



## 24-Month STEM OPT Extension Instructions

### How to Apply

- Complete USCIS Form I-765, "Application for Employment Authorization."**
  - Download from <http://www.uscis.gov/>. Under Forms, select I-765.
  - See the [I-765 Basic Guidelines](#) and [official I-765 instructions](#) for information on how to complete Form I-765.
- Complete USCIS Form I-983, "Training Plan for STEM OPT Students."**
  - Download from <https://www.ice.gov/sites/default/files/documents/Document/2016/I-983.pdf>.
  - Review USCIS's detailed online tutorial on how you and your employer should complete Form I-983 at <https://studyinthestates.dhs.gov/assets/stem-opt-hub/story.html>.
- Complete USCIS Form G-1145, "E-Notification of Application/Petition Acceptance"** (optional).
  - Download from <http://www.uscis.gov/>. Under Forms, select G-1145.
- Complete the attached ISSS form: "Request for STEM OPT Recommendation."**
- Pay the \$100 STEM OPT Maintenance fee to ISSS** via the ISSS Online Payment Portal [https://iss.ucsc.edu/get\\_involved/payment.html](https://iss.ucsc.edu/get_involved/payment.html).
- Bring the following documents to an ISSS advisor or email legible copies** (in pdf format) to [istudent@ucsc.edu](mailto:istudent@ucsc.edu).

Original or photocopy of ISSS form: Request for STEM OPT Recommendation
Photocopy of completed, signed Form I-765
Photocopy of completed, signed Form I-983
Photocopy of your current Employment Authorization Document (EAD) for OPT
Photocopy of either your official transcript or of your diploma with stated field of study
Photocopy of passport identification page(s)
Photocopy of most recent paper or electronic I-94 (download at <a href="https://i94.cbp.dhs.gov/i94/#/home">https://i94.cbp.dhs.gov/i94/#/home</a> )
Photocopy of most recent visa used to enter the U.S.

- An ISSS advisor will review your request and determine your eligibility.** If you are eligible, the advisor will recommend a STEM OPT extension in SEVIS, generating a new STEM I-20. Once you receive the new I-20, sign and date page 1. Make a photocopy of each page to submit with your application to USCIS. Keep the original. You should also make a photocopy of your entire application for your records.
- Assemble your STEM OPT application packet.** Include the following documents in this order:

\$410 check/money order payable to: "U.S. Department of Homeland Security"
2 passport photos taken within 30 days of filing for STEM OPT
Original, completed, signed Form G-1145 (optional)
Original, completed, signed Form I-765
Photocopy of current passport identification page(s)
Photocopy of most recent F-1 visa <u>OR</u> I-797A F-1 status approval notice
Photocopy of most recent paper or electronic I-94 (download at <a href="https://i94.cbp.dhs.gov/i94/#/home">https://i94.cbp.dhs.gov/i94/#/home</a> )
Photocopy of current EAD card for OPT
Photocopy of new STEM I-20 showing the STEM OPT recommendation
Photocopies of all previous I-20s (especially those showing previous CPT or OPT)
Photocopy of your official transcript or of your diploma with stated field of study

- Mail the STEM OPT application to USCIS.** USCIS must receive your application date no more than 30 days after your new I-20 was issued *and* before your current OPT expires, or your application will be denied. Send your application to the address listed below.\* We strongly recommend you use a service that includes tracking and delivery confirmation.

<b>If sending via express (e.g. FedEx, UPS):</b>	<b>If sending via USPS, including via Certified Mail:</b>
U.S. Citizenship & Immigration Services (USCIS) Attn: AOS 1820 E. Skyharbor Circle S, Suite 100 Phoenix, AZ 85034	U.S. Citizenship & Immigration Services (USCIS) P.O Box 21281 Phoenix, AZ 85036

\*If you live outside California, please contact an ISSS advisor to determine where you should submit your application.



## Request for STEM OPT Recommendation

A. Student Information.	
Name (Last, First):	UCSC Student ID:
Residential Address/Street Number:	City:
State and Zip Code:	U.S. Phone Number:
Names of any F-2 Dependent(s):	Non-UCSC Email:
UCSC Degree Title (e.g. PhD in Electrical Engineering):	Date You Completed UCSC Degree:

B. Employer Information.		
Name of STEM OPT Employer:		Employer's E-Verify ID (5-6 Digits):
Job Title:		Federal Employer Identification Number (9 Digits):
Job Start Date:	Job End Date (if applicable):	Hours Per Week: <input type="checkbox"/> Full Time ( $\geq 20$ hrs/wk) <input type="checkbox"/> Part Time (< 20 hrs/wk)
Employer's Address:		City:
State and Zip Code:		Name of Supervisor:
Supervisor's Email:		Supervisor's Phone Number:

C. How do you want to receive your STEM OPT I-20?		
<input type="checkbox"/> <b>Option 1: eShipGlobal*</b> (Once mailed, delivers in 3-5 days) <i>*(No PO boxes)</i>	Express mail. Create account at <a href="https://study.eshipglobal.com/">https://study.eshipglobal.com/</a> . Select a mail carrier, enter payment and create label. ISSS will be notified and can then mail your documents. Use eShipGlobal to track your package.	
<input type="checkbox"/> <b>Option 2: Regular U.S. Mail*</b> (Once mailed, delivers in 4-7 days) <i>*U.S. addresses only, no P.O. Boxes</i>	Street Address:	
	Apt/Suite:	City:
	State:	Postal Code:
<input type="checkbox"/> <b>Option 3: Pick-up in person.</b> The person named here will pick up my I-20 at the ISSS Front Desk: Name: _____ Phone/Email: _____		

D. Student Confirmation.	
<i>I verify that the information provided above is accurate. I understand that all eligibility requirements must be met before an ISSS advisor can make a recommendation in SEVIS for the STEM OPT extension, and that I am subject to a \$100 STEM OPT Fee, paid through the ISSS Online Payment Portal.</i>	
Student's Signature:	Date: