STEM OPT EXTENSION ONLINE WORKSHOP
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 to be timely filed.

- USCIS is currently taking 4-5 months to approve STEM OPT Extension applications. For current USCIS processing times, click here (see “Form I-765” for “Potomac Service Center”).

- 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 with USCIS.
Eligibility Requirements

If 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
- Must have a paid, full-time employment offer (20 or more hours per week) for a position directly related to their major and appropriate for their degree level. Volunteer/unpaid positions and self employment are not eligible.

NOTE: A student may be authorized for the STEM OPT Extension twice in their lifetime.
Eligibility Requirements

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

- STEM degree must have been completed within 10 years of the STEM OPT Extension application submission date
- Must have a paid, full-time (20 or more hours per week) employment offer 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 7)
**STEM OPT 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 must be at least 20 hours per week.

- **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 (training experience may take place at a site other than the employer’s principal place of business)
Application Procedures

STEP 1: Report all of your OPT employment information through the SEVP Portal

STEP 2: Complete the STEM OPT Extension Online Workshop

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

STEP 4: Prepare and complete STEM OPT Extension I-20 Request materials

STEP 5: Contact the Dashew Center to schedule an appointment with an F-1 Counselor

STEP 6: Email STEM OPT Extension I-20 Request documents to the F-1 Counselor you had an appointment with

STEP 7: Receive STEM OPT Extension I-20 in the mail

STEP 8: Prepare STEM OPT Extension Application for shipment to USCIS for processing

(See STEM OPT Extension Application: Preparation and Mailing Instructions)
STEM OPT Ext. I-20 Request Checklist

To request a STEM OPT Extension I-20 from the Dashew Center, please:

- Report all OPT employment in your SEVP Portal account.

And submit the following documents to an F-1 Counselor during a scheduled appointment:

- Completed STEM OPT Extension I-20 Request form
- $380 STEM OPT Extension Administrative Processing Fee Payment Receipt
- Completed Form I-983 (See Form I-983 Instructions)
- 1 copy of your I-94 Admission Record
  - Electronic I-94: Print record from CBP I-94 website
  - OR Paper I-94: Copy both front and back sides
- 1 copy of your most recent U.S. entry stamp in passport. If you did not receive an admission stamp, please print your Travel History page.
- 1 copy of your passport biographical page
- 1 copy of your most recent OPT I-20 (pages 1 and 2)
- 1 copy of your Employment Authorization Document (EAD) card (front and back sides)
- 1 copy of your STEM Degree Diploma
- Employment verification letter from employer (must indicate: job title, supervisor’s name, and employer’s contact information, and employer’s E-Verify ID)
If applying based off of a previous STEM degree, please also submit (in addition to checklist requirements on the previous slide):

- Copy of previous STEM degree I-20 (STEM degree must have been completed within 10 years of the STEM OPT Extension application date)
- Copy of previous STEM degree diploma
- Copy of most recent UCLA diploma
STEM OPT EXT. I-20 REQUEST FORM

Last Name: ___________________________  First Name: ___________________________
(as it appears on passport)             (as it appears on passport)

UCLA ID#: ___________________________  SEVIS ID#: ___________________________

Email: _______________________________  Phone: _______________________________

Date of Birth: _______________________  EAD Card End Date: ___________________

STEM OPT Extension I-20 Request Checklist (email documents to an F-1 Counselor during a scheduled appointment)

☐ Completed STEM OPT Extension I-20 Request form
☐ $380 STEM OPT Extension Administrative Processing Fee Payment Receipt
☐ Completed Form I-863 (See Form I-863 Instructions, For example, see STEM OPT Extension Workshop)
☐ 1 copy of I-94 Admission Record
    • Electronic I-94: Access and print record here: https://i94.cta.dhs.gov/I94/#/Home
    • OR Paper I-94: Please copy both front and back sides
☐ 1 copy of your most recent U.S. entry stamp in passport
☐ 1 copy of passport biographical page (passport must be valid at least 6 months into the future from the date that USCIS will receive your STEM OPT Extension application)
☐ 1 copy of most recent OPT I-20 (pages 1 & 2)
☐ 1 copy of EAD (front and back sides)
☐ 1 copy of your STEM degree diploma
☐ Employment verification letter (must include job title, supervisor’s name, employer’s contact information, and employer’s E-Verify ID)

MAILING ADDRESS (where you would like to receive your new, STEM OPT Extension I-20), must be within the U.S.:

‘In Care Of’ Name: ___________________________

Mailing Address: ___________________________

Street Address: ___________________________

City: __________________ State: ______ Zip Code: ______

9 digit FedEx account Number: __________________________

FactBiz is the only shipping option at this time. If you do not have a FedEx account number, please create one at https://www.fedex.com/en-us/create-account.html and register a U.S. debit/credit card to the account.

FOR DODS USE ONLY

INIT: __________________ DATE: __________________

☐ Reduction Hold  ☐ Current Enrollment  ☐ Past Enrollment  ☐ Copies  ☐ OPT Admin Fee

A Department of Student Affairs
$380 Dashew Center STEM OPT Administrative Processing Fee

What does the STEM OPT Administrative Processing Fee cover?

The Dashew Center STEM OPT Administrative Processing Fee pays for 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 a STEM OPT Administrative Processing Fee by the Dashew Center, as SEVIS record maintenance is still required during a student’s STEM OPT Extension period to allow the Dashew Center to process F-1 benefits such as travel authorization, I-20 requests, Cap Gap requests, and STEM OPT employment and address updates.

Students are required to pay the Dashew Center OPT/STEM OPT Administrative Processing Fee each time they apply for Post-Completion OPT or the OPT STEM Extension.
The Dashew Center 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 Dashew Center website
- Log in using your Bruin Logon ID to access the payment site
- Click on the ‘Pay’ link for ‘F-1 OPT: STEM Extension’
Form I-983

An F-1 student and their employer must obtain, complete and sign the Form I-983 Training Plan before the student may apply for the STEM OPT extension.

The formal 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.

STEM OPT students and their employers are subject to the terms and conditions of the 24-month STEM OPT extension regulations, the Form I-983 instructions and the completed Form I-983, effective as of the employment start date requested for the associated STEM OPT period, as indicated on the Form I-983.

Make a copy of your completed Form I-983 to keep for your records.
# How to Complete Form I-983 – Page 1

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

<table>
<thead>
<tr>
<th>Student Name (Surname/Primary Name, Given Name):</th>
<th>Bruin, Josie</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of School Recommending STEM OPT:</td>
<td>UCLA</td>
</tr>
<tr>
<td>Name of School Where STEM Degree Was Earned:</td>
<td>UCLA</td>
</tr>
<tr>
<td>SEVIS School Code of School Recommending STEM OPT (insert 4 digit suffix):</td>
<td>LOS214F00297000</td>
</tr>
<tr>
<td>Designated School Official (DSO) Name and Contact Information:</td>
<td></td>
</tr>
<tr>
<td>Student SEVIS ID No.:</td>
<td>N00123456789</td>
</tr>
<tr>
<td>STEM OPT Requested Period (mm-dd-yyyy)</td>
<td>From: MM-DD-YYYY To: MM-DD-YYYY</td>
</tr>
<tr>
<td>Qualifying Major and Classification of Instructional Programs (CIP) Code:</td>
<td>Computer Science, 11.0101</td>
</tr>
<tr>
<td>Level/Type of Qualifying Degree:</td>
<td>Bachelor's</td>
</tr>
<tr>
<td>Date Awarded (mm-dd-yyyy):</td>
<td>06-10-2016</td>
</tr>
<tr>
<td>Based on Prior Degree?</td>
<td>Yes [x] No</td>
</tr>
<tr>
<td>Employment Authorization Number:</td>
<td>111-111-111</td>
</tr>
</tbody>
</table>

- **LEAVE THIS SECTION BLANK**
- **Enter your STEM OPT period (starting the day after your current EAD end date)**
- **CIP code located on page 1 of your I-20, next to your STEM Major name**
- **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**

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**USCIS # on EAD Card**

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**UCLA Dashew Center for International Students & Scholars**
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 non-trivial 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: __________________________

Printed Name of Student: __________________________ Date (mm-dd-yyyy): __________________________
## How to Complete Form I-983 – Page 2

*(Example: Student is an employee of the UCLA Computer Science Department)*

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

### Enter the date that you will begin your STEM OPT Extension training with your employer (usually the day after your initial, 12-month OPT EAD card end date)

### Copy the EIN, employee and NAICS information provided here if you are employed at UCLA

### Search your industry NAICS Code Here: [https://www.census.gov/eos/www/naics/](https://www.census.gov/eos/www/naics/)

### SECTION 3: EMPLOYER INFORMATION (Completed by Employer)

<table>
<thead>
<tr>
<th>Employer Name:</th>
<th>UCLA, Computer Science Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td>4732 Boelter Hall</td>
</tr>
<tr>
<td>Employer Website URL:</td>
<td><a href="http://www.cs.ucla.edu">http://www.cs.ucla.edu</a></td>
</tr>
<tr>
<td>City:</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>State:</td>
<td>CA</td>
</tr>
<tr>
<td>ZIP Code:</td>
<td>90095</td>
</tr>
<tr>
<td>Employer ID Number (EIN):</td>
<td>95-6006143</td>
</tr>
<tr>
<td>Number of Full-Time Employees in U.S.:</td>
<td>26,000+</td>
</tr>
<tr>
<td>North American Industry Classification System (NAICS) Code:</td>
<td>61130</td>
</tr>
<tr>
<td>OPT Hours Per Week (must be at least 20 hours/week):</td>
<td>40</td>
</tr>
<tr>
<td>Start Date of Employment (mm-dd-yyyy):</td>
<td>07/15/2016</td>
</tr>
<tr>
<td>Compensation:</td>
<td>A. Salary Amount and Frequency: $2,000.00/bi-weekly</td>
</tr>
<tr>
<td></td>
<td>B. Other Compensation (Type and Estimated Amount or Value):</td>
</tr>
<tr>
<td></td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td>2.</td>
</tr>
<tr>
<td></td>
<td>3.</td>
</tr>
<tr>
<td></td>
<td>4.</td>
</tr>
</tbody>
</table>
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 and, 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): 

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

<table>
<thead>
<tr>
<th>Student Name (Surname/Primary Name, Given Name):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Name:</td>
</tr>
</tbody>
</table>

**EMPLOYER SITE INFORMATION**

<table>
<thead>
<tr>
<th>Site Name:</th>
<th>Site Address (Street, City, State, ZIP):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Official:</td>
<td>Official’s Title:</td>
</tr>
<tr>
<td>Official’s Email:</td>
<td>Official’s Phone Number:</td>
</tr>
</tbody>
</table>

**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.

**Describe what tasks and assignments the student will carry out during the training and how these relate to the student’s STEM degree. The plan must cover a specific span of time and detail specific goals and objectives. Responses that don’t include the name of your STEM degree and a description of the direct relationship between your role and your degree will be rejected.**

**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.

**Describe the specific skills, knowledge, and techniques the student will learn or apply; how the student will achieve the goals set out for their training; and the training curriculum including the timeline. Responses that don’t include learning objectives or how they will be achieved will be rejected.**

**Address of where you are physically working for the employer (may be different from address in Section 3)**
### Employer 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, a description of the program/policy may suffice to answer this question. Responses that do not include description/method(s) of oversight and supervision will be rejected.

### 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. Responses that do not include a description of how knowledge and/or skills are assessed will be rejected.
**Evaluation on Student Progress**

**EVALUATION ON STUDENT PROGRESS**

Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.

<table>
<thead>
<tr>
<th>Range of Evaluation Dates: From (mm-dd-yyyy)</th>
<th>To (mm-dd-yyyy)</th>
</tr>
</thead>
</table>

**Signature of Student:**

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

**Signature of Employer Official with Signatory Authority:**

**Printed Name of Employer Official with Signatory Authority:** Date (mm-dd-yyyy): __________

**FINAL EVALUATION ON STUDENT PROGRESS**

Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.

<table>
<thead>
<tr>
<th>Range of Evaluation Dates: From (mm-dd-yyyy)</th>
<th>To (mm-dd-yyyy)</th>
</tr>
</thead>
</table>

**Signature of Student:**

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

**Signature of Employer Official with Signatory Authority:**

**Printed Name of Employer Official with Signatory Authority:** Date (mm-dd-yyyy): __________

**Leave Blank at the time of STEM OPT I-20 Request submission**

**First evaluation due twelve months after the STEM OPT Extension start date**

**Leave Blank at the time of STEM OPT I-20 Request submission**

**Second evaluation due at the end of the STEM OPT Extension period**
Next Steps After Submitting Your STEM OPT Extension I-20 Request

- After you submit your STEM OPT Extension I-20 Request documents to an F-1 Counselor, they will issue you a new STEM OPT Extension I-20 and send it to you via FedEx (to the mailing address you indicated on your STEM OPT Extension I-20 Request form) in 15 business days.

- Once you receive your new STEM OPT Extension I-20, please sign the bottom of page 1 of the STEM OPT Extension I-20 and make a copy of pages 1 and 2 to include with your STEM OPT Extension application materials to send to USCIS for processing.

- Prepare your STEM OPT Extension application for shipment to USCIS by following the STEM OPT Extension Application: Preparation and Mailing Instructions
  - USCIS must receive your STEM OPT Extension application within 60 days of your STEM OPT Extension I-20 issue date (as indicated on page 1 of your new I-20, next to your F-1 Counselor’s signature)
Please type and print the I-765 Form, or if completing by hand, use black ink only!
Part 1. Reason for Applying

I am applying for (select only one box):

1.a. Initial permission to accept employment.

1.b. Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error.

**NOTE:** Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to Replacement for Card Error in the What is the Filing Fee section of the Form I-765 Instructions for further details.

Select “Renewal of my permission to accept employment” (Attach a copy of your previous employment authorization document.)
Provide your full legal name as shown on your passport.

Provide all other names you have ever used, including aliases, maiden name, and nicknames used on legal documents.
• The EAD card will be shipped to the address you provide here.

• The mailing address here must be valid for at least 4 months into the future from your OPT application submission date.

• This address must be an address in the U.S.

• This address may be a residential, commercial, or P.O. Box address.

If you listed a ‘U.S. Mailing Address’ that is NOT your current, physical address, select “No,” provide the name of someone who resides at that address in the ‘In Care of Name’ field, 5.a., and complete #7.a – 7.d., This address will determine which USCIS filing location to send your application (See Slide 44 for details).
If you answered “No” for Question #6, please provide your physical address here.
Enter your USCIS-Number here (as indicated on your initial, 12-month OPT EAD card)

F-1 students do not need to complete this question
### Other Information

8. Alien Registration Number (A-Number) (if any)
   - **A-**

9. USCIS Online Account Number (if any)

10. Gender
    - [ ] Male
    - [ ] Female

11. Marital Status
    - [ ] Single
    - [ ] Married
    - [ ] Divorced
    - [ ] Widowed

12. Have you previously filed Form I-765?
    - [ ] Yes
    - [ ] No
13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

☐ Yes  ☐ No

NOTE: If you answered “No” to Item Number 13.a., skip to Item Number 14. If you answered “Yes” to Item Number 13.a., provide the information requested in Item Number 13.b.

13.b. Provide your Social Security number (SSN) (if known).
If you would like to apply for a replacement Social Security Card with your STEM OPT Extension application, check ‘Yes’ for Questions #14 & 15 and complete #16.a - 17.b.

You will receive your replacement Social Security Card in the mail 2-4 weeks after you receive your STEM OPT EAD card.

Check ‘No’ for Questions #14 & 15 if you do not want a replacement Social Security Card and skip #16 and 17.
List all countries of citizenship, as applicable. Use Part 6 of the I-765 Form if you have more than two countries of citizenship.

Please submit copies of any/all country passports if you have more than 1 country of citizenship.

Provide your birth city/town/village and state/province.

List the name of the country as it was named when you were born, even if the name has changed.

Make sure your Date of Birth is in the correct format: MONTH/DAY/YEAR

(01/31/1998 not 31/01/1998)
You can find your SEVIS number on the top left side of your current I-20 Form.

Your most recent U.S. entry date can be found on your paper or electronic I-94 Admission Record.

- If your most recent entry date on your I-94 and admission stamp do not match, please use the date on the I-94 Admission Record.

The name of the Port of Entry city from your most recent entry can be found on your entry stamp or Travel History.

Enter the information directly from your passport.

Leave blank.

Enter your I-94 Number here.

This should match the country of citizenship on your I-20 and I-94 Admission Record.

Immigration status at your last arrival and current immigration status should be 'F-1 Student'.

You can find your SEVIS number on the top left side of your current I-20 Form.
Electronic I-94 Admission Record

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: Bruinland

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

https://i94.cbp.dhs.gov/I94/#/home
Most Recent U.S. Entry Stamp

Date of Last Entry to the U.S.: JAN 02 2017
Last Place of Entry: LAX
Sample Travel History

If you did not receive an admission stamp for your most recent entry to the U.S., please print your Travel History page.

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2018-02-06</td>
<td>Arrival</td>
<td>VCV</td>
</tr>
<tr>
<td>2 2018-01-17</td>
<td>Departure</td>
<td>Unavailable</td>
</tr>
<tr>
<td>3 2017-05-19</td>
<td>Arrival</td>
<td>LOS</td>
</tr>
<tr>
<td>4 2017-03-16</td>
<td>Departure</td>
<td>Unavailable</td>
</tr>
<tr>
<td>5 2016-02-12</td>
<td>Arrival</td>
<td>LOS</td>
</tr>
<tr>
<td>6 2016-01-12</td>
<td>Departure</td>
<td>SFR</td>
</tr>
</tbody>
</table>
Use the code (c)(3)(C) for STEM OPT Extension

The E-Verify Identification number is different than the EIN. E-Verify ID numbers are 5-7 digits long

Skip questions 29 – 31.b.
Part 3. Applicant’s Statement, Contact Information, Declaration, Certification, and Signature

NOTE: Read the Penalties section of the Form I-765 Instructions before completing this section. You must file Form I-765 while in the United States.

**Applicant’s Statement**

NOTE: Select the box for either Item Number 1.a. or 1.b. If applicable, select the box for Item Number 2.

1.a. ☐ I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.

1.b. ☐ The interpreter named in Part 4, read to me every question and instruction on this application and my answer to every question in [ ] , a language in which I am fluent, and I understood everything.

2. ☐ At my request, the preparer named in Part 5, [ ] , prepared this application for me based only upon information I provided or authorized.

**Applicant’s Contact Information**

3. Applicant's Daytime Telephone Number

4. Applicant's Mobile Telephone Number (if any)

5. Applicant's Email Address (if any)

6. ☐ Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.

Provide your information as requested

Select 1.a. to indicate that you have read and understood the questions
Applicant’s Declaration and Certification

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:

1) I reviewed and understood all of the information contained in, and submitted with, my application, and

2) All of this information was complete, true, and correct at the time of filing.

I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all of the information contained in, and submitted with, my application and that all of this information is complete, true, and correct.

Applicant’s Signature

7.a. Applicant’s Signature

7.b. Date of Signature (mm/dd/yyyy)

NOTE TO ALL APPLICANTS: If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.

Hand sign your name and provide the date of the signature in black ink (digital signatures not accepted)
Part 6 must be completed to report:
• Your previous OPT authorization(s)

You do not need to report previous CPT authorization periods or previously issued SEVIS ID numbers.

Provide your USCIS # here

Copy this page/part/item number to report previous OPT authorization(s)

Write or type all periods of previous OPT authorization and include copies of all previous OPT I-20s and EAD cards.

(you may need to contact your previous schools if you are missing any of this information)
You have completed the I-765 Form!

Review all the information on the form for accuracy. You must submit ALL 7 pages of the I-765.

Make a copy of your completed I-765 application to keep for your records, in case there is a problem with the application.
$410 OPT Application Fee

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.

  **Note:** Providing a personal check with insufficient funds or a check from a foreign bank (e.g. Canadian banks) will result in the denial of your application.

- **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.

**Do not write on the back of your check or money order**
Sample Check

Josie Bruin
417 Charles E Young Drive West
Los Angeles, CA 90095

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

Four Hundred Ten and 00/100 Dollars

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

Memo

Note: Do not write on the back of your personal check, cashier’s check or money order.
U.S. Style Passport Photos

Photo Requirements
- Photo must be new and recent
- Photo cannot be the same photo used for OPT, F-1 Visa, or Passport
- Photos must be 2 inches by 2 inches
- White background only
- Neutral expression only
- Eyes and ears must be visible
- No glasses or eyewear
- Photos must be on photo stock papers and pre-cut (to 2 inches by 2 inches)

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.
USCIS Filing Locations

Once you have prepared all of your STEM OPT Extension application forms and supporting documents using the [STEM OPT Extension Application: Preparation and Mailing Instructions](#), please ship your application to a USCIS Lockbox location.

- USCIS filing locations depend on the U.S. state of the address you provided as your ‘Physical Address’ (#5 or 7) on your I-765 Form. STEM OPT Extension application processing times are the same for both locations.
- For USCIS filing locations, please see [this table](#).
- Please mail your STEM OPT Extension application to the USCIS Lockbox facility that processes applications for your state.
- Please ship your application to USCIS using a courier service with mail tracking.
- If you need USCIS’ phone number to process your STEM OPT Extension application shipment, please use: 800-375-5283
Next Steps After Submitting Your Application to USCIS

- Applicants should receive a *Notice of Action* receipt from USCIS in 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 should receive a *Notice of Approval* letter from USCIS approximately 3-4 months from the date their OPT 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.
Sample Employment Authorization Document (EAD)

After you receive your STEM OPT Extension EAD card, submit PDF copies of the front and back of your card to OPT@saonet.ucla.edu (include your UID in your email)
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.
Reporting Requirements

Students with STEM OPT Extension authorization must report the following information 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

Self Evaluations

6 months after your STEM OPT Extension EAD start date: (submit via email to OPT@saonet.ucla.edu)
Students must confirm that their legal name, U.S. residential address, local telephone number and employment information are up-to-date in the SEVP Portal.

12 months after your STEM OPT Extension EAD start date: (submit via email to OPT@saonet.ucla.edu)
• 12-month self-evaluation: top half of page 5 of Form I-983
• Students must confirm that their legal name, U.S. residential address, local telephone number and employment information are up-to-date in the SEVP Portal.

18 months after your STEM OPT Extension EAD start date: (submit via email to OPT@saonet.ucla.edu)
• Students must confirm that their legal name, U.S. residential address, local telephone number and employment information are up-to-date in the SEVP Portal.

24 months after your STEM OPT Extension EAD start date: (submit via email to OPT@saonet.ucla.edu)
• Final self-evaluation: bottom half of page 5 of Form I-983
• Students must confirm that their legal name, U.S. residential address, local telephone number and employment information are up-to-date in the SEVP Portal.
Reporting Requirements

Unemployment: (submit via email to OPT@saonet.ucla.edu)
Report unemployment by submitting a final self-evaluation (bottom half of page 5 of Form I-983) for your previous employment within 10 days of your last day of employment.

Material Changes: (submit via email to OPT@saonet.ucla.edu)
Report material changes to an existing Form I-983 by submitting an updated Form I-983

- Material changes 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.
Reporting Requirements

Changing Employment

Students who change employment during their STEM OPT Extension period must submit the following within 10 days of the change to OPT@saonet.ucla.edu:

- A final self evaluation (bottom half of page 5 of Form I-983) to report their previous employment end date
- A new, completed Form I-983 to report their new employment start date
- Copy of new verification of employment letter confirming new job title and employer’s E-Verify ID.
Reporting Requirements

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.)
Travel Abroad During STEM OPT

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 confirming 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.
Visa Status During STEM OPT

- F-1 students engaging in the STEM OPT Extension will still hold F-1 status in the U.S.

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

- Dashew Center services such as advising appointments, 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 the Dashew Center on their I-20 to re-enter the U.S. in valid F-1 status after traveling abroad.
Questions?
Schedule an appointment with an F-1 Counselor:

To schedule an appointment, email: oissassi@saonet.ucla.edu with the following:
• First and last name
• Bruin UID (if applicable)
• Reason for appointment

Please include “Appointment Request” in the subject line.