

OPT STEM Extension Application check list

- Completed form I-765 “Application for Employment Authorization” signed in black ink. . This form can be found at <https://www.uscis.gov/i-765> .
- Completed form I-983 “ Training Plan for STEM OPT”
<https://www.ice.gov/doclib/sevis/pdf/i983.pdf>
- Check or Money Order payable to “Department of Homeland Security” – you must confirm the amount on the website under <https://www.uscis.gov/i-765> (See Filing Fee)
- **Two passport size photos.** Please write your first and last name on the back of each photo. These photos must be taken within the last 30 days. You cannot use old photos.
- A copy of your I-20, with the STEM OPT recommendation on it.
- A copy of the front and back of your current EAD card.
- Most recent I-94 form. This needs to show your most recent entry date to the U.S. If you do not have this go to <https://i94.cbp.dhs.gov/> to get it.
- Copy of the biographical page of your passport
- Proof of the completion of your degree. Transcripts or a copy of your diploma.
- Completed **G-1145 Form.** Go here to complete the form <https://www.uscis.gov/g-1145>
Do not use your jacks email, use a personal email address that you will check.

Mailing timeline

- Your application must be filed within 60 days of the DSO signature on the STEM I-20
- USCIS must receive your application before your current STEM OPT end date

Reporting Requirements by Law

- You are required to complete the OPT update form every 6 months to validate your STEM employment, even if there are not changes to report.
- You must submit a self-evaluation of your performance at the mid-point of employment and at the conclusion of employment for each job you have.
- You must submit a new Form I-983 to Office of International Programs, signed by your employer, if there are any changes to the original training plan or if you get a new position. OIP must receive your new I-983 prior to any changes. Changes may include but are not limited to:
 1. Employer name and address
 2. Decrease in compensation
 3. Reduction in hours, if you are working less than 20 hours
 4. Employer’s EIN
 5. Termination of employment