Dashew Center for International Students and Scholars

**STEM OPT Extension**

**Online Workshop**

UCLA

DCISS
STEM OPT Workshop Outline

- Slide 3: When to Apply
- Slides 4-5: Eligibility Requirements
- Slides 6-7: Application Procedures
- Slide 8-9: STEM OPT Checklist
- Slides 10-16: How to Complete Form I-983
- Slides 17-25: How to Complete Form I-765
- Slide 26-30: Application Materials
- Slides 31-34: Next Steps: After Submitting Your Application to DCISS
- Slides 35-40: Reporting Requirements
- Slides 41-42: STEM OPT Employment Types
- Slide 43: Traveling Abroad During STEM OPT
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 major 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 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)
STEP 1: Report all of your OPT employment information through the SEVP Portal

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
Employer Filing

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 is 5 business days]

- Report all of your OPT employment information via the SEVP Portal
- 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)
STEM OPT Extension Checklist

- $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
**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, Josie</td>
<td><a href="mailto:jbruin@ucla.edu">jbruin@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>
</tr>
</thead>
<tbody>
<tr>
<td>UCLA</td>
<td>UCLA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix):</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOS214F00297000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Designated School Official (DSO) Name and Contact Information:</th>
<th>Student SEVIS ID No.:</th>
<th>STEM OPT Requested Period (mm-dd-yyyy):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>From: MM-DD-YYYY</td>
</tr>
<tr>
<td></td>
<td></td>
<td>To: MM-DD-YYYY</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qualifying Major and Classification of Instructional Programs (CIP) Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science, 11.0101</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level/Type of Qualifying Degree:</th>
<th>Date Awarded (mm-dd-yyyy):</th>
<th>Based on Prior Degree?</th>
<th>Employment Authorization Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor's</td>
<td>06-10-2016</td>
<td>No</td>
<td>111-111-111</td>
</tr>
</tbody>
</table>

**LEAVE THIS SECTION BLANK**

**CIP code located on page 1 of your I-20, next to STEM Major name**

**USCIS # on EAD Card**

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
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: __________________________________________

Printed Name of Student: ________________________________ Date (mm-dd-yyyy): __________________________

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

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

<table>
<thead>
<tr>
<th>Employer Name:</th>
<th>Street Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>UCLA, Computer Science Department</td>
<td>4732 Boelter Hall</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer Website URL:</th>
<th>City:</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.cs.ucla.edu">http://www.cs.ucla.edu</a></td>
<td>Los Angeles</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer ID Number (EIN):</th>
<th>North American Industry Classification System (NAICS) Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>95-6006143</td>
<td>61130</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OPT Hours Per Week (must be at least 20 hours/week):</th>
<th>Compensation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>A. Salary Amount and Frequency: $2,000.00/bi-weekly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start Date of Employment (mm-dd-yyyy):</th>
<th>Other Compensation (Type and Estimated Amount or Value):</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/15/2016</td>
<td>1.</td>
</tr>
</tbody>
</table>

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

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

Search your industry NAICS Code Here: https://www.census.gov/eos/www/naics/
How to Complete Form I-983

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.
How to Complete Form I-983

**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.
How to Complete Form I-983

Evaluation on Student Progress

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

Leave Blank at the time of STEM OPT application
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.

□ Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Select “Renewal of my permission to accept employment”
## I-765 Form

**Part 2. Information About You**

**Your Full Legal Name**

1.a. Family Name (Last Name)  
   - BRUIN

1.b. Given Name (First Name)  
   - Josie

1.c. Middle Name

**Other Names Used**

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in **Part 6. Additional Information**.

<table>
<thead>
<tr>
<th></th>
<th>Family Name (Last Name)</th>
<th></th>
<th>Given Name (First Name)</th>
<th></th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.a</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.b</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.c</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
• 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.

• The EAD card will be shipped to the address you provide here.

If you listed a ‘U.S. Mailing Address’ that is NOT your current, physical address, select “No” and complete #7.a – 7.d.

NOTE: If you answered “No” to Item Number 6., provide your physical address below.
If you answered “No” for Question #6, please provide your physical address here.

<table>
<thead>
<tr>
<th>U.S. Physical Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.a. Street Number and Name</td>
</tr>
<tr>
<td>7.c. City or Town</td>
</tr>
<tr>
<td>7.d. State ▼</td>
</tr>
</tbody>
</table>
Please provide your A-number (also known as a USCIS-Number) as indicated on your EAD card.

F-1 students usually do not have a USCIS Online Account Number.

Check "Yes." You must provide copies of your previous EAD(s).
13.a. Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

Answer “Yes.”

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 Social Security Card in the mail 2 weeks after you receive your STEM OPT EAD card.

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

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

Make sure your Date of Birth is in the correct format: MONTH/DAY/YEAR (01/31/1998 not 31/01/1998).
Enter the information directly from your passport

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

The name of the Port of Entry city from your most recent entry can be found in your passport admission stamp

You can find your SEVIS number on the top left side of your current I-20

<table>
<thead>
<tr>
<th>Information About Your Last Arrival in the United States</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.a. Form I-94 Arrival-Departure Record Number (if any)</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>21.b. Passport Number of Your Most Recently Issued Passport</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>21.c. Travel Document Number (if any)</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>21.d. Country That Issued Your Passport or Travel Document</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>23. Place of Your Last Arrival Into the United States</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>26. Student and Exchange Visitor Information System (SEVIS) Number (if any) N-</td>
</tr>
</tbody>
</table>

Enter your I-94 Number here.

This should match the country of citizenship on your I-20

Immigration status at your last arrival and current immigration status should be ‘F-1 Student’
Retrieve a copy of your Electronic I-94 Admission Record on the CBP Website:

https://i94.cbp.dhs.gov/I94/#/home
Date of Last Entry to the U.S.: JAN 02 2017
Place of Last Entry: LAX

**Visa**
- Issuing Post Name: ROYCE
- Surname: BRUIN
- Green Name: JOE
- Issuing Authority: UNIVERSITY OF CALIFORNIA, LOS ANGELES
- Passport Number: J123456789
- Visa Type/Class: F-1
- Control Number: 20111987654321
- Expiration Date: 01AUG2019

**Entry Information**
- Class: F-1
- Incl. D/S
- Country of Birth: M
- Nationality: BRUIN
- Sex: R
- Birth Date: 01JAN1996
Use the code (c)(3)(C) for STEM OPT Extension

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

Skip questions 29 – 31.b.
Select 1.a. to indicate that you have read and understood the questions.

**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 [language], a language in which I am fluent, and I understood everything.

2. At my request, the preparer named in Part 5, [person’s name], 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.
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 complete this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.
Part 4. Interpreter’s Contact Information, Certification, and Signature

Interpreter’s Full Name
1. Interpreter’s Family Name (Last Name)
2. Interpreter’s Given Name (First Name)
3. Interpreter’s Business or Organization Name (if any)
4. Interpreter’s Daytime Telephone Number
5. Interpreter’s Mobile Telephone Number (if any)
6. Interpreter’s Email Address (if any)

Interpreter’s Certification
I certify, under penalty of perjury, that:
I am fluent in English and which is the same language specified in Part 3, Item Number 1.b., and I have read to this applicant in the identified language every question and instruction on this application and his or her answer to every question. The applicant informed me that he or she understands every instruction, question, and answer on the application, including the Applicant’s Declaration and Certification, and has verified the accuracy of every answer.

Interpreter’s Signature
7. Interpreter’s Signature
8. Date of Signature (mm/dd/yyyy)

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant

Preparer’s Full Name
1. Preparer’s Family Name (Last Name)
2. Preparer’s Given Name (First Name)
3. Preparer’s Business or Organization Name (if any)
4. Preparer’s Contact Information
5. Preparer’s Signature
6. Date of Signature (mm/dd/yyyy)

Skip Parts 4 and 5
Part 6 must be completed to report:
• Your previous OPT authorization
• If you previously had other SEVIS IDs
• Any previous CPT authorizations

Provide your USCIS # here

If applicable, list all previously used SEVIS numbers from all previous F/J programs in the U.S., including high school, short stays, community colleges, or previous I-20s at UCLA

Write or type ‘see attached documentation for CPT and/or OPT authorizations’ and include copies of all previous CPT and 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.
The DCISS 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 DCISS, as SEVIS record maintenance is still required during a student’s STEM OPT Extension period to allow DCISS 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 DCISS 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 for 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 only. A Personal Check or Cashier’s Check can be tracked, and are more secure payment methods since they are guaranteed by a bank.
Sample

$410 OPT Application Fee

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

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

Memo

Write your Date of Birth (MM/DD/YYYY) and Your SEVIS ID # in the memo section.

Note: Do not write on the back of your Personal Check or Cashier's Check.
U.S. Style Passport Photos

Photo Requirements
- Photo must be new and recent
- Photo cannot be 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.
After Submitting Your Application to DCISS

Next Steps

- 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

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

Applicants will receive a Notice of Approval letter from USCIS approximately 90 days 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.
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 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
1. Every 6 months, students must report:

- their legal name
- residential address
- employer name and address
- status of current employment

Through the SEVP Portal
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 update your employment status through the SEVP Portal.
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)
- Report your last date of their employment with their previous employer, and the start date of their new employment through the SEVP Portal
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](http://ICE.gov).

(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 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)
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 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.
Visa Status During STEM OPT

- 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 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 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 – 4:30PM, 310-825-1681
OPT@saonet.ucla.edu