



## 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.
    - USCIS released a new version of the I-765 on 8/25. Ensure you are using the 8/25 version. If you do not use the 8/25 version of the I-765 your application will be denied.
  - 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."**
  - 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://global.ucsc.edu/about/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-983 (this does not get mailed to USCIS)

- 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" <i>The application fee will increase to \$550 on October 2, 2020</i>
	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 <b>OR</b> 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, refer to this link:

<https://www.uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities> for the lock box address to mail your application to.

### 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 (>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 an account at <a href="https://study.eshipglobal.com/">https://study.eshipglobal.com/</a> . Select a mail carrier, enter payment and create a 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: