension are able to travel overseas and return to the U.S. in F-1 status as long as they have their required travel documents.

Documents required to re-enter the U.S. in valid F-1 status **AFTER** initial 12-month OPT EAD end date:

- Valid Passport
- Valid F-1 Visa
- **Endorsed STEM OPT I-20** (each travel authorization signature is valid for 6 months from the date it was last signed and must be valid at the time of re-entry to the U.S.)
- STEM OPT EAD Card
- **Proof of Employment or Offer Letter** (Verification document from an employer verifying your job title, job duties, duration and start date of employment written on company letterhead)

We do not recommend that students make plans to travel internationally and re-enter the U.S. after their initial 12-month OPT EAD end date until they have received their new, STEM OPT Extension EAD card.
F-1 students engaging in the STEM OPT Extension will still hold F-1 status in the U.S.

DCISS will still maintain and update an F-1 student’s SEVIS record while the student engages in the STEM OPT Extension.

Services from DCISS such as support letters and travel requests are still available to F-1 students engaging in the STEM OPT Extension.

F-1 students engaging in the STEM OPT Extension are still required to obtain a travel signature from DCISS on their I-20 to re-enter the U.S. in valid F-1 status after traveling abroad.
Important Reminder

Please make arrangements with your F-1 Counselor for how you would like to receive your new STEM OPT Extension I-20.

Contact Us: 106 Bradley Int’l Hall
417 Charles E Young Drive West
Los Angeles, CA 90095
M – F | 8:30AM – 5PM, 310-825-1681
OPT@saonet.ucla.edu