Applying for STEM OPT 24-month Extension using the Online USCIS Portal

Rutgers Global–International Student and Scholar Services

global.rutgers.edu

Last Update Feb 26, 2024

ONLINE I-765 APPLICATION PROCESS
Notice

Please note that this tutorial provides guided recommendations. All images used are samples. Information contained within should not be considered legal advice. Please remember that it is ultimately your responsibility to ensure the application materials you submit to USCIS are completed correctly.

This tutorial may change over time; please do not download this document, and instead access it newly each time at our website here with a cleared cache: global.rutgers.edu/OPT-Extensions

ONLINE I-765 APPLICATION PROCESS Overview

STEP 1 - Review and understand the STEM requirements and expectations on the USCIS website and our STEM OPT page

STEP 2 - Prepare all application materials (using this step-by-step tutorial)

STEP 3 – Create or Login to your USCIS Online Account (click link) following the instructions on their website. If you applied for post-completion OPT online in the past, you will already have an account

STEP 4 - **Begin** to fill out the online application through your USCIS account. Choose the **c(3)(C) STEM Extension** category. Fill out the questions until you can download the printable/electronic draft I-765. You will need to upload this draft I-765 to the "STEM OPT Extension Application Materials Review" e-form on the RGlobal Portal

DO NOT SUBMIT THE ONLINE APPLICATION OR PAY THE FEE ON THE USCIS WEBSITE YET! AS SOON AS YOU DIGITALLY SIGN THE USCIS ONLINE APPLICATION AND PAY THE FEE, YOUR APPLICATION IS CONSIDERED OFFICIALLY SUBMITTED. THIS IS INCORRECT!!! YOUR APPLICATION WILL BE INCOMPLETE IF YOU DO NOT UPLOAD AN OPT RECOMMENDED I-20 TO THE APPLICATION BEFORE SUBMITTING AND PAYING THE FEE. THIS WILL RESULT IN A DENIAL!

Continued on next slide →

ONLINE I-765 APPLICATION PROCESS Overview

STEP 5 - Submit the STEM OPT Extension Request e-form on the RGlobal Portal. Meet with an international student advisor (ISA) to review your application and request your new I-20 with STEM OPT recommendation (appointment is optional but highly recommended)

STEP 6 - Receive your new I-20 with STEM OPT recommendation (you will get an email saying it's ready)

STEP 7 - Upload New STEM OPT I-20 and Review Application. If you are within the correct time frame to apply for STEM OPT, login to your USCIS Online Account and upload the *NEW* STEM OPT I-20 (signed by you), along with any needed supporting documents to the online application

STEP 8 - Submit the application and pay the filing fee

ONLINE I-765 APPLICATION PROCESS
Important Reminders

BEFORE YOU APPLY, PLEASE REMEMBER THE FOLLOWING:

- Pick ONE method to apply for STEM OPT. Either apply online OR through mail - **DO NOT** apply both ways
- Your STEM OPT application should NOT be submitted to USCIS more than 90 days prior to the end date on post-completion OPT EAD card
- Your STEM OPT application MUST reach the USCIS within 60 days of the date your new I-20 with STEM OPT recommendation was **issued** and before the expiration of your current post-completion OPT EAD
- If approved, the Employment Authorization Document (EAD) card will be sent directly to you at the address you provided to USCIS. USPS will not forward the EAD to another address once shipped. Once you receive the EAD card, you are authorized to work on OPT between the start and end dates listed on the card
- You must be inside the U.S. to apply for STEM OPT
- As long as you file timely (i.e. prior to the expiration of the current EAD card) for a STEM OPT Extension, you may continue employment while the application is pending (up to 180 days) until a final decision from USCIS is made
- You MUST have proof that you completed all of your degree requirements BEFORE your STEM OPT period begins. You will need to provide this proof within your STEM OPT application
- Understand the fees for the I-765 filing and premium processing, if needed

ONLINE I-765 APPLICATION PROCESS
Step 1 - Review and understand the STEM requirements

Some F-1 students may be eligible for an extension of their initial 12 months of OPT if they have received a degree in an eligible STEM field or have a pending or approved H-1B application. If you are unsure if your degree is STEM-eligible, please contact an ISA.

There are different reporting requirements for STEM OPT, and the job experience must meet specific criteria.

It is critical that you understand the eligibility requirements for STEM by reviewing our website and the information provided by DHS.

Rutgers STEM OPT page

STEM Extension Reporting Requirements and Important Reminders

Study in the States, STEM OPT

USCIS, Optional Practical Training for STEM Students (STEM OPT) - includes information on staffing agencies

ONLINE I-765 APPLICATION PROCESS
Step 2 - Prepare Application Materials

- ❑ 1. Form I-983 (completed together with your employer) – this is NOT uploaded to the online application
- ❑ 2. Form I-765 electronic copy/draft (this is obtained from the online application BEFORE you submit it)
- ❑ 3. One passport-style color photograph of you taken recently and not used before
- ❑ 4. Digital copy of your passport picture page
- ❑ 5. Digital copy of your most recent F-1 visa (or I-797C approval notice if status was changed in US)
- ❑ 6. Digital copy of your electronic Form I-94 OR digital copy of your paper Form I-94 (front and back)
- ❑ 7. Digital copy of unofficial full transcript that shows your name
- ❑ 8. Digital copy of all previous EAD cards (front and back) that have been issued to you, if applicable
- ❑ 9. Evidence of all previous CPT & OPT authorizations, if applicable (to complete "Additional Information" section on slide 41)
- ❑ 10. Digital copy of your STEM diploma
- ❑ 11. Digital copy of NEW I-20 with STEM OPT Recommendation*
- ❑ 12. Credit card or ACH payment for filing fee

Submit your OPT Application materials for review on the RGlobal Portal e-form

* You will receive (11) your new I-20 with OPT recommendation after your application is reviewed by an international student advisor. You need this to apply for OPT.

SPECIAL NOTE ABOUT DEGREE COMPLETION

USCIS expects you to be able to show your current diploma in your STEM OPT application.

It is our interpretation that students must finish their most recent degree to be eligible to apply for the STEM extension. This is true even for students applying based on a previously degree at another level.

If you applied for OPT based on coursework completion, you are expected to complete all of your degree requirements (defense, revisions, paperwork, etc) prior to your OPT expiring. This is especially important for students eligible for STEM OPT, as USCIS expects you to be able to show your current diploma in your STEM OPT applications.

Failing to finish all degree requirements prior to the end of your OPT authorized employment period could result in your losing the STEM opportunity.

Please make an appointment with an adviser if you have any questions about this option.

ONLINE I-765 APPLICATION PROCESS
Step 2 - Prepare Application Materials - I-983

STEP 1 - Download fillable PDF Form I-983 here: https://studyinthestates.dhs.gov/stem-opt-hub/additional-resources/form-i-983-overview

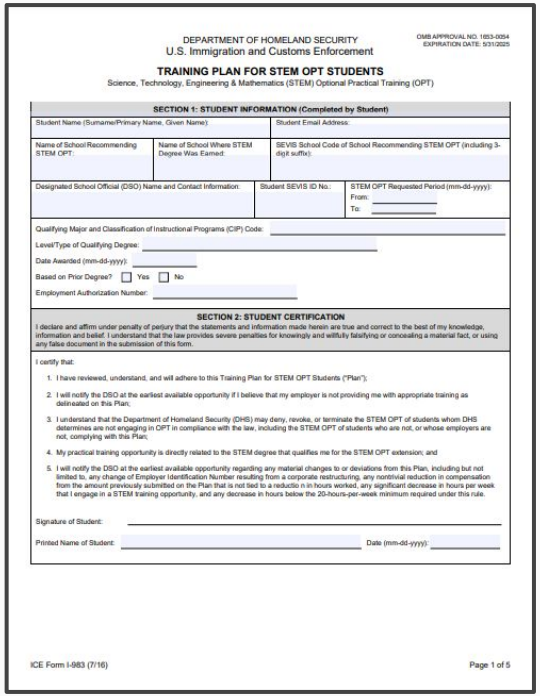
STEP 2 - For detailed instructions regarding how each field should be completed, please review the ICE form instructions and the Study in the States Form I-983 Overview.

STEP 3 - Note who is responsible for completing each section of the Form I-983:

- Sections 1 and 2: Completed by Student
- Sections 3 and 4: Completed by Employer
- Section 5: Completed by Student and Employer
- Section 6: Completed by Employer

Leave the Evaluation of Student Progress and Final Evaluation of Student Progress on page 5 blank at this time

Submit the complete I-983 (and a photocopy of your diploma) via RGlobal portal in Step 5 of this tutorial



DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

OMB APPROVAL NO. 1653-0054
EXPIRATION DATE: 5/31/2025

TRAINING PLAN FOR STEM OPT STUDENTS
Science, Technology, Engineering & Mathematics (STEM) Optional Practical Training (OPT)

SECTION 1: STUDENT INFORMATION (Completed by Student)

Student Name (Surname/Primary Name, Given Name): | Student Email Address:

Name of School Recommending STEM OPT: | Name of School Where STEM Degree Was Earned: | SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix):

Designated School Official (DSO) Name and Contact Information: | Student SEVIS ID No.: | STEM OPT Requested Period (mm-dd-yyyy): From: To:

Qualifying Major and Classification of Instructional Programs (CIP) Code:
Level/Type of Qualifying Degree:
Date Awarded (mm-dd-yyyy):
Based on Prior Degree? ☐ Yes ☐ No
Employment Authorization Number:

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):

ICE Form I-983 (7/16) Page 1 of 5

ONLINE I-765 APPLICATION PROCESS
Step 2 - Prepare Application Materials - I-983

STEP 4 - Complete the Form I-983, paying attention to these important reminders:

a. SEVIS School Code of School Recommending STEM OPT:

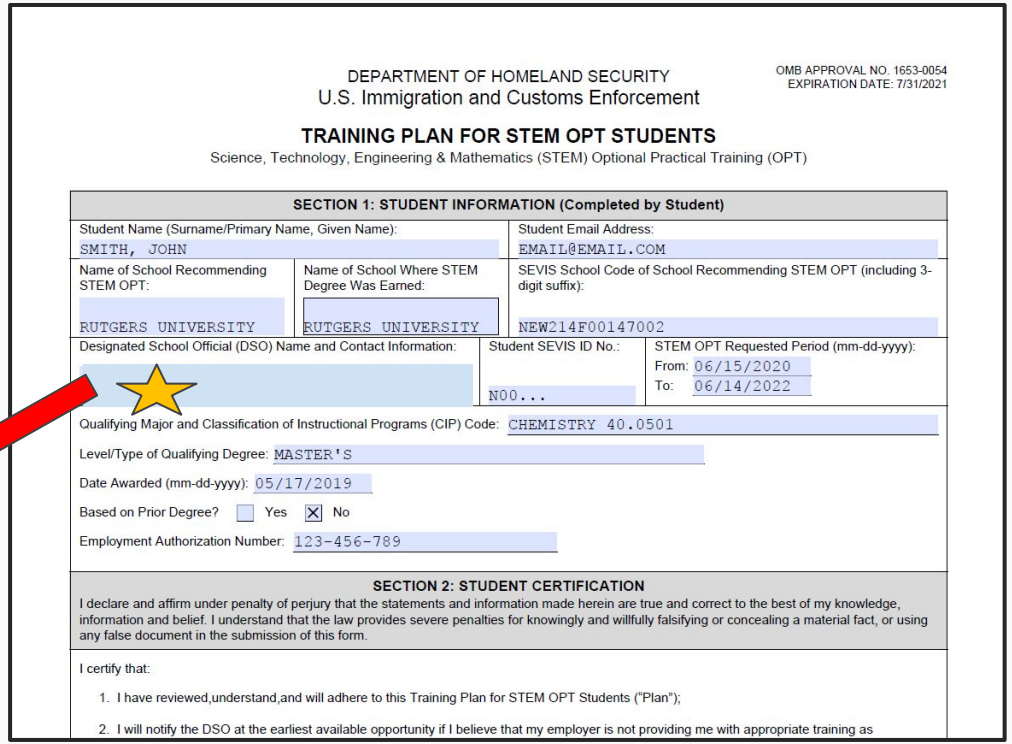
Undergraduate: NEW214F00147002
Graduate: NEW214F00147000
RBHS-Piscataway: NEW214F00884001
RBHS-Newark: NEW214F00884000

b. Your Designated School Official (DSO) is your International Student Advisor (ISA). **Please add all contact information below into this box***

- Your ISA's name
- 848-932-7015
- isss-students@global.rutgers.edu
- 180 College Ave, New Brunswick NJ 08901

*If this doesn't all fit, please hand-write this information

To confirm who is your ISA, review the "International Student Services Liaison List" on our website.



DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

OMB APPROVAL NO. 1653-0054
EXPIRATION DATE: 7/31/2021

TRAINING PLAN FOR STEM OPT STUDENTS
Science, Technology, Engineering & Mathematics (STEM) Optional Practical Training (OPT)

SECTION 1: STUDENT INFORMATION (Completed by Student)

Student Name (Surname/Primary Name, Given Name):		Student Email Address:
SMITH, JOHN		EMAIL@EMAIL.COM
Name of School Recommending STEM OPT:	Name of School Where STEM Degree Was Earned:	SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix):
RUTGERS UNIVERSITY	RUTGERS UNIVERSITY	NEW214F00147002
Designated School Official (DSO) Name and Contact Information:	Student SEVIS ID No.: N00...	STEM OPT Requested Period (mm-dd-yyyy): From: 06/15/2020 To: 06/14/2022

Qualifying Major and Classification of Instructional Programs (CIP) Code: CHEMISTRY 40.0501
Level/Type of Qualifying Degree: MASTER'S
Date Awarded (mm-dd-yyyy): 05/17/2019
Based on Prior Degree? ☐ Yes ☒ No
Employment Authorization Number: 123-456-789

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

ONLINE I-765 APPLICATION PROCESS
Step 2 - Prepare Application Materials - I-983

(CONTINUED)

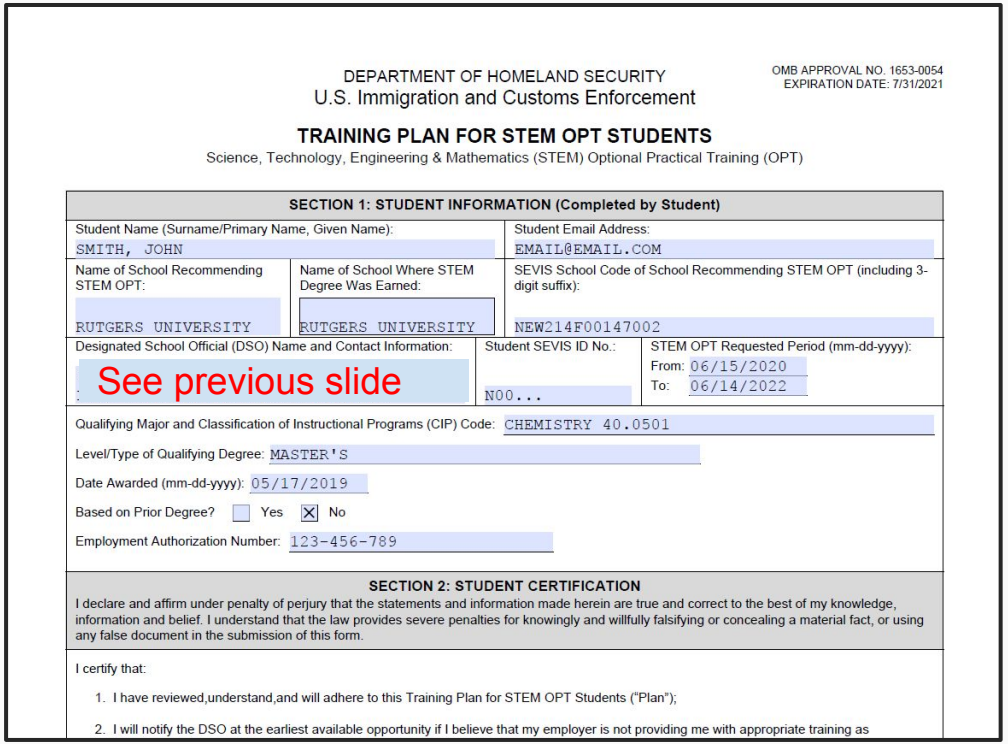
c. The STEM OPT Requested Period begins the day after your current EAD card ends and continues up to 24 months later, one day before.

d. Classification of Instructional Program (CIP) code is found on page 1 your I-20, next to your major/program of study. Write it exactly as it appears on the I-20.

e. “Based on Prior Degree” is asking whether you are applying for this 24 Month Extension based on a previously earned STEM degree. If you are applying for this 24 Month Extension based on your most recent Rutgers degree, check “No”. If you write “Yes”, please alert your ISA.

f. Employment Authorization Number is the 9-digit ‘A’ (Alien) number/USCIS # on your Employment Authorization Document (EAD card).

g. Sign the form. Information on acceptable signatures is found here (click).



DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

OMB APPROVAL NO. 1653-0054
EXPIRATION DATE: 7/31/2021

TRAINING PLAN FOR STEM OPT STUDENTS

Science, Technology, Engineering & Mathematics (STEM) Optional Practical Training (OPT)

SECTION 1: STUDENT INFORMATION (Completed by Student)

Student Name (Surname/Primary Name, Given Name):		Student Email Address:
SMITH, JOHN		EMAIL@EMAIL.COM
Name of School Recommending STEM OPT:	Name of School Where STEM Degree Was Earned:	SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix):
RUTGERS UNIVERSITY	RUTGERS UNIVERSITY	NEW214F00147002
Designated School Official (DSO) Name and Contact Information:	Student SEVIS ID No.:	STEM OPT Requested Period (mm-dd-yyyy):
See previous slide	N00...	From: 06/15/2020 To: 06/14/2022

Qualifying Major and Classification of Instructional Programs (CIP) Code: CHEMISTRY 40.0501

Level/Type of Qualifying Degree: MASTER'S

Date Awarded (mm-dd-yyyy): 05/17/2019

Based on Prior Degree? ☐ Yes ☒ No

Employment Authorization Number: 123-456-789

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

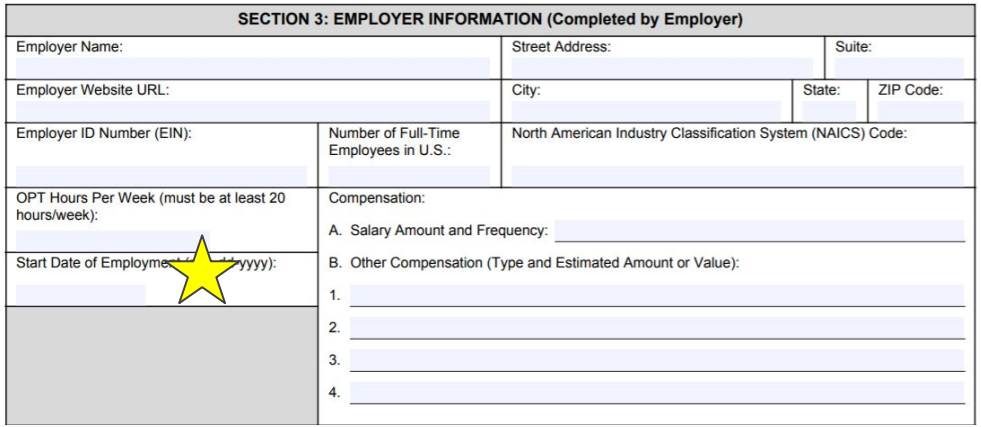
ONLINE I-765 APPLICATION PROCESS
Step 2 - Prepare Application Materials - I-983

(CONTINUED)

Continue with the rest of the form. A few reminders:

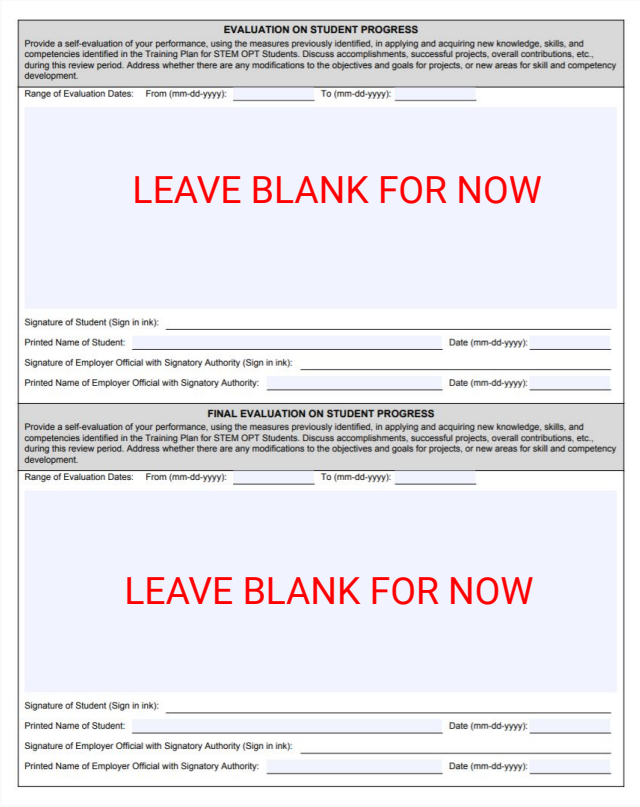
h. The start date of employment on page 2 should be the requested start date of STEM OPT (see below)

i. Page 5 is meant to be left blank at this time. It is only filled out during the 12 month and 24 month evaluation, or when ending work with an employer.



SECTION 3: EMPLOYER INFORMATION (Completed by Employer)

Employer Name:		Street Address:	Suite:
Employer Website URL:		City:	State: / ZIP Code:
Employer ID Number (EIN):	Number of Full-Time Employees in U.S.:	North American Industry Classification System (NAICS) Code:	
OPT Hours Per Week (must be at least 20 hours/week):	Compensation: A. Salary Amount and Frequency:		
Start Date of Employme… …yyyy):	B. Other Compensation (Type and Estimated Amount or Value): 1. 2. 3. 4.		



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.

Range of Evaluation Dates: From (mm-dd-yyyy): To (mm-dd-yyyy):

LEAVE BLANK FOR NOW

Signature of Student (Sign in ink):

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

Signature of Employer Official with Signatory Authority (Sign in ink):

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.

Range of Evaluation Dates: From (mm-dd-yyyy): To (mm-dd-yyyy):

LEAVE BLANK FOR NOW

Signature of Student (Sign in ink):

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

Signature of Employer Official with Signatory Authority (Sign in ink):

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

ONLINE I-765 APPLICATION PROCESS

Step 2 - Prepare Application Materials - Acceptable file formats and upload requirements

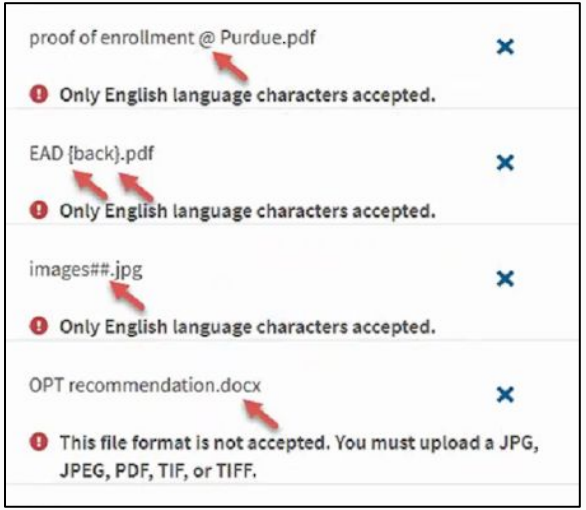
File Formats
Photos: JPG, JPEG, or PNG
Documents: JPG, JPEG, PDF, TIF, or TIFF
Maximum size per file: 6MB

You can upload 5 documents at once, and there is no limit to the number of files you can upload in total

Foreign language documents must have official English Translation

Allowable Characters in file names
English letters
Numbers
Spaces
Periods .
Hyphens -
Underscores _
Parentheses ( )

****Do not use special characters



ONLINE I-765 APPLICATION PROCESS

Step 2 - Prepare Application Materials - One Passport Style Photo

1 COLOR PHOTOGRAPH SPECIFICATIONS

You can either obtain a digital copy or image of a printed photo

The color photograph must have a white to off-white background and be printed on thin paper with a glossy finish—do not mount or retouch

The photograph must be sized at 2 inches by 2 inches and must be in full color with a frontal view of your full face

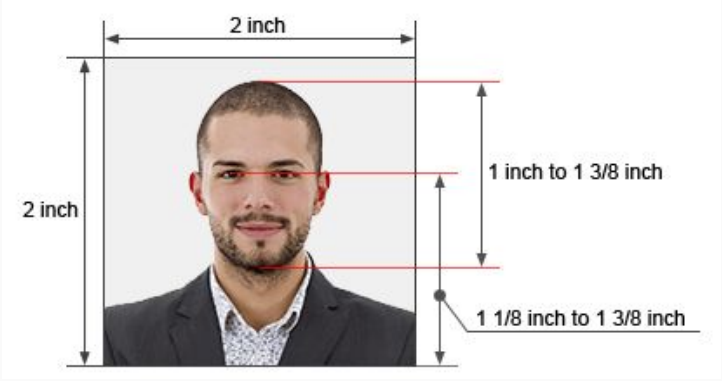
The head height in the photograph should measure 1 inch to 1 3/8 inches from top of hair to bottom of chin

Eye height in the photograph should be between 1 1/8 inch to 1 3/8 inches from top of eyes to bottom of photo

Your head must be bare unless you are wearing headwear as required by a religious denomination of which you are a member

Resources:
Dept of State Photo Requirements
https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html

Dept of State Photo Cropping Tool:
https://tsg.phototool.state.gov/photo



Photographs must be taken recently (within 6 months of the application date) and not been used before on another application (i.e. your visa or passport)

ONLINE I-765 APPLICATION PROCESS

Step 2 - Prepare Application Materials - Copies of other immigration documents

Image of your passport, most recent F-1 visa

Digital copy or image of your most recent I-94 https://i94.cbp.dhs.gov/

Image of your Employment Authorization/EAD Card from previous degrees (if any), front and back

Make sure the images are clear and readable

SAMPLE

ONLINE I-765 APPLICATION PROCESS

Step 2 - Prepare Application Materials - Unofficial Full Transcripts

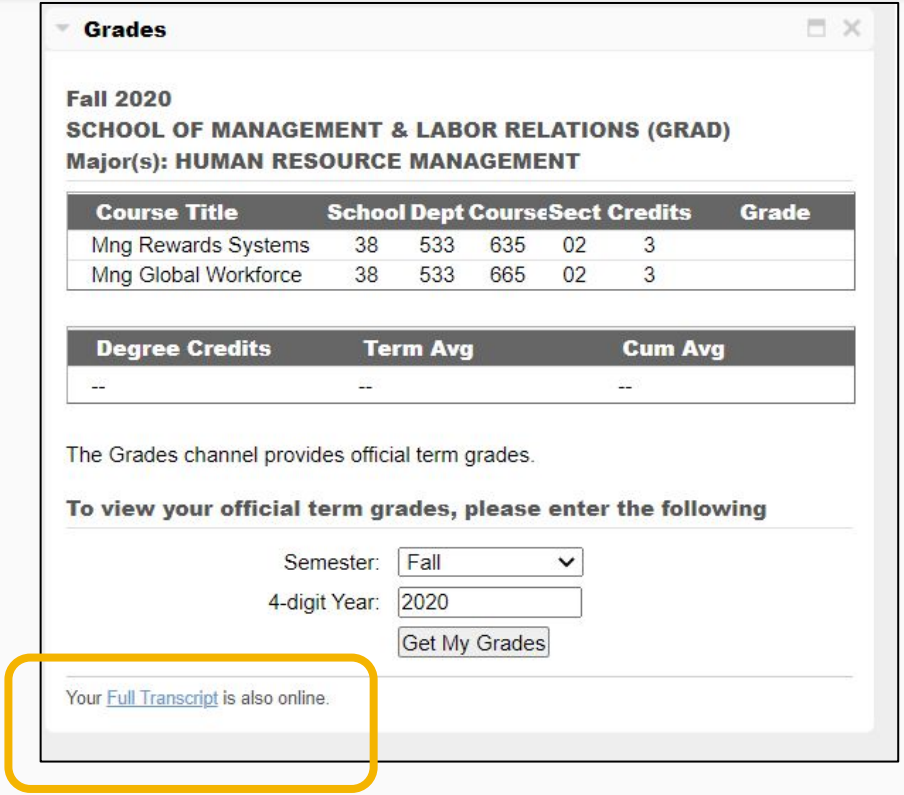
1. Visit **my.rutgers.edu** and click “Get My Grades” under the Academics tab

NOTE - you must upload a recent transcript that notates your earned diploma!

2. Use your NetID to log in and receive your unofficial transcript

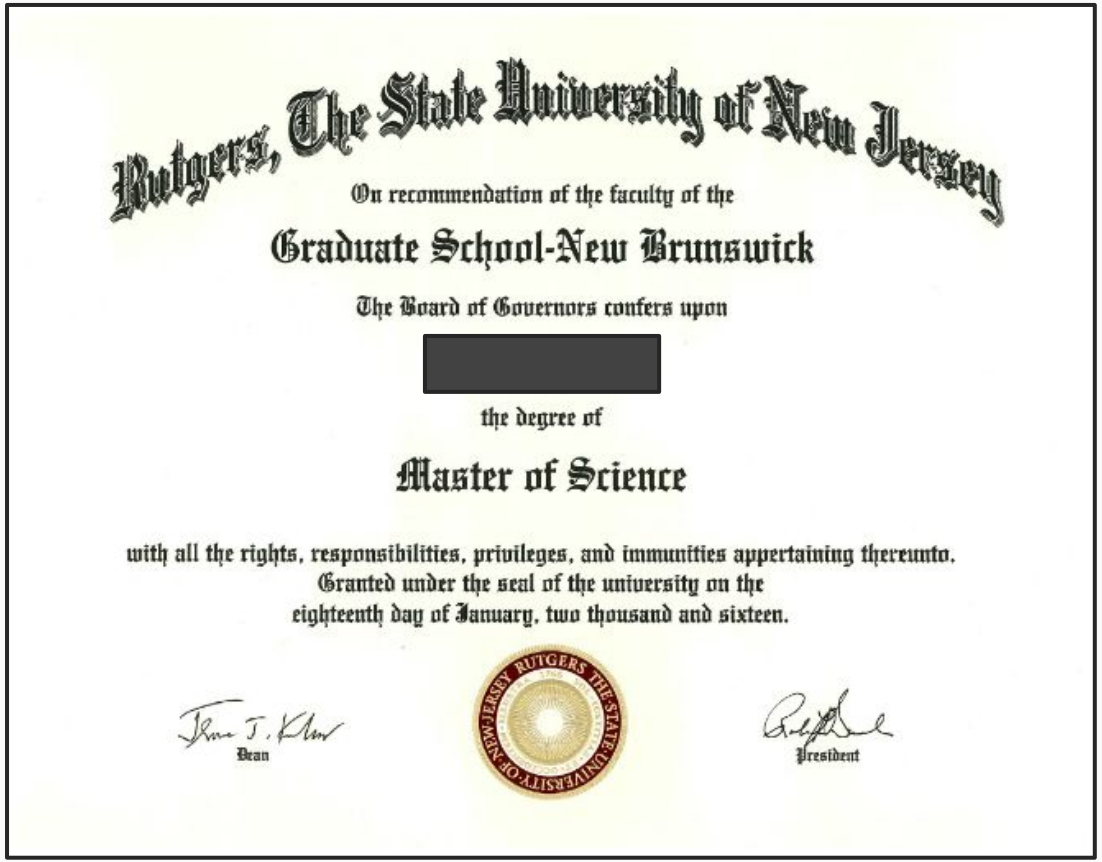
3. Download your unofficial transcript

4. RBHS students can get their transcripts at **my.rutgers.edu** under the banner “Self-Service” tab



ONLINE I-765 APPLICATION PROCESS

Step 2 - Prepare Application Materials - Diploma



Rutgers, The State University of New Jersey

On recommendation of the faculty of the

Graduate School-New Brunswick

The Board of Governors confers upon

[redacted]

the degree of

Master of Science

with all the rights, responsibilities, privileges, and immunities appertaining thereunto.
Granted under the seal of the university on the
eighteenth day of January, two thousand and sixteen.

Dean

President

Take a picture/scan of your diploma to submit via the RGlobal Portal in Step 5

Take a photo of your diploma to submit with your application to USCIS

You may wish to upload both a copy of your paper diploma AND the official digital copy offered by the Registrar

ONLINE I-765 APPLICATION PROCESS
Step 3 - USCIS Online Account

Create or Login to USCIS Online Account

If you have an existing account, sign in. Otherwise create a new account. Please do NOT use any Rutgers email address for this account

2 step authentication is used, and you will choose which way you prefer this to be verified (text vs email)

Each account is unique to 1 person - you cannot have 2 people using 1 account

Resources:
https://www.uscis.gov/file-online/how-to-create-a-uscis-online-account

www.uscis.gov/file-online

ONLINE I-765 APPLICATION PROCESS
Step 4 - Begin Online Application

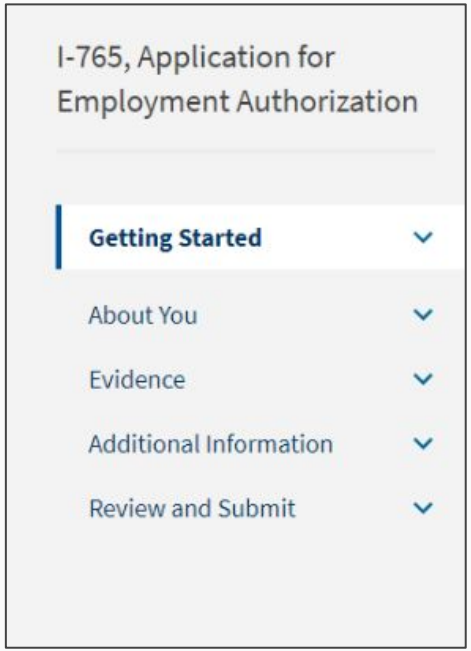
STEP 1 - Read official instructions for completing Form I-765: https://www.uscis.gov/i-765

STEP 2 - Once logged in to your USCIS account, click “File a form online” on the home screen

ONLINE I-765 APPLICATION PROCESS
Step 4 - Begin Online Application

The online application has multiple sessions to complete. These sections are:

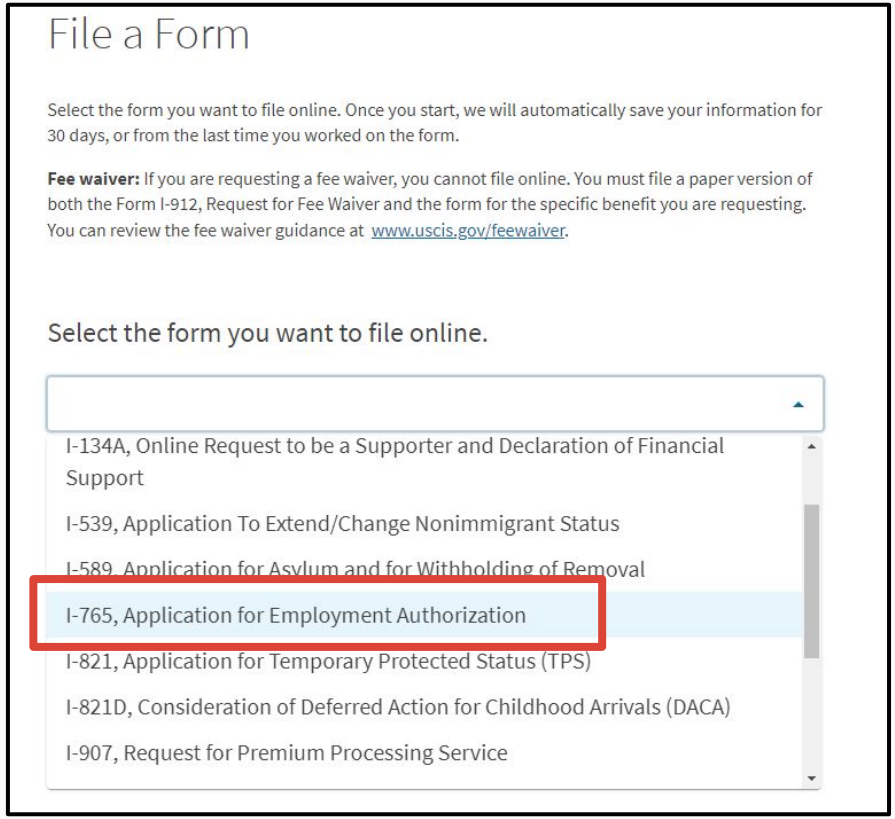
1) **Getting Started section**
2) **About You section**
3) **Evidence section**
4) **Additional Information section**
5) **Review and Submit section**
    a) **Form Filing Fee section**



ONLINE I-765 APPLICATION PROCESS
Step 4 - Begin Online Application

STEP 3 - Select the “Application for Employment Authorization (I-765)” as the form you want to file online

Carefully review all of the information provided on the screen about the Form I-765

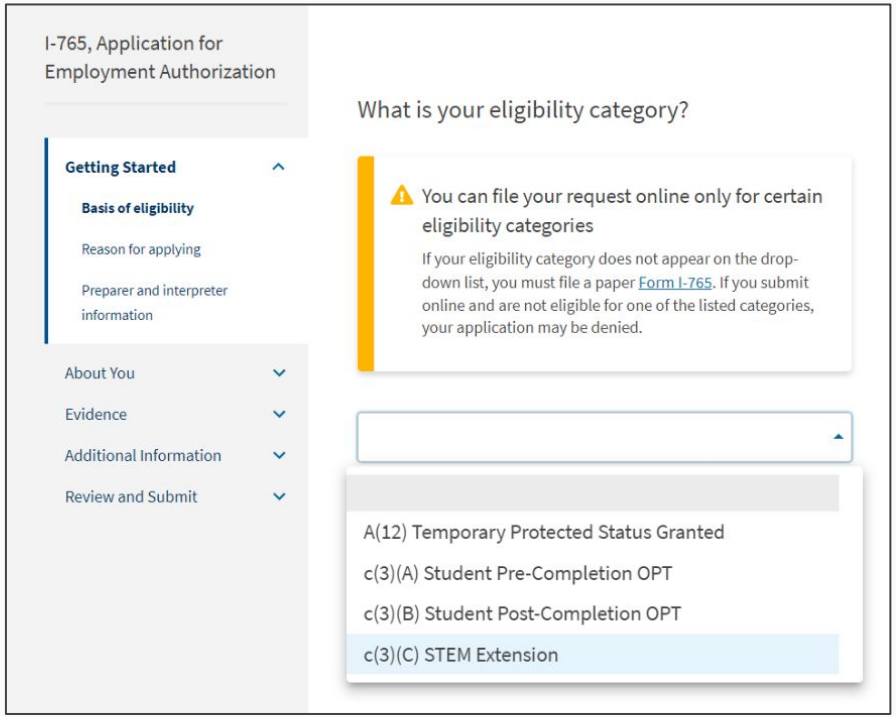


ONLINE I-765 APPLICATION PROCESS
Step 4 - Begin Online Application

STEP 4 - Review the form overview and privacy notices information

STEP 5 - Select the correct employment eligibility category

- **STEM Extension is c(3)(C)**



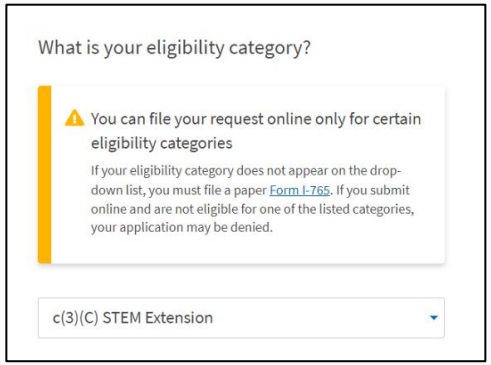
ONLINE I-765 APPLICATION PROCESS
Step 4 - Begin Online Application

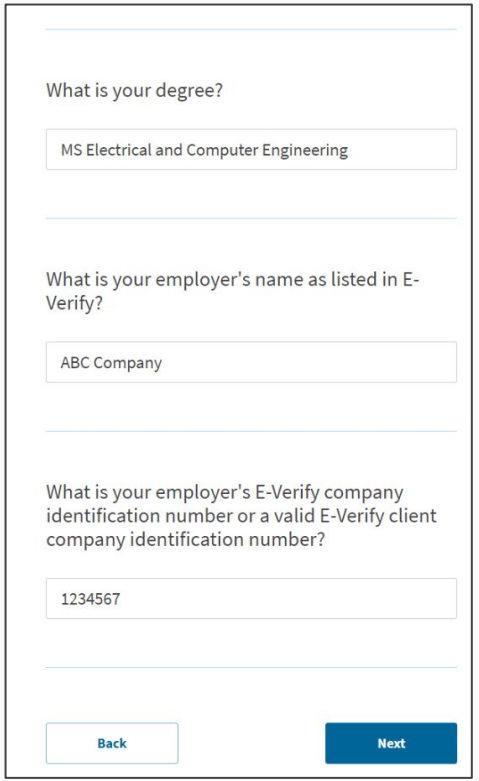
STEP 6 - Type the degree type and name, shortening if it does not all fit

Type in the name of your employer's **company** name, EXACTLY as it is shown in E-Verify. The name of the company in E-Verify must exactly match the name you type on the STEM OPT application. Include any needed "LLCs" and punctuation (i.e. ABC Company LLC, Inc.)

Type the company's E-Verify number

NOTE: The E-Verify number is different from the EIN number required on the form I-983; E-Verify numbers are generally four to seven digits long





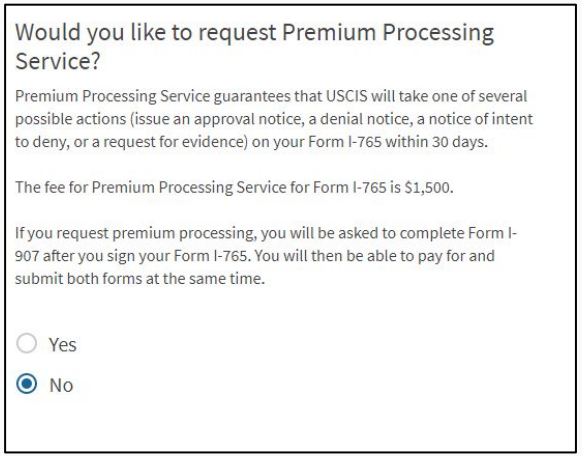
ONLINE I-765 APPLICATION PROCESS
Step 4 - Begin Online Application

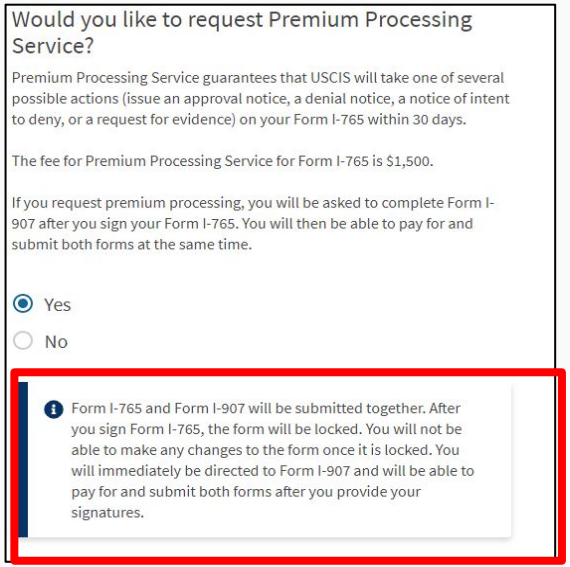
STEP 7 - Select Premium Processing Option

USCIS provides the option for you to have your OPT application adjudicated within 30 calendar days from the date of request. Adjudication could be an approval, request for evidence, rejection, or denial - it does NOT guarantee you an approval.

Premium processing is NOT mandatory. This is a personal decision you need to make based on your situation. You should carefully review all information the USCIS Premium Processing webpage and the normal USCIS Processing Times page before making your decision.

IF YOU CHOOSE YES, NOTE THE IMPORTANT MESSAGE ABOUT THE PAYMENT AFTER APPLICATION SUBMISSION!



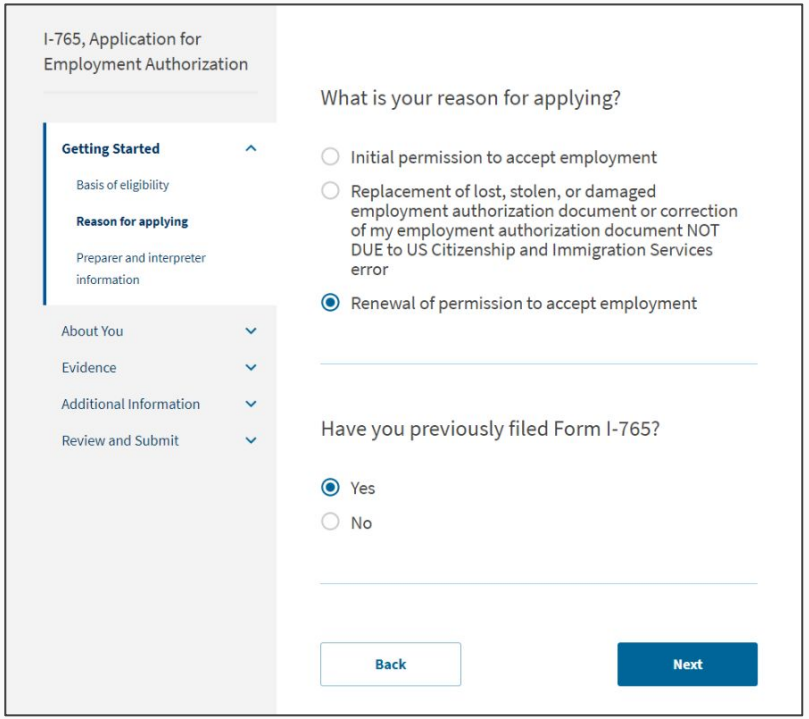


ONLINE I-765 APPLICATION PROCESS
Step 4 - Begin Online Application

STEP 8 - Select the reason you are applying

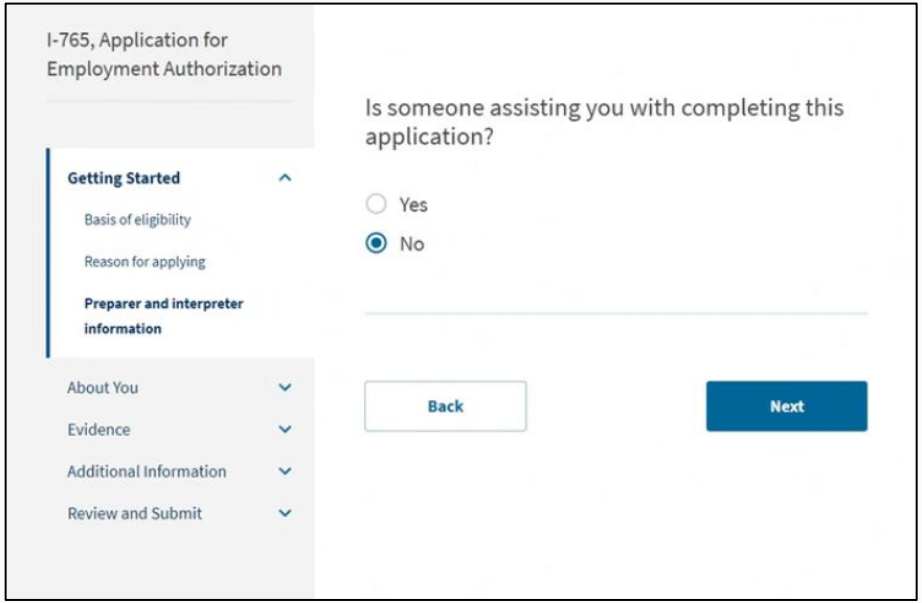
- Select “Renewal of permission to accept employment”
- If your EAD was already approved by USCIS but then LOST or STOLEN, you will select “Replacement”. Please contact an advisor before refiling your application for important guidance

STEP 9 - Select “Yes” for “Have you previously filed Form I-765?”. Upload files of the front and back of your previous EAD card(s) and/or Denial notices in the “Additional Information” section



ONLINE I-765 APPLICATION PROCESS
Step 4 - Begin Online Application

STEP 10 - Answer “No” to “Is someone assisting you with completing this application?” unless an attorney, preparer, or interpreter is helping you file this application. **Rutgers Global - ISSS advisors are not considered an attorney, preparer, or interpreter**

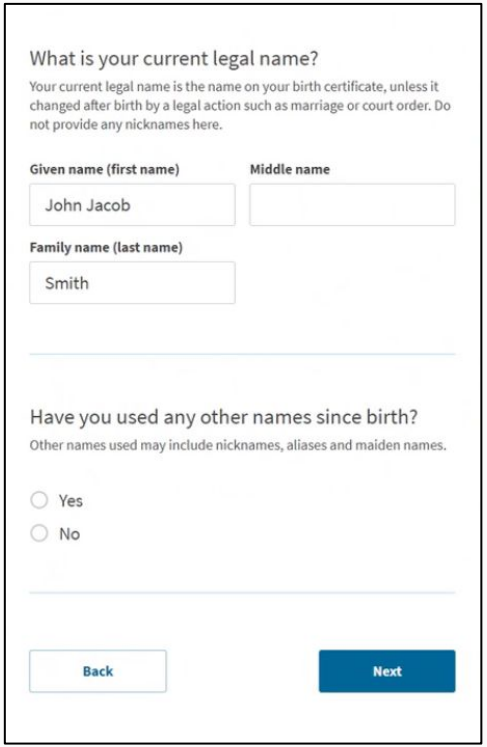


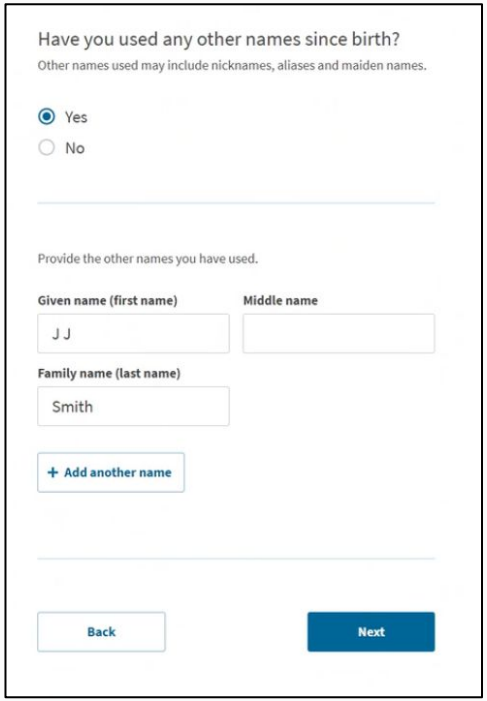
ONLINE I-765 APPLICATION PROCESS
Step 4 - Begin Online Application

STEP 11 - Enter your name as shown on your most recent passport

If you have a middle name, we suggest writing both your first and middle name in the in the “Given Name” box

If you have used other names, either formally or informally, please say “Yes” and enter them on the application. This includes maiden names or nicknames





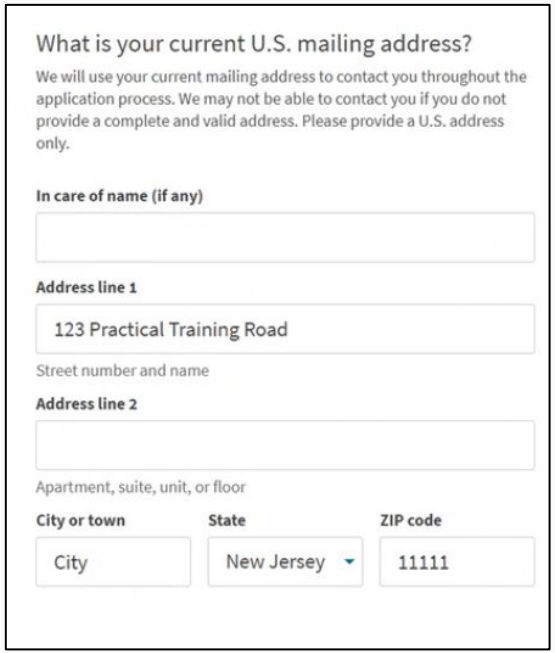
ONLINE I-765 APPLICATION PROCESS
Step 4 - Begin Online Application

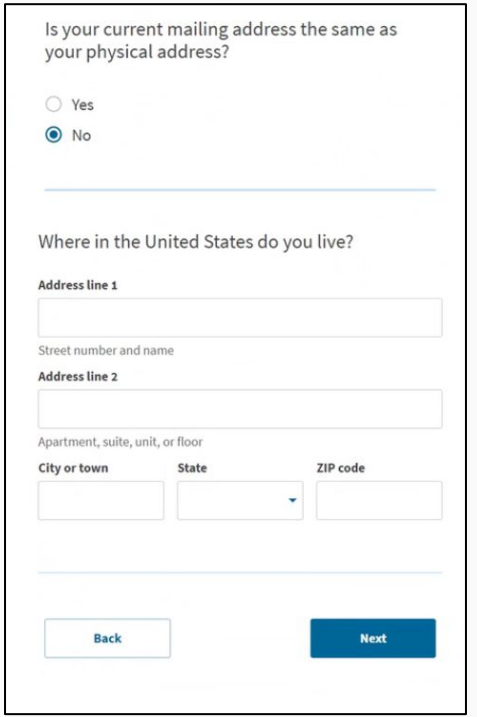
STEP 12 - Write a U.S. mailing address where you will be able to receive documents for the next 3 to 4 months. **This should NOT be the ISSS office address or department address.**

This does not necessarily need to be your current address; if it is not your current address, you can write the full name of person whose address you are using in “In care of name” box

We do not recommend using to your on-campus address.You may instead choose to purchase a P.O. box.

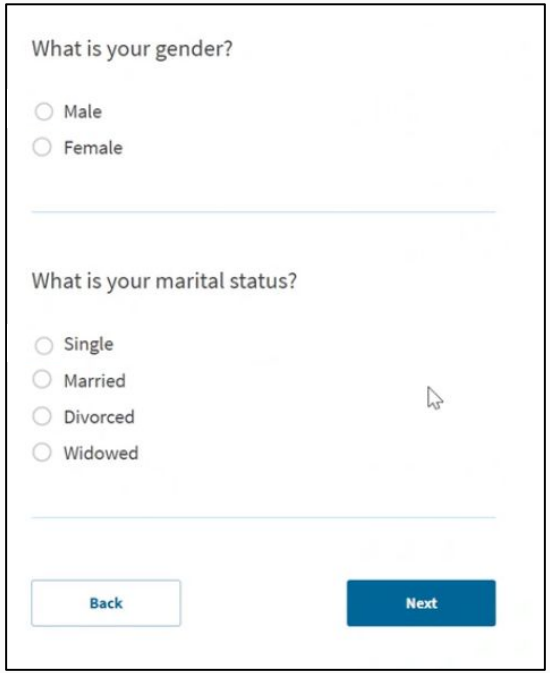
If your mailing address and physical address are different, please answer “No” to the next question and enter your physical address





ONLINE I-765 APPLICATION PROCESS
Step 4 - Begin Online Application

STEP 13 - Fill out your biographical information throughout the next section of the application



ONLINE I-765 APPLICATION PROCESS
Step 4 - Begin Online Application

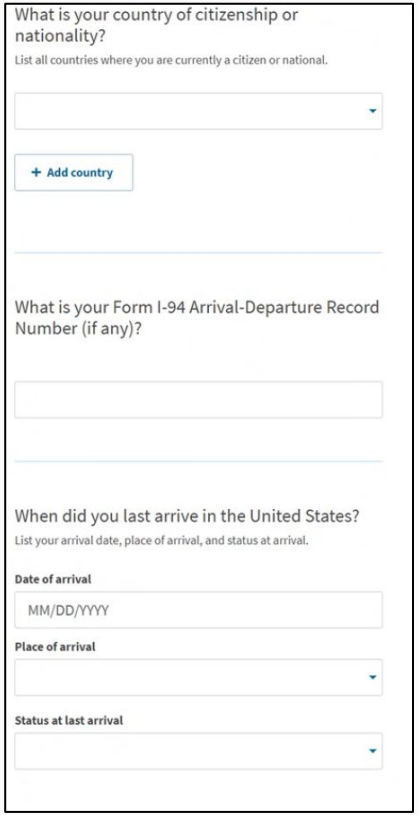
STEP 14 - Continue to fill out your immigration information, using your I-94 and passport(s)

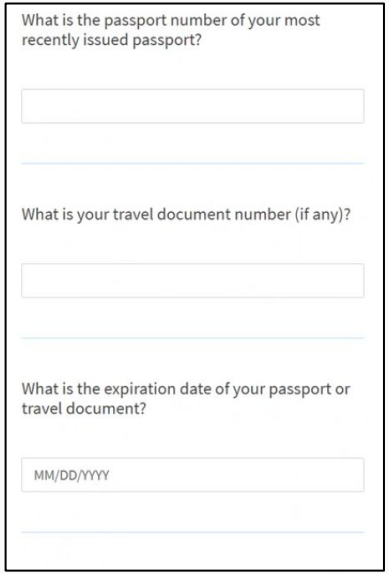
To view and print your I-94 go to:
https://i94.cbp.dhs.gov/

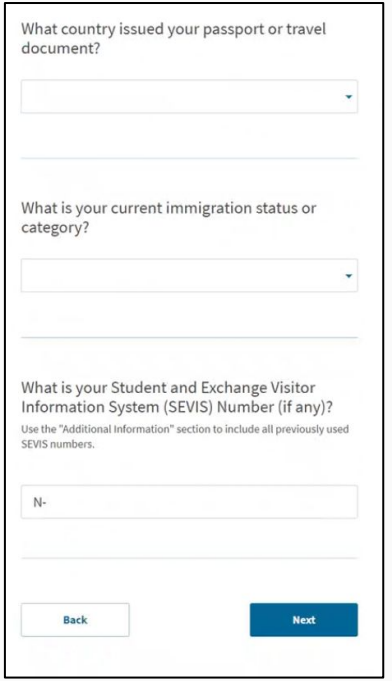
If you entered the U.S. on another status other than F-1 and completed a change of status with USCIS, write your last entered status for “Status at last arrival”

Your current immigration status should be “F-1 student”

Enter your current SEVIS ID number. Your SEVIS ID is located at the top left corner of your I-20. Use the “Additional Information” section of the application to provide any previously used SEVIS ID numbers, if applicable



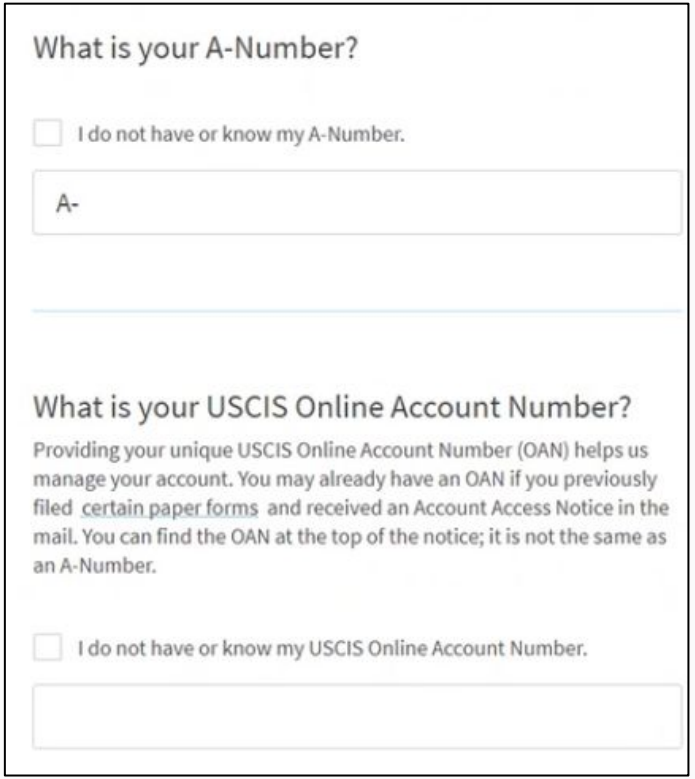




ONLINE I-765 APPLICATION PROCESS
Step 4 - Begin Online Application

STEP 15 - Enter the USCIS # from your EAD card into the “What is your A-Number?” question

You will only have a USCIS Online Account Number if you previously filed an online application with USCIS. Enter it here. Check “I do not have or know my USCIS Online Account Number” if you never filed online before.

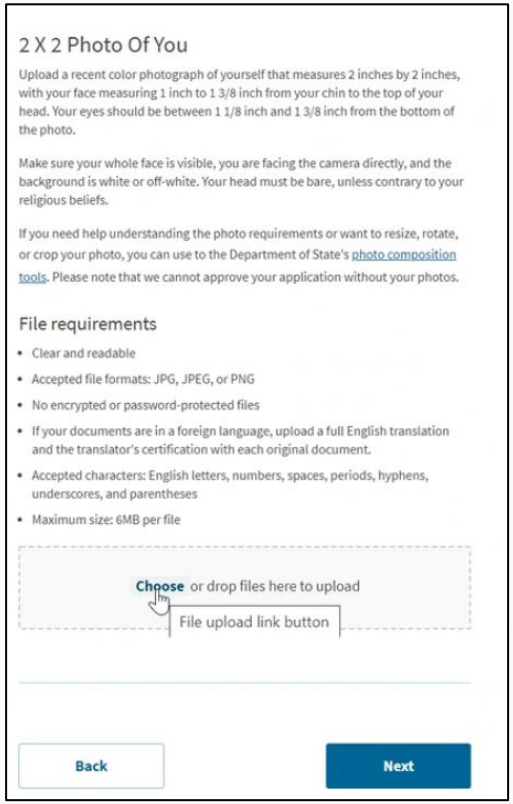


ONLINE I-765 APPLICATION PROCESS
Step 4 - Begin Online Application

STEP 16 - Select “Yes” and enter your Social Security number

ONLINE I-765 APPLICATION PROCESS
Step 4 - Begin Online Application

STEP 17 - Follow the instructions to upload your photo, using the file format requirements. See slide 14 for more details

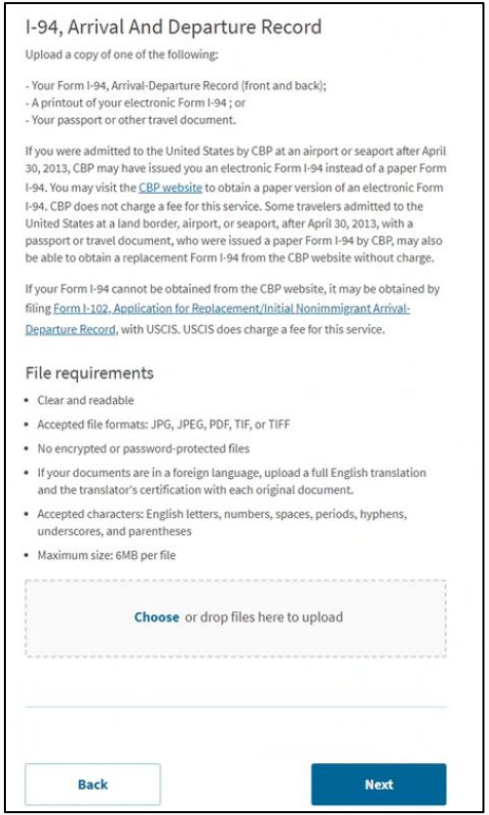


ONLINE I-765 APPLICATION PROCESS
Step 4 - Begin Online Application

STEP 18 - **Obtain your I-94 number**. To view and print your digital I-94 go to: https://i94.cbp.dhs.gov/

If you have a paper I-94, you must obtain a clear image of it and upload to the application

NOTE - if you changed your status to F-1 while inside the United States (through a USCIS I-539 form), then your I-94 will be located on the bottom of your I-797 F-1 approval notice



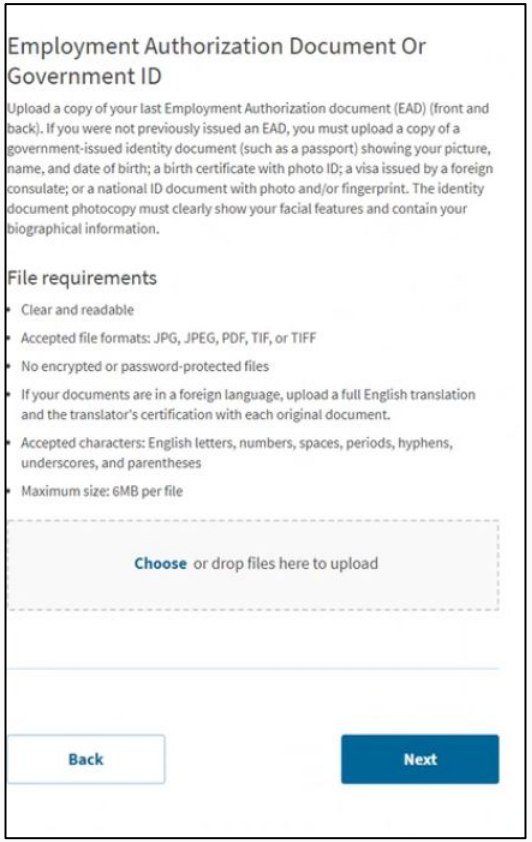
ONLINE I-765 APPLICATION PROCESS
Step 4 - Begin Online Application

STEP 19 - Upload the following:

1) **Image of your most recent passport.** You only need to upload the 1 page showing your biographical information and picture of yourself. The bottom numbers (Machine Readable Zone) must be visible.

2) **Image of your F-1 visa.** If you do not have a F-1 visa, upload your I-797 F-1 approval notice. Canadian and Bermudian students will not have F-1 visas.

3) **ALL previous EAD cards,** front and back, regardless of degree level



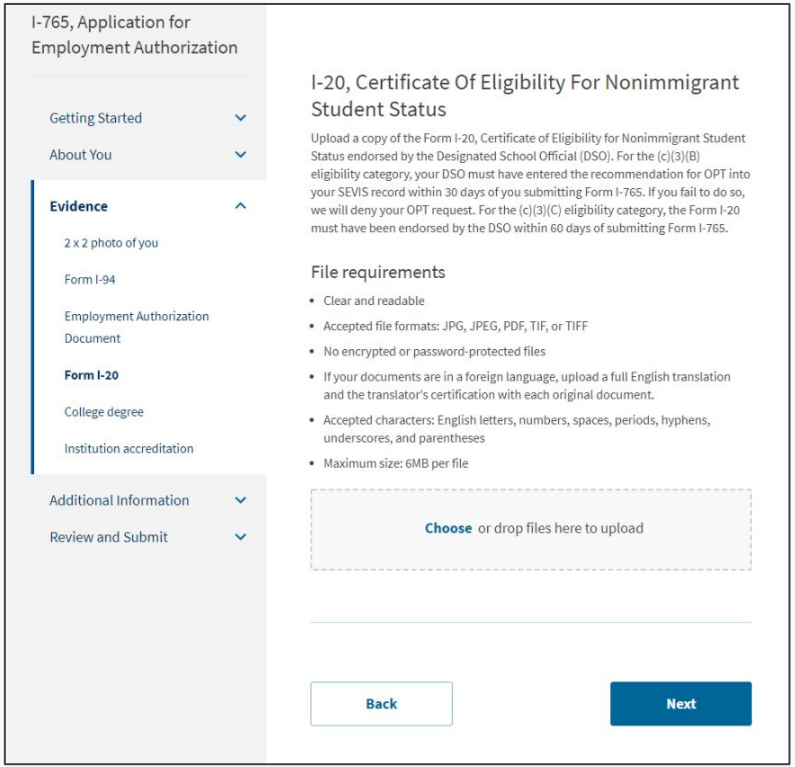
ONLINE I-765 APPLICATION PROCESS
Step 4 - Begin Online Application

STEP 20 - **PAUSE!**

FOR RIGHT NOW, SKIP THIS STEP. MAKE A NOTE TO RETURN TO IT LATER IN STEP 7 OF THIS TUTORIAL

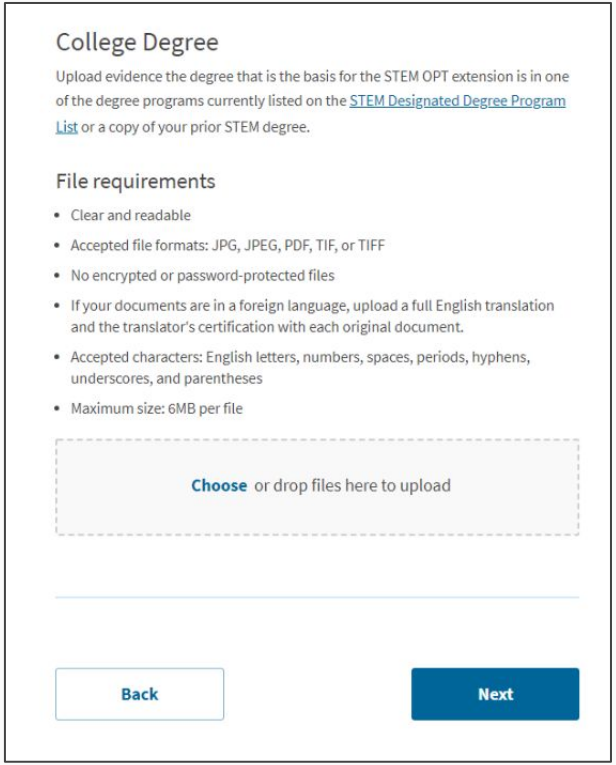
YOU DO NOT YET HAVE THE STEM OPT I-20. ONCE YOU HAVE THE NEW STEM OPT I-20 (GIVEN TO YOU BY ISSS), YOU WILL GO BACK TO YOUR ONLINE APPLICATION AND UPLOAD IT TO THIS SECTION.

THE STEM OPT I-20 MUST BE UPLOADED BEFORE PAYMENT AND YOUR FINAL APPLICATION SUBMISSION TO USCIS.



ONLINE I-765 APPLICATION PROCESS
Step 4 - Begin Online Application

STEP 21 - Upload the images of your diploma and recent transcripts (**that notates your earned degree**) on this page



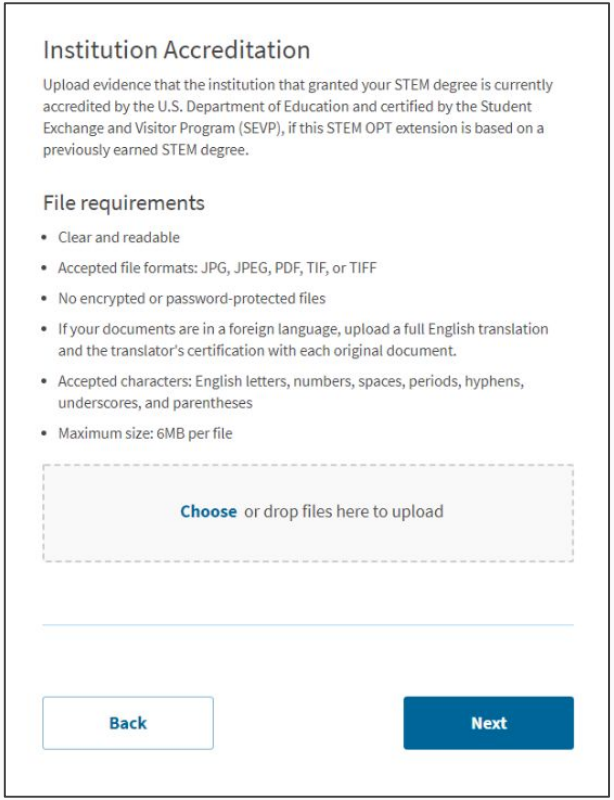
ONLINE I-765 APPLICATION PROCESS
Step 4 - Begin Online Application

STEP 22 - Institution Accreditation

If you are applying for STEM based on a prior degree (i.e. a degree that is **different** from the one you used to apply for your most recent post-completion OPT), you will need to provide 1) proof of the institutional educational accreditation and 2) proof of the institutional SEVP accreditation of the school that awarded you that diploma. This is very rare.

If this does NOT apply to you, there is nothing to upload here.

If this applies to you, please contact an International Student Advisor (ISA)

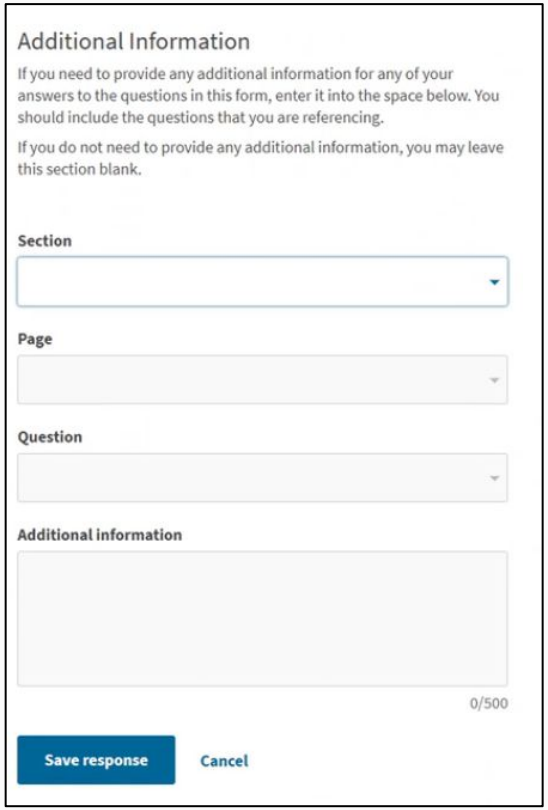


ONLINE I-765 APPLICATION PROCESS
Step 4 - Begin Online Application

STEP 23 - If you need to provide any additional information for any of your answers to the questions on the application, enter it into the “Additional Information” section. You should include the questions that you are referencing (Section, Page, Question, etc).

If you do not need to provide any additional information, you may leave this section blank.

Examples shown on the next slides



ONLINE I-765 APPLICATION PROCESS
Step 4 - Begin Online Application

Example #1: You have a different, previous SEVIS ID #

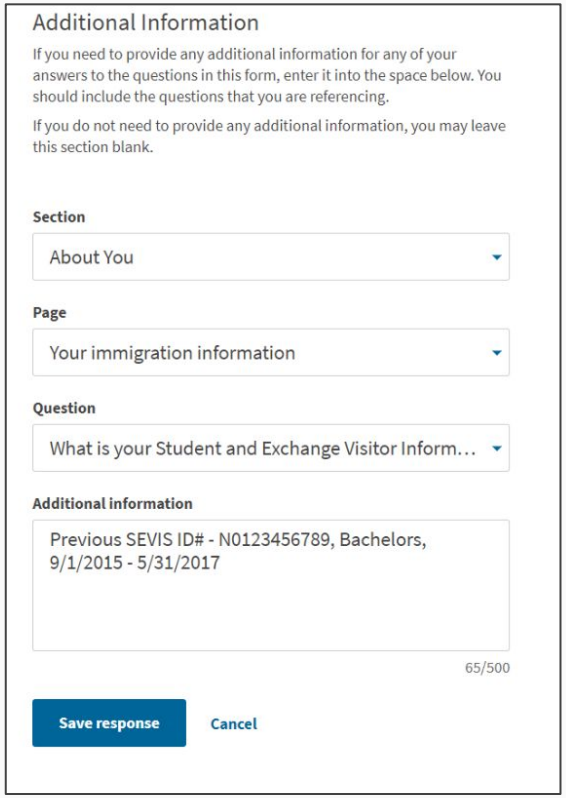
If you attended school for a while, left the US to take a break from school, and returned with a new I-20, you would have a SEVIS ID # from your first period of attendance that is different than your current SEVIS ID #

In the “Additional Information” box, enter your specific information:

SEVIS ID: N00#########

Program start date - Program end date

Degree Level (Bachelor’s, Master’s, or PhD)

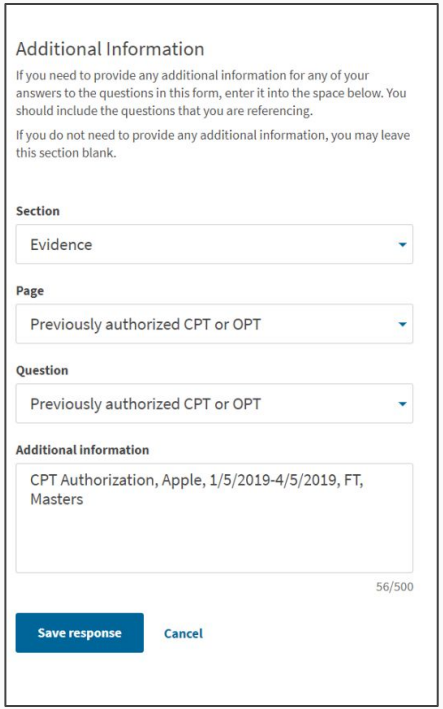


ONLINE I-765 APPLICATION PROCESS
Step 4 - Begin Online Application

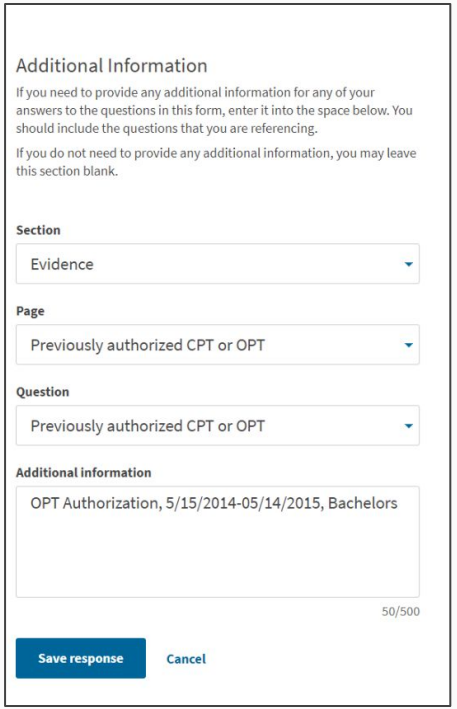
Example #2: You have used CPT and/or OPT in the past, at any school or any degree level. List out the information separately for each individual authorization period, using the example information below. Please note there is not a place to "upload" your **previous** CPT/OPT I-20s on this application. **You do not need to upload previous CPT/OPT I-20s - just write out the information.**

In the "Additional Information" box, type your specific information:

- Employer's name (for CPT only, NOT OPT)
- Start & end date
- Part-time or Full-time
- Degree Level (Bachelor's, Master's, or PhD)



CPT example



OPT example

STOP!

- **Save the draft application - DO NOT SUBMIT YET**
- **You cannot progress until you have received your NEW STEM OPT recommended I-20 from Rutgers Global**
- **See next slides for information on how to get your new STEM OPT I-20**

ONLINE I-765 APPLICATION PROCESS

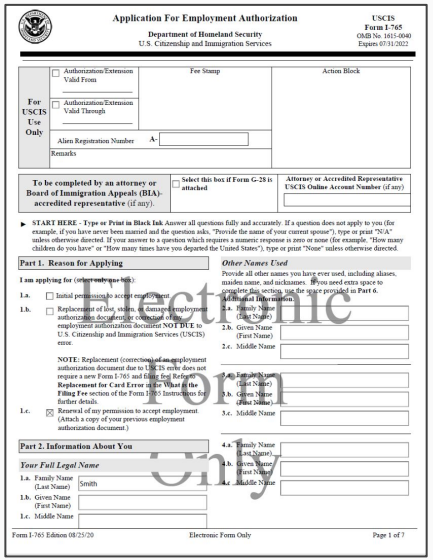
Step 5 - Submit e-form on RGlobal Portal and Meet with Advisor

STEP 1 - Submit STEM OPT Extension Request e-form via the RGlobal Portal. This will require you to upload the I-983 and copy of your diploma

STEP 2 - Submit your complete STEM OPT Application Materials Review via the e-form. Any recommended changes will be sent to you via email

- **You will need to save the "electronic draft" of the Form I-765 from the Online Application, and upload it to the OPT application e-form for Rutgers Global review. This is explained on the next slide.**

STEP 3 - Schedule an optional appointment to review your application with an International Student Advisor. This is recommended but not required to progress: https://global.rutgers.edu/international-scholars-students/advising-services



Application For Employment Authorization

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-765
OMB No. 1615-0040
Expires 07/31/2023

For USCIS Use Only

Authorization/Extension Valid From

Authorization/Extension Valid Through

Alien Registration Number A-

Remarks

Fee Stamp

Action Block

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).

Select this box if Form G-28 is attached

Attorney or Accredited Representative USCIS Online Account Number (if any)

START HERE - Type or Print in Black Ink. Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print "N/A" unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None" unless otherwise directed.

Part 1. Reason for Applying

I am applying for (check 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.

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

Part 2. Information About You

Your Full Legal Name

1.a. Family Name (Last Name) Smith

1.b. Given Name (First Name)

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.**

2.a. Family Name (Last Name)

2.b. Given Name (First Name)

2.c. Middle Name

3.a. Family Name (Last Name)

3.b. Given Name (First Name)

3.c. Middle Name

4.a. Family Name (Last Name)

4.b. Given Name (First Name)

4.c. Middle Name

Electronic Form Only

Form I-765 Edition 08/25/20 | Electronic Form Only | Page 1 of 7

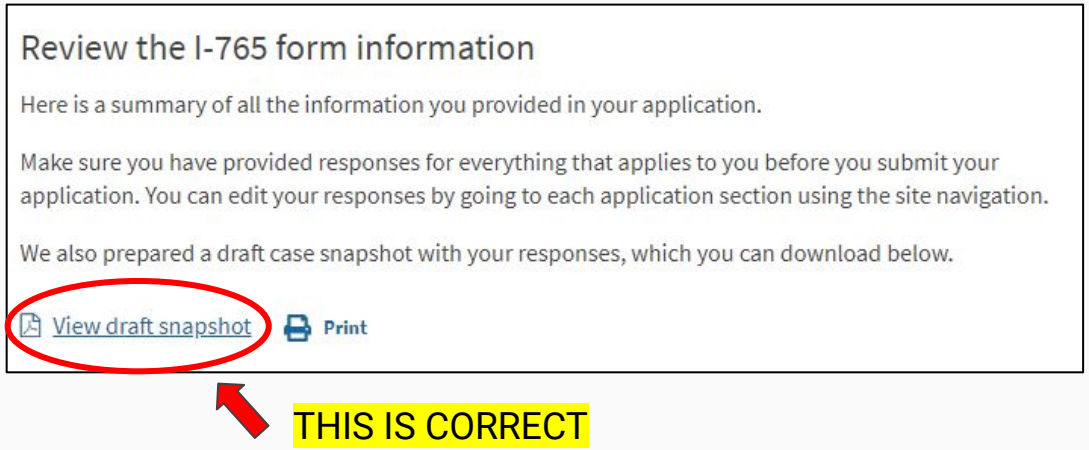
Important!

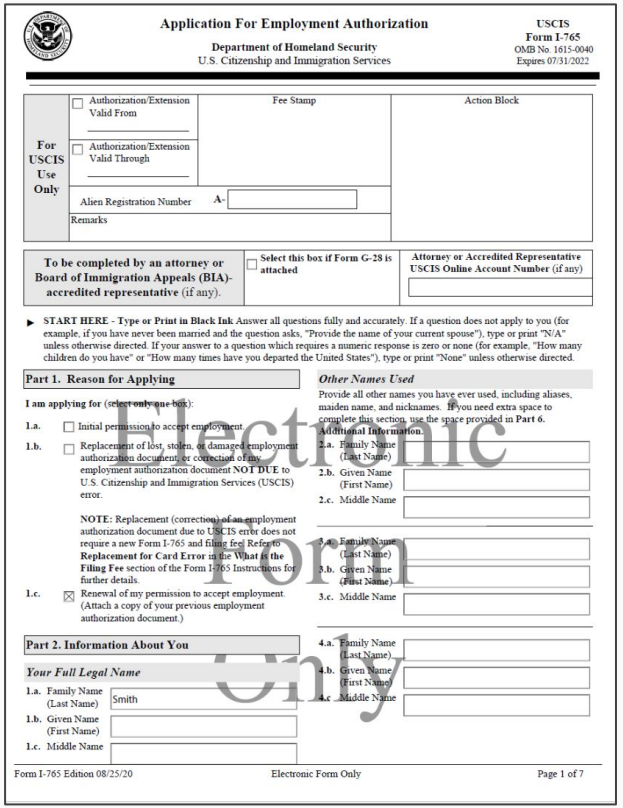
Missing or incomplete documents can delay the creation of your new I-20. Please make sure you've prepared all required documents outlined in STEP 2 of this tutorial before meeting an international student advisor

ONLINE I-765 APPLICATION PROCESS

Step 5 - Submit e-form on RGlobal Portal and Meet with Advisor

Review the **draft** I-765 form information for correctness before uploading it to the RGlobal Portal e-form. Click "View draft snapshot" (shown below) to download a copy of the electronic draft form I-765 and save it to your computer





ONLINE I-765 APPLICATION PROCESS
Step 6 - Receiving your STEM OPT recommended I-20

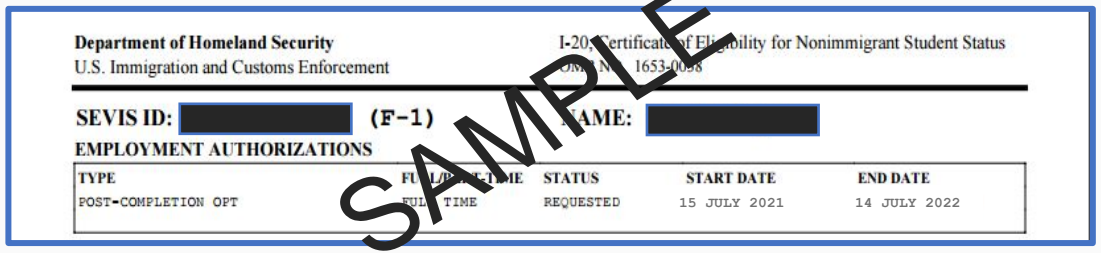
STEP 1 - Look for an email confirming that your new I-20 with STEM OPT recommendation is ready, signed by an ISA. **The I-20 will be attached to the email**

STEP 2 - Review the STEM OPT I-20 and make sure all information on it is accurate. The STEM OPT recommendation and requested start and end dates are listed on page 2, in addition to your current Post-Completion OPT dates. Please make sure these dates are correct

STEP 3 - Print and sign this I-20 with a blue pen. **YOU MUST SIGN THIS WITH INK.** Your adviser will sign it digitally - you cannot!

STEP 4- Take a picture/scan the I-20 to upload to the "**Evidence Tab - Form I-20"** section of the online application **(shown on slide 46)**

STEP 5 - Carefully read the email for important guidelines and reminders



ONLINE I-765 APPLICATION PROCESS
Step 7 - Uploading New STEM OPT I-20 and Review Application

IMPORTANT!

- You should not continue to Step 8 of this tutorial (Submission and Fee Payment) until you have uploaded your new STEM OPT recommended I-20 to the online USCIS OPT application. This new STEM OPT I-20 is given to you by your Rutgers advisor when you complete all the necessary e-form steps on the RGlobal Portal

- The I-20 you upload should also be signed by you, IN INK. This means it must be printed from your email, signed in blue pen, and scanned into an uploadable file that meets the USCIS file format requirements that are found on **slide 13** of this tutorial

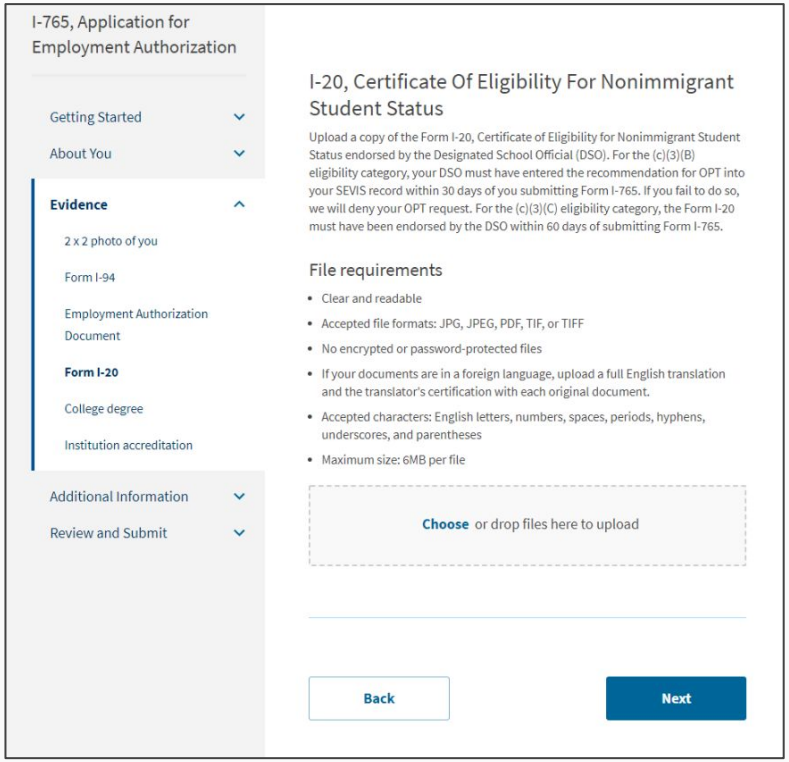
- Submitting your online application without uploading your STEM OPT I-20 first will **lead to a denial**

From the USCIS application:

ONLINE I-765 APPLICATION PROCESS
Step 7 - Uploading New STEM OPT I-20 and Review Application

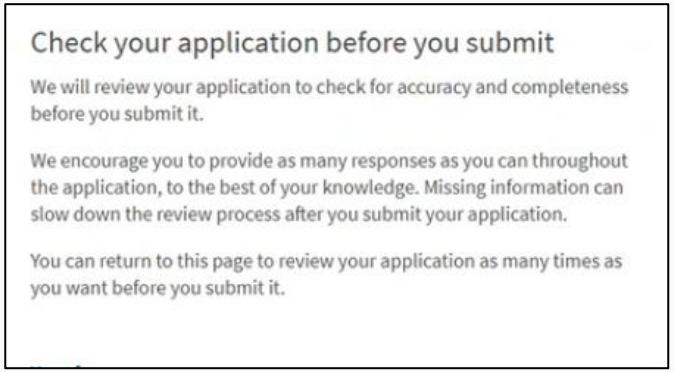
Upload images of page 1 & 2 of the new signed

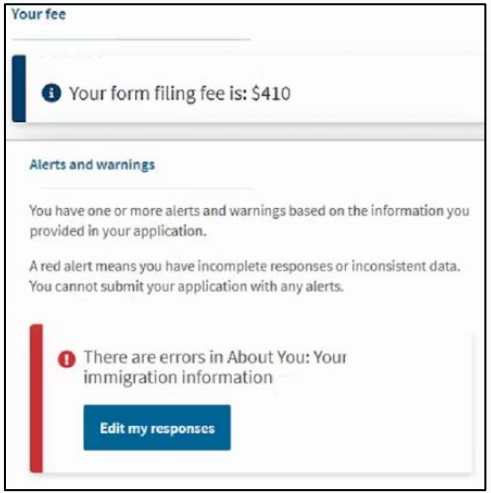
STEM OPT I-20 to online I-765 application

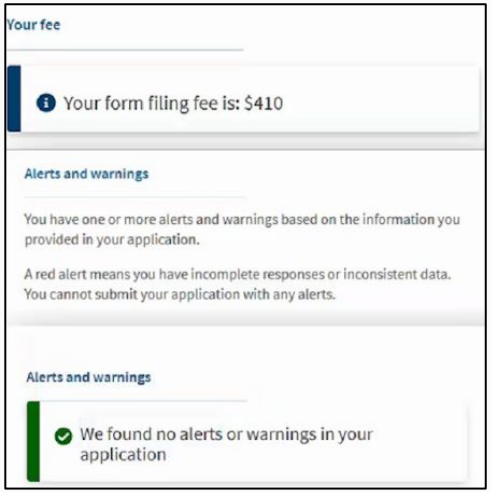


ONLINE I-765 APPLICATION PROCESS
Step 7 - Uploading New OPT I-20 and Review Application

- Check your application for accuracy and completeness before submitting
- Check for any alerts that may be showing, and correct them as needed
- **WARNING** - alerts are not always shown! It is your responsibility to ensure your application is correct

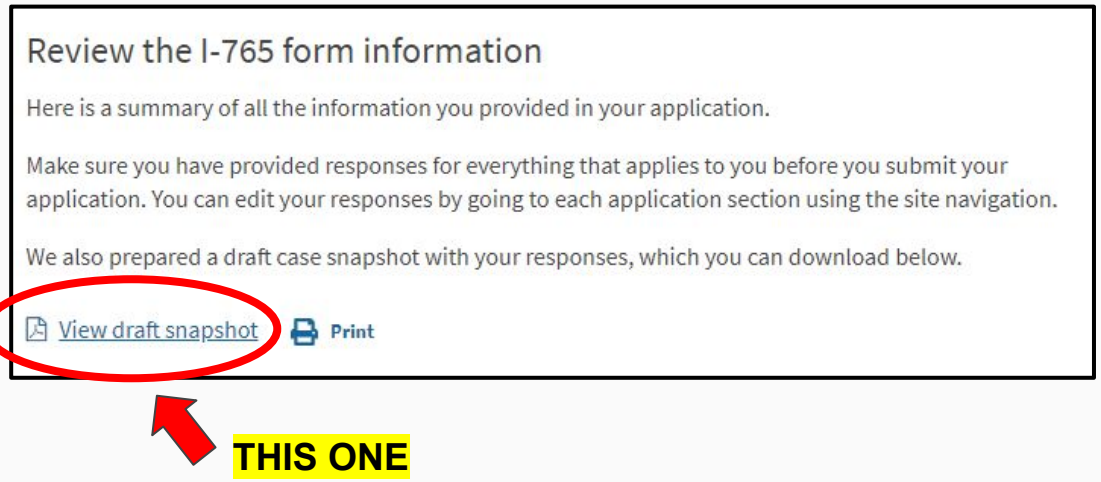


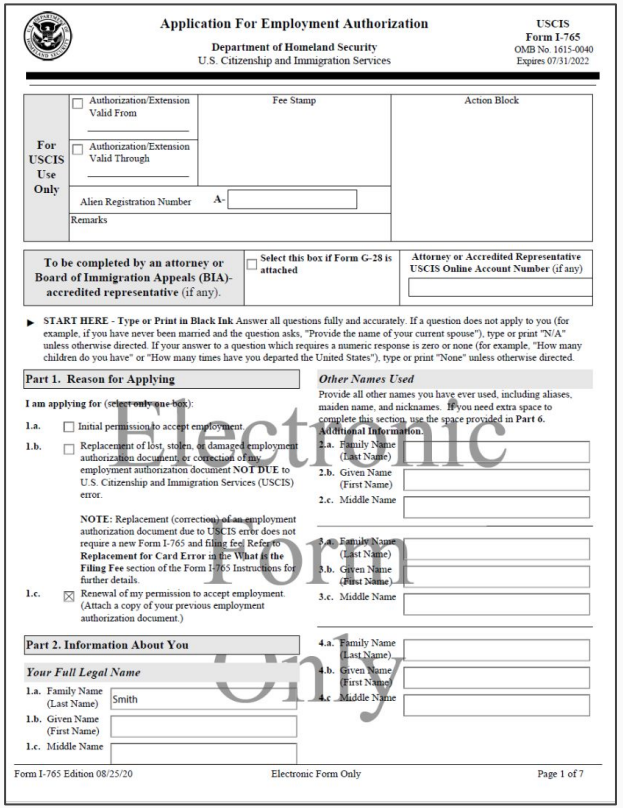




ONLINE I-765 APPLICATION PROCESS
Step 7 - Uploading New OPT I-20 and Review Application

After receiving ISA feedback from Rutgers Global, consider making changes to your application where needed. Then, review the I-765 form information once again on your own for correctness and save it to your computer for future reference





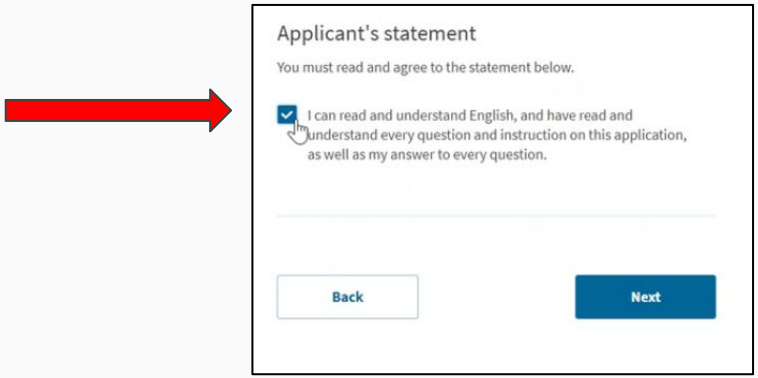
ONLINE I-765 APPLICATION PROCESS

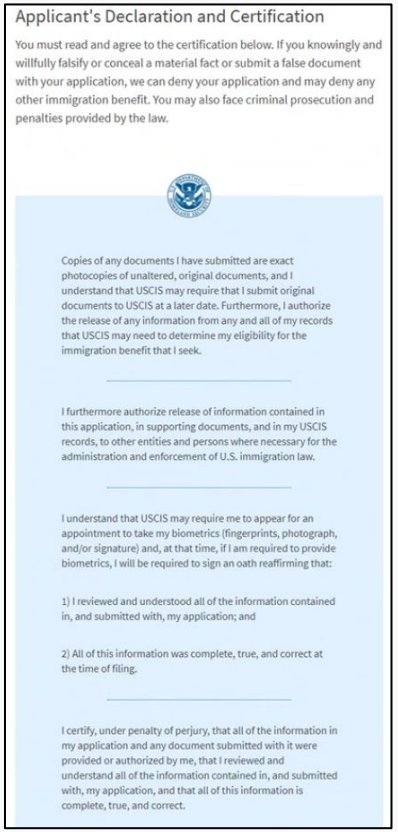
Step 8 - Submit Application and Pay Fee

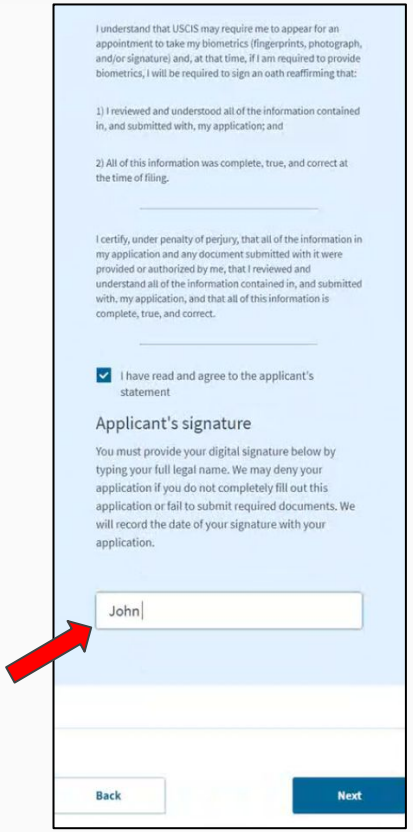
To submit your application, confirm that you can read and understand English on the “Applicant’s statement” box

Carefully read the confirmation language on the “Applicant’s Declaration and Certification” page. You must understand this information, as this is **your** application to USCIS

If confirmed, type your full legal name in the “Applicant’s signature” box







ONLINE I-765 APPLICATION PROCESS

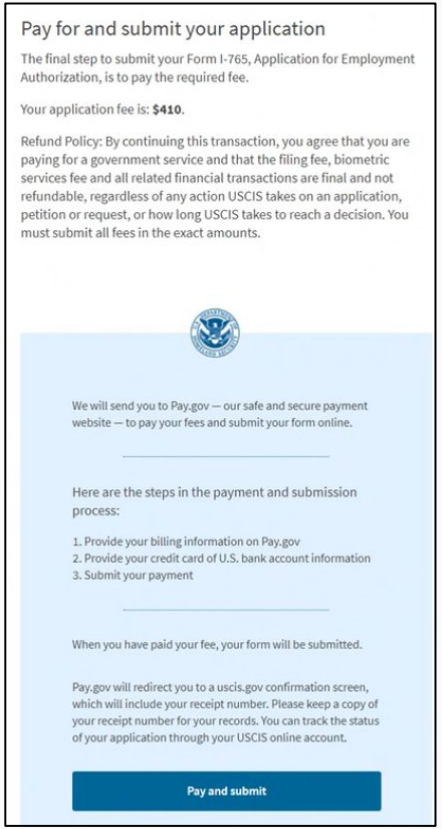
Step 8 - Submit Application and Pay Fee

WARNING: Do not submit an STEM OPT application online from outside of the US and/or without an INK SIGNED STEM OPT recommendation I-20

Once you pay the online application fee, the I-765 is considered filed immediately and can result in a denial if you applied from outside the US and without the STEM OPT I-20

USCIS uses UTC time zone. Your application has to be submitted before 11:59pm UTC of the due date. DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT.

After typing your name, you will be prompted to pay for your application submission. Read the instructions carefully and follow the link to pay.gov (click “Pay and submit”)



ONLINE I-765 APPLICATION PROCESS

Step 8 - Submit Application and Pay Fee

Paying the I-765 Fee WITHOUT Premium Processing:

After you agree to the applicant statement, you will be directed to pay.gov, a secure government portal

Check the fee amount: https://www.uscis.gov/i-765

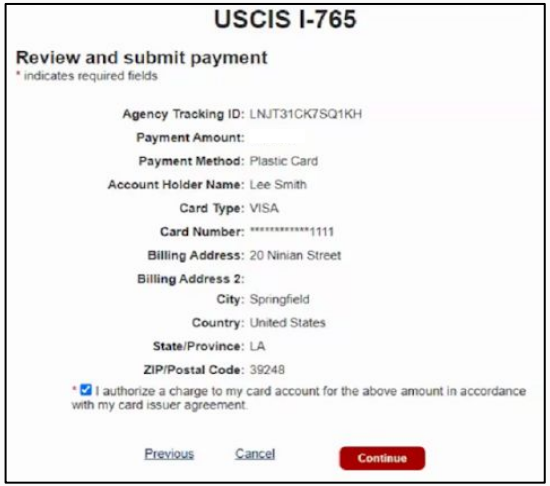
Pay by ACH withdrawal, or debit/credit card

- ACH withdrawals require bank and routing information, and must be from a US financial institution
- Call your credit card company to alert them of this upcoming charge, to prevent blocked payment processing

Enter payment information

When you hit continue, the payment for your application will be submitted and the “I-765 Application for Employment Authorization” is considered filed immediately

Premium Processing is addressed on the next slide



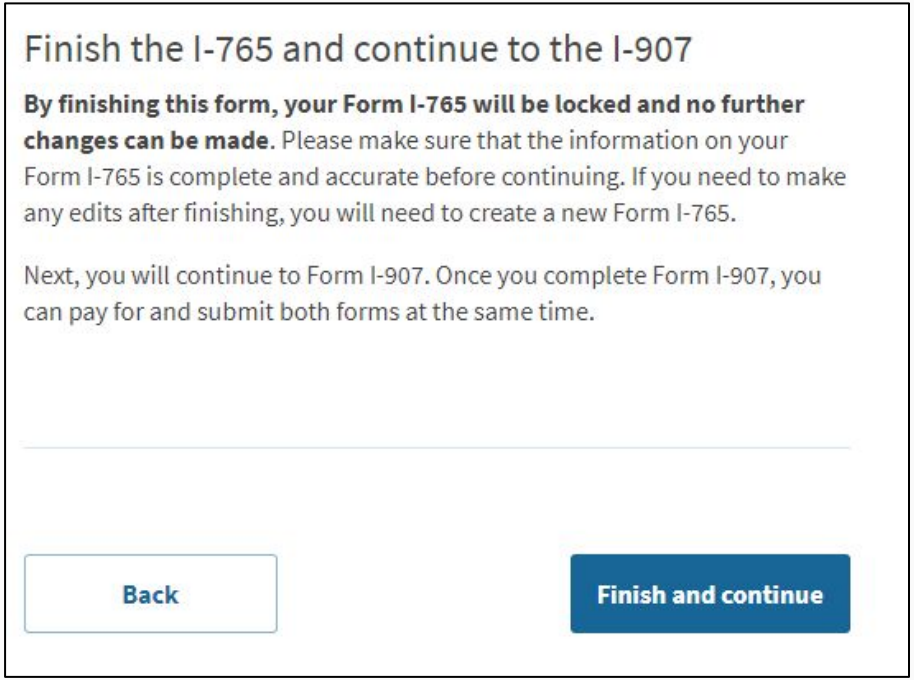
ONLINE I-765 APPLICATION PROCESS

Step 8 - Submit Application and Pay Fee

Paying the I-765 Fee WITH Premium Processing:

IF YOU SELECTED "YES" TO PREMIUM PROCESSING, REVIEW THE MESSAGE ABOUT YOUR APPLICATION AND ADDITIONAL I-907 FEE.

YOU CANNOT MAKE EDITS AFTER SUBMITTING THIS SO PLEASE BE CAREFUL.



ONLINE I-765 APPLICATION PROCESS

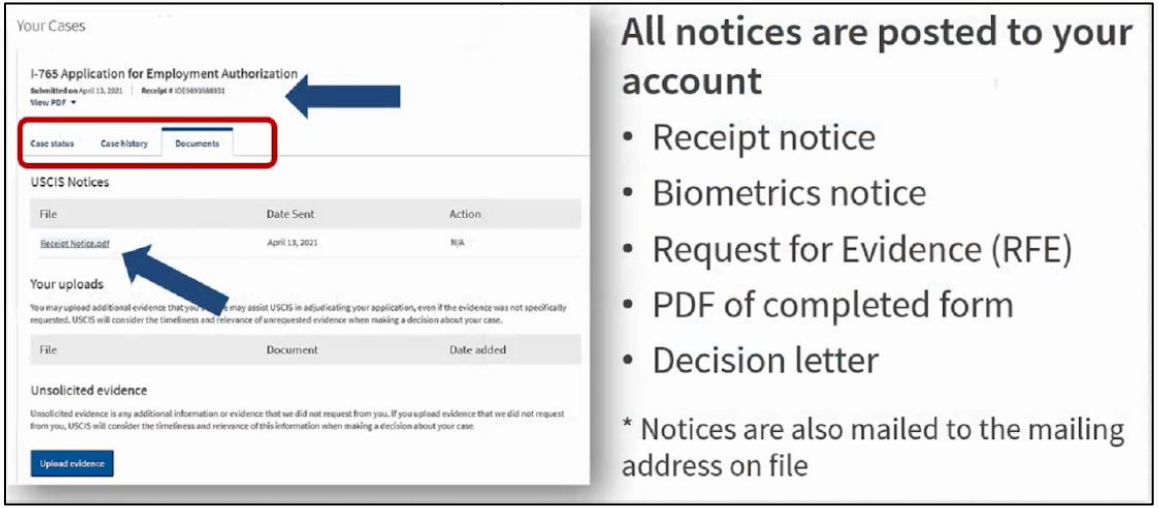
Receive Receipt Notice

A PDF receipt notice will become available for download in the **"Documents" tab** of your account. It will also be mailed to your mailing address from your application

Your application gets receipted up to 48 hours after payment

Your receipt notice shows the date you submitted the application, and your case #

You can use this case number to track your status/progress



ONLINE I-765 APPLICATION PROCESS

Track your USCIS Delivery

You can **EITHER** mail your application to USCIS **OR** apply online

Do NOT submit an application both ways! You can only submit your OPT application through 1 method

Please decide if you will mail your application, **OR** if you will submit it online

ONLINE I-765 APPLICATION PROCESS

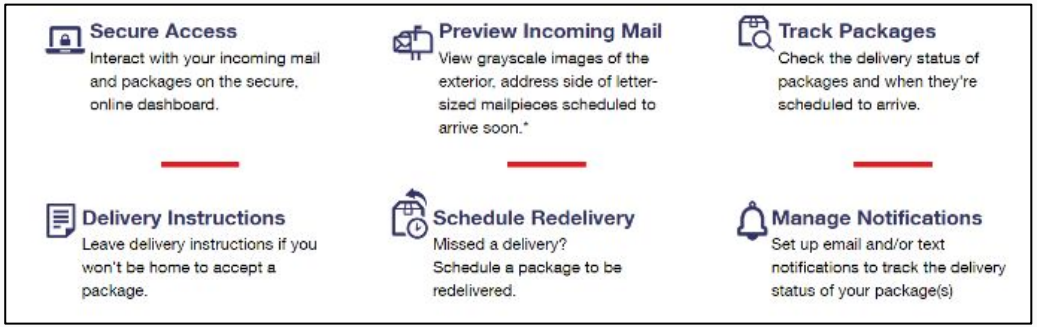
Track your USCIS Delivery

You can track the status of your application through the **Case Status Tracker**: https://egov.uscis.gov/casestatus/mycasestatus.do

Closely review the "How to Track Delivery of Employment Authorization Document (EAD)" page from USCIS for important delivery information:
https://www.uscis.gov/forms/filing-guidance/how-to-track-delivery-of-your-green-card-employment-authorization-document-ead-and-travel-document

The United States Postal Service (USPS) offers a free service to help you digitally track your daily mail called **Informed Delivery**. This may be helpful in tracking your receipt notices and EAD card.

You can sign up for this service on their website here: https://tem-informeddelivery.usps.com/box/pages/intro/start.action



REJECTED, DENIED OR RFE APPLICATIONS

If your application is rejected or denied by USCIS for any reason, or if you receive a Request for Evidence (RFE), please contact our office BEFORE responding to the RFE, if time allows. You may need an updated I-20 from our staff.

USCIS will communicate with you via your online account as well as mail. Please see the image below for your communication options in your USCIS account.

Please let us know if you wish to have a second review of your new application materials.

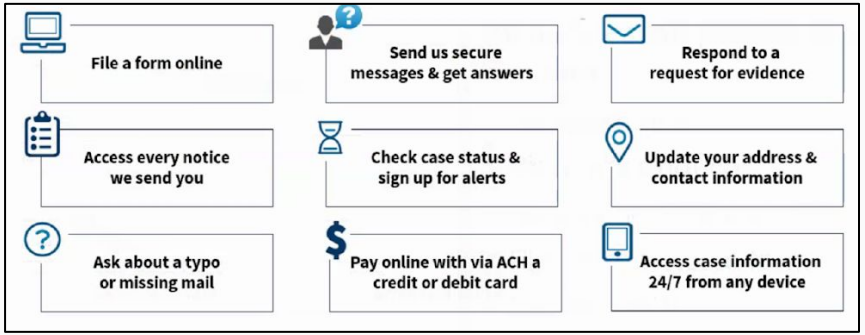
IF YOU DO NOT GRADUATE AS EXPECTED:

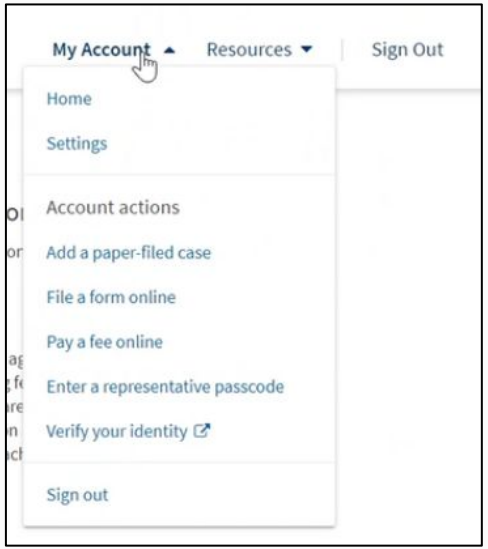
This will impact your OPT application! Please contact our office right away if you have already applied for OPT but then find out you did not meet the degree completion deadline as originally planned. You may be directed to withdraw your application. Our advisers will help you review your options.

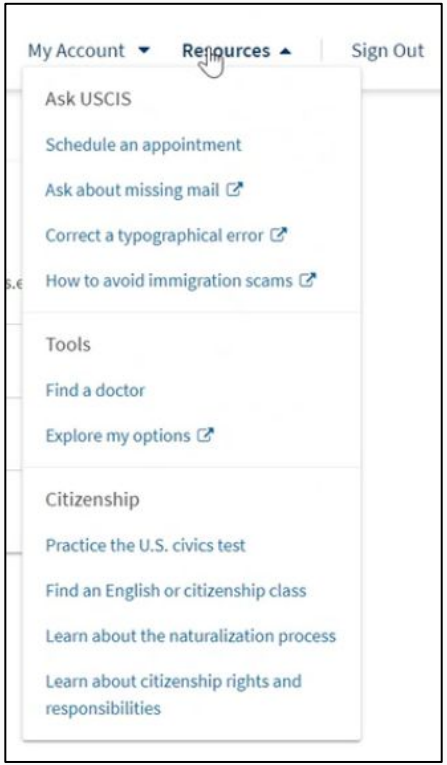
ONLINE I-765 APPLICATION PROCESS

USCIS Resources

Your USCIS account offers **resources** to help you manage your application on the online application portal. Please become familiar with these tools.







ONLINE I-765 APPLICATION PROCESS

Contact Us

Email us:

- New Brunswick - isss-students@global.rutgers.edu
- RBHS - isss-rbhs@global.rutgers.edu

Call us:

- New Brunswick – 848-932-7015
- RBHS - 973-972-6138

Join our QQA or make an appointment:

- https://global.rutgers.edu/advising

Join us for an OPT Chat Session:

- https://global.rutgers.edu/opt