



**Rutgers Global**

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

Rutgers Global—International Student and Scholar Services

[global.rutgers.edu](https://global.rutgers.edu)

**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](https://global.rutgers.edu/OPT-Extensions): [global.rutgers.edu/OPT-Extensions](https://global.rutgers.edu/OPT-Extensions)**

**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 →

**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

### **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

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](#)

- ❑ 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 42)
- ❑ 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.**



**STEP 1** - Download fillable PDF [Form I-983](https://studyinthestates.dhs.gov/stem-opt-hub/additional-resources/form-i-983-overview) 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. 1683-0084 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? <input type="checkbox"/> Yes <input type="checkbox"/> 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, understood, 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

**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
- [iss-students@global.rutgers.edu](mailto:iss-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.

SECTION 1: STUDENT INFORMATION (Completed by Student)		
Student Name (Surname/Primary Name, Given Name): SMITH, JOHN		Student Email Address: EMAIL@EMAIL.COM
Name of School Recommending STEM OPT: RUTGERS UNIVERSITY	Name of School Where STEM Degree Was Earned: RUTGERS UNIVERSITY	SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix): 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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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		

(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. The date your degree was awarded is physically written out on your diploma. See slide 18 for more information.

f. “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.**

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

h. 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): SMITH, JOHN		Student Email Address: EMAIL@EMAIL.COM
Name of School Recommending STEM OPT: RUTGERS UNIVERSITY	Name of School Where STEM Degree Was Earned: RUTGERS UNIVERSITY	SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix): NEW214F00147002
Designated School Official (DSO) Name and Contact Information: <b>See previous slide</b>		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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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:		
<ol style="list-style-type: none"> <li>I have reviewed, understand, and will adhere to this Training Plan for STEM OPT Students ("Plan");</li> <li>I will notify the DSO at the earliest available opportunity if I believe that my employer is not providing me with appropriate training as</li> </ol>		

(CONTINUED)

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

i. **Start date of employment during the STEM period.** This is the date the STEM OPT training will begin at the employer. IT IS NOT THE ORIGINAL DATE YOU BEGAN WORKING AT THE COMPANY DURING THE POST-OPT PERIOD. **In other words, this should not be a past date.**

If your start date of work at the company will begin **after** the STEM period already started, **enter the future date.** Example for this scenario:

STEM period start date: 05/05/2024

Start date at employer during the STEM period:  
05/16/2024

**Date to write here: 05/16/2024**

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:		
Start Date of Employment (mm/yyyy):	A. Salary Amount and Frequency:		
	B. Other Compensation (Type and Estimated Amount or Value):		
	1. _____		
	2. _____		
	3. _____		
	4. _____		

(CONTINUED)

j. Page 3 - note that a fellow F-1 student **cannot be your supervisor** while on STEM OPT. [See here for more details.](#)

If working for a **staffing firm or 3rd party**, review the [“STEM OPT Employer Requirements and Responsibilities”](#) page to learn about bona fide employment.

k. 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 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:
<p><b>Note:</b> 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.</p>	
<p><b>Student Role:</b> 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.</p>	

EVALUATION ON STUDENT PROGRESS	
<p>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.</p>	
<p>Range of Evaluation Dates: From (mm-dd-yyyy): _____ To (mm-dd-yyyy): _____</p>	
<h2>LEAVE BLANK FOR NOW</h2>	
<p>Signature of Student (Sign in ink): _____</p> <p>Printed Name of Student: _____ Date (mm-dd-yyyy): _____</p> <p>Signature of Employer Official with Signatory Authority (Sign in ink): _____</p> <p>Printed Name of Employer Official with Signatory Authority: _____ Date (mm-dd-yyyy): _____</p>	
FINAL EVALUATION ON STUDENT PROGRESS	
<p>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.</p>	
<p>Range of Evaluation Dates: From (mm-dd-yyyy): _____ To (mm-dd-yyyy): _____</p>	
<h2>LEAVE BLANK FOR NOW</h2>	
<p>Signature of Student (Sign in ink): _____</p> <p>Printed Name of Student: _____ Date (mm-dd-yyyy): _____</p> <p>Signature of Employer Official with Signatory Authority (Sign in ink): _____</p> <p>Printed Name of Employer Official with Signatory Authority: _____ Date (mm-dd-yyyy): _____</p>	

### 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

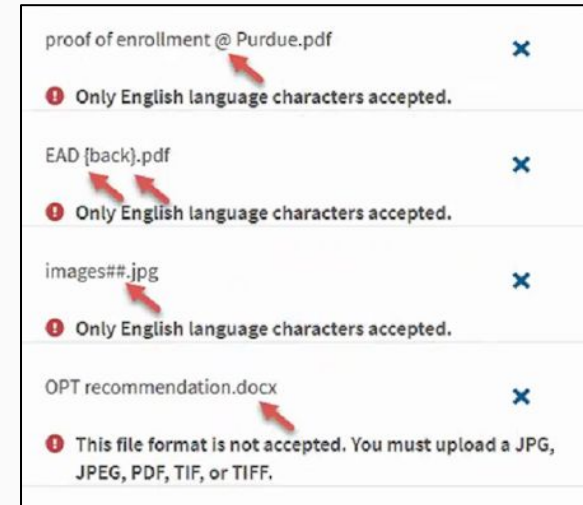
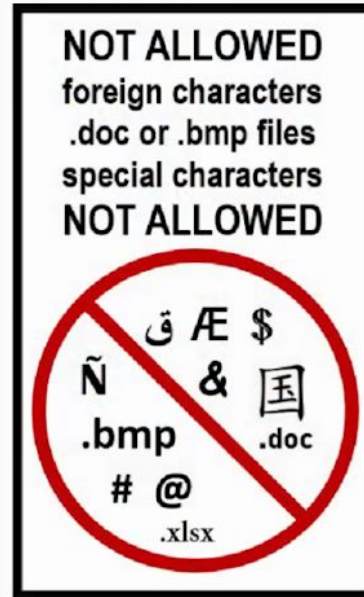
Periods .

Hyphens -

Underscores \_

Parentheses ( )

\*\*\*\*Do not use special characters



### 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

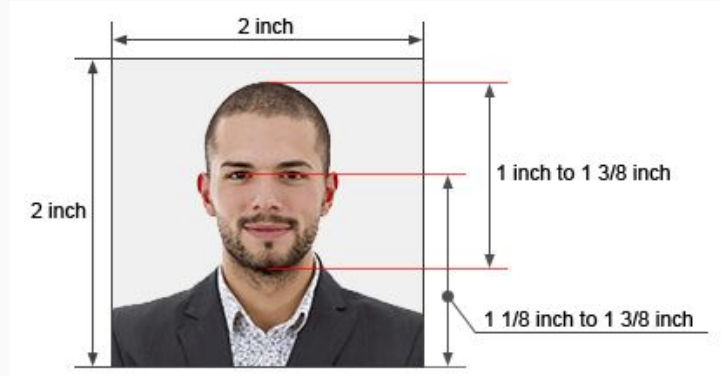
Resources:

**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)





1. Visit [my.rutgers.edu](https://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](https://my.rutgers.edu) under the banner “Self-Service” tab

The screenshot shows a web interface titled "Grades" for the Fall 2020 semester. It identifies the user as a student at the School of Management & Labor Relations (GRAD) majoring in Human Resource Management. Two courses are listed: "Mng Rewards Systems" and "Mng Global Workforce", both with 3 credits. Below the course list, there are summary statistics for Degree Credits, Term Avg, and Cum Avg, all showing "--". A "Get My Grades" button is visible. A yellow box highlights a link at the bottom that says "Your Full Transcript is also online."

Course Title	School Dept	CourseSect	Credits	Grade
Mng Rewards Systems	38 533	635 02	3	
Mng Global Workforce	38 533	665 02	3	

Degree Credits	Term Avg	Cum Avg
--	--	--

Semester:  4-digit Year:

Your [Full Transcript](#) is also online.



Upload a picture/scan of your paper diploma, or a file of your digital 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](#)

Note the date your degree was awarded is written out on the diploma itself

### 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](http://www.uscis.gov/file-online)

U.S. Citizenship and Immigration Services

Search our Site

Forms News Citizenship Green Card Laws Tools

Sign In

Become a U.S. Citizen

Thinking about naturalization? We have resources to help you.

Visit our Citizenship Resource Center to learn about the process of becoming a U.S. citizen, how you may qualify and the study tools to help you.

Learn More

File Online

Manage Your Case

Get started at:

- [www.uscis.gov](http://www.uscis.gov)
- [my.uscis.gov](http://my.uscis.gov)
- [myaccount.uscis.gov](http://myaccount.uscis.gov)

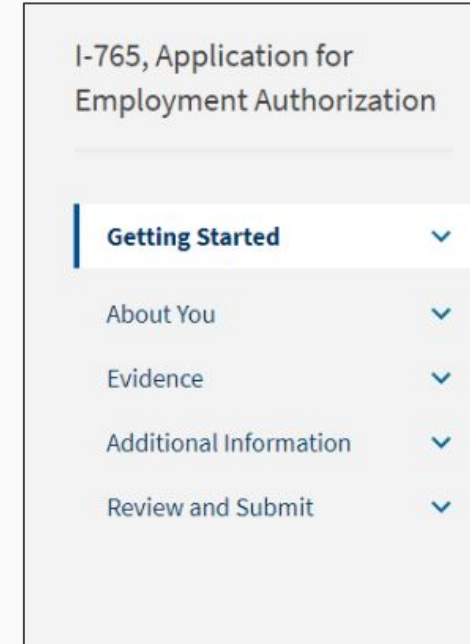
**STEP 1** - Read official instructions for completing Form I-765: <https://www.uscis.gov/i-765>

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



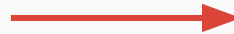
The online application has multiple sessions to complete. These sections are:

- 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**



**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



### File a Form

Select the form you want to file online. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

**Fee waiver:** If you are requesting a fee waiver, you cannot file online. You must file a paper version of both the Form I-912, Request for Fee Waiver and the form for the specific benefit you are requesting. You can review the fee waiver guidance at [www.uscis.gov/feewaiver](http://www.uscis.gov/feewaiver).

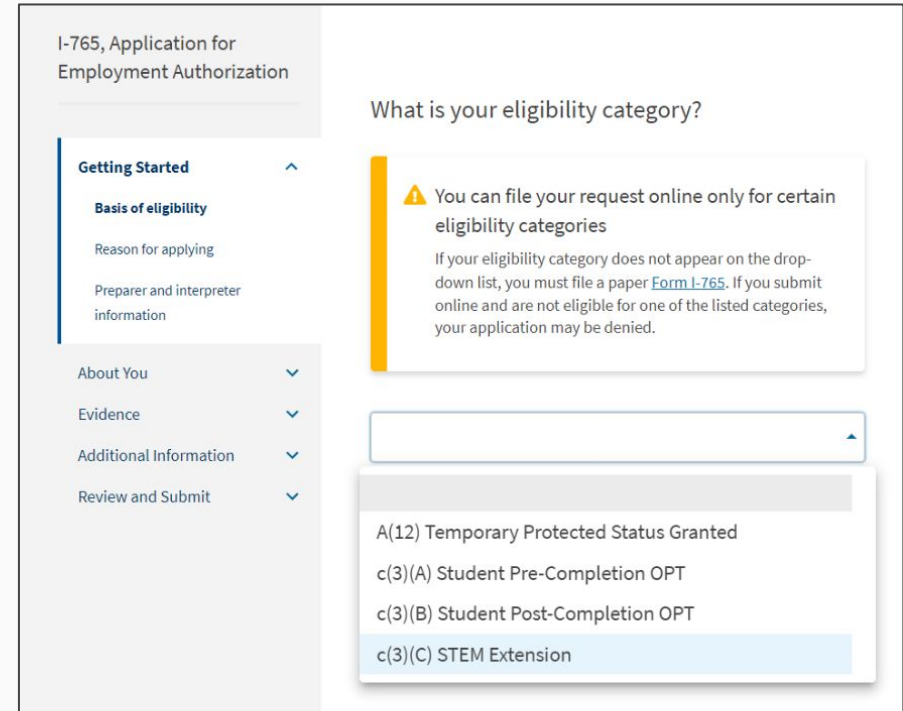
Select the form you want to file online.

- I-134A, Online Request to be a Supporter and Declaration of Financial Support
- I-539, Application To Extend/Change Nonimmigrant Status
- I-589, Application for Asylum and for Withholding of Removal
- I-765, Application for Employment Authorization**
- I-821, Application for Temporary Protected Status (TPS)
- I-821D, Consideration of Deferred Action for Childhood Arrivals (DACA)
- I-907, Request for Premium Processing Service

**STEP 4** - Review the form overview and privacy notices information

**STEP 5** - Select the correct employment eligibility category

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



The screenshot shows the online application interface for Form I-765. The title is "I-765, Application for Employment Authorization". On the left is a navigation menu with sections: "Getting Started" (expanded), "Basis of eligibility", "Reason for applying", and "Preparer and interpreter information". Under "Getting Started" are links for "About You", "Evidence", "Additional Information", and "Review and Submit". The main content area asks "What is your eligibility category?". A warning message states: "You can file your request online only for certain eligibility categories. If your eligibility category does not appear on the drop-down list, you must file a paper Form I-765. If you submit online and are not eligible for one of the listed categories, your application may be denied." Below the message is a dropdown menu with the following options: "A(12) Temporary Protected Status Granted", "c(3)(A) Student Pre-Completion OPT", "c(3)(B) Student Post-Completion OPT", and "c(3)(C) STEM Extension". The "c(3)(C) STEM Extension" option is highlighted in blue.

**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

What is your eligibility category?

**⚠** You can file your request online only for certain eligibility categories

If your eligibility category does not appear on the drop-down list, you must file a paper [Form I-765](#). If you submit online and are not eligible for one of the listed categories, your application may be denied.

c(3)(C) STEM Extension

What is your degree?

MS Electrical and Computer Engineering

What is your employer's name as listed in E-Verify?

ABC Company

What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?

1234567

[Back](#) [Next](#)



### 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!**

Would you like to request Premium Processing Service?

Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence) on your Form I-765 within 30 days.

The fee for Premium Processing Service for Form I-765 is \$1,500.

If you request premium processing, you will be asked to complete Form I-907 after you sign your Form I-765. You will then be able to pay for and submit both forms at the same time.

Yes

No

Would you like to request Premium Processing Service?

Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence) on your Form I-765 within 30 days.

The fee for Premium Processing Service for Form I-765 is \$1,500.

If you request premium processing, you will be asked to complete Form I-907 after you sign your Form I-765. You will then be able to pay for and submit both forms at the same time.

Yes

No

**i** Form I-765 and Form I-907 will be submitted together. After you sign Form I-765, the form will be locked. You will not be able to make any changes to the form once it is locked. You will immediately be directed to Form I-907 and will be able to pay for and submit both forms after you provide your signatures.

### 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

I-765, Application for Employment Authorization

Getting Started ^

Basis of eligibility

**Reason for applying**

Preparer and interpreter information

About You v

Evidence v

Additional Information v

Review and Submit v

What is your reason for applying?

Initial permission to accept employment

Replacement of lost, stolen, or damaged employment authorization document or correction of my employment authorization document NOT DUE to US Citizenship and Immigration Services error

Renewal of permission to accept employment

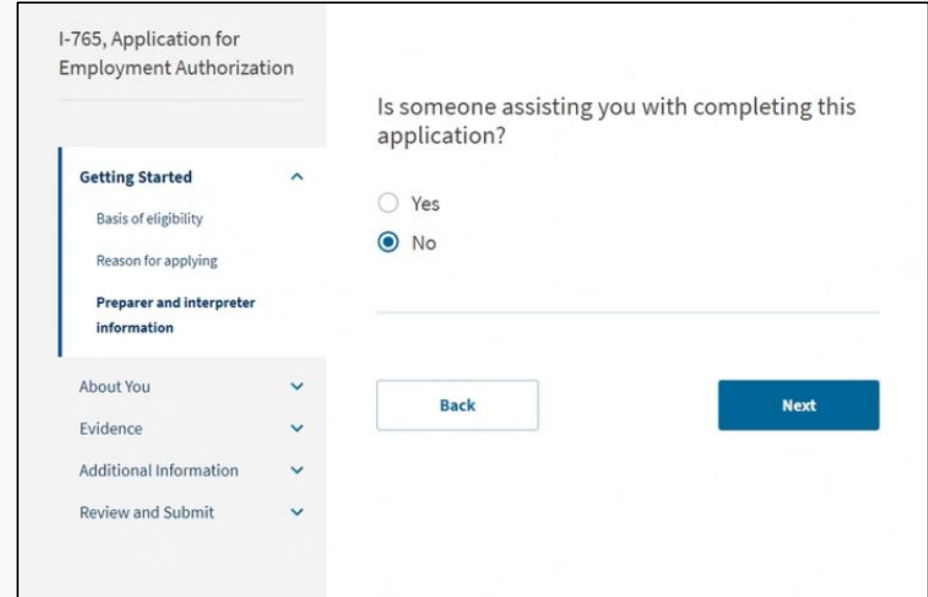
Have you previously filed Form I-765?

Yes

No

Back Next

**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**



I-765, Application for  
Employment Authorization

Is someone assisting you with completing this application?

Yes

No

Back Next

Getting Started ^

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You v

Evidence v

Additional Information v

Review and Submit v

**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

What is your current legal name?  
Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.

Given name (first name) Middle name

John Jacob

Family name (last name)

Smith

---

Have you used any other names since birth?  
Other names used may include nicknames, aliases and maiden names.

Yes  
 No

---

[Back](#) [Next](#)

Have you used any other names since birth?  
Other names used may include nicknames, aliases and maiden names.

Yes  
 No

---

Provide the other names you have used.

Given name (first name) Middle name

J J

Family name (last name)

Smith

[+ Add another name](#)

---

[Back](#) [Next](#)

**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

What is your current U.S. mailing address?

We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.

In care of name (if any)

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town	State	ZIP code
<input type="text" value="City"/>	<input type="text" value="New Jersey"/>	<input type="text" value="11111"/>

Is your current mailing address the same as your physical address?

Yes  
 No

---

Where in the United States do you live?

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town	State	ZIP code
<input type="text"/>	<input type="text"/>	<input type="text"/>

---

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

What is your gender?

Male  
 Female

---

What is your marital status?

Single  
 Married  
 Divorced  
 Widowed

---

[Back](#) [Next](#)

What is your city, town, or village of birth?

---

What is your state or province of birth?

---

What is your country of birth?

---

What is your date of birth?

---

[Back](#) [Next](#)

**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

What is your country of citizenship or nationality?  
List all countries where you are currently a citizen or national.

[+ Add country](#)

What is your Form I-94 Arrival-Departure Record Number (if any)?

When did you last arrive in the United States?  
List your arrival date, place of arrival, and status at arrival.

**Date of arrival**

**Place of arrival**

**Status at last arrival**

What is the passport number of your most recently issued passport?

What is your travel document number (if any)?

What is the expiration date of your passport or travel document?

What country issued your passport or travel document?

What is your current immigration status or category?

What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?  
Use the “Additional Information” section to include all previously used SEVIS numbers.

**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.

**What is your A-Number?**

I do not have or know my A-Number.

A-

---

**What is your USCIS Online Account Number?**

Providing your unique USCIS Online Account Number (OAN) helps us manage your account. You may already have an OAN if you previously filed certain paper forms and received an Account Access Notice in the mail. You can find the OAN at the top of the notice; it is not the same as an A-Number.

I do not have or know my USCIS Online Account Number.



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

Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

Yes  
 No

---

What is your Social Security number (if known)?

---

**STEP 17** - Follow the instructions to upload your photo, using the file format requirements. See slide 15 for more details

### 2 X 2 Photo Of You

Upload a recent color photograph of yourself that measures 2 inches by 2 inches, with your face measuring 1 inch to 1 3/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch from the bottom of the photo.

Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless contrary to your religious beliefs.

If you need help understanding the photo requirements or want to resize, rotate, or crop your photo, you can use to the Department of State's [photo composition tools](#). Please note that we cannot approve your application without your photos.

#### File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

**Choose** or drop files here to upload

File upload link button

---

BackNext

**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

**I-94, Arrival And Departure Record**

Upload a copy of one of the following:

- Your Form I-94, Arrival-Departure Record (front and back);
- A printout of your electronic Form I-94 ; or
- Your passport or other travel document.

If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the [CBP website](#) to obtain a paper version of an electronic Form I-94. CBP does not charge a fee for this service. Some travelers admitted to the United States at a land border, airport, or seaport, after April 30, 2013, with a passport or travel document, who were issued a paper Form I-94 by CBP, may also be able to obtain a replacement Form I-94 from the CBP website without charge.

If your Form I-94 cannot be obtained from the CBP website, it may be obtained by filing [Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record](#), with USCIS. USCIS does charge a fee for this service.

**File requirements**

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

---

[Back](#) [Next](#)

### 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

### Employment Authorization Document Or Government ID

Upload a copy of your last Employment Authorization document (EAD) (front and back). If you were not previously issued an EAD, you must upload a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/or fingerprint. The identity document photocopy must clearly show your facial features and contain your biographical information.

#### File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

[Back](#)[Next](#)

### 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.

I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

**Evidence** ▲

- 2 x 2 photo of you
- Form I-94
- Employment Authorization Document
- Form I-20**
- College degree
- Institution accreditation

Additional Information ▾

Review and Submit ▾

### I-20, Certificate Of Eligibility For Nonimmigrant Student Status

Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status endorsed by the Designated School Official (DSO). For the (c)(3)(B) eligibility category, your DSO must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so, we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.

#### File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

**Choose** or drop files here to upload

**Back** **Next**

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

### College Degree

Upload evidence the degree that is the basis for the STEM OPT extension is in one of the degree programs currently listed on the [STEM Designated Degree Program List](#) or a copy of your prior STEM degree.

#### File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

---

[Back](#)

[Next](#)

### 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 \(ISA\)](#)

#### Institution Accreditation

Upload evidence that the institution that granted your STEM degree is currently accredited by the U.S. Department of Education and certified by the Student Exchange and Visitor Program (SEVP), if this STEM OPT extension is based on a previously earned STEM degree.

#### File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

Back

Next

**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**

### Additional Information

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

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

**Section**

**Page**

**Question**

**Additional information**

0/500

[Save response](#) [Cancel](#)



**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)

### Additional Information

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

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

**Section**

About You

**Page**

Your immigration information

**Question**

What is your Student and Exchange Visitor Inform...

**Additional information**

Previous SEVIS ID# - N0123456789, Bachelors,  
9/1/2015 - 5/31/2017

65/500

**Save response** Cancel

**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)

The screenshot shows the 'Additional Information' section of the application form. It includes instructions on how to provide additional information. Below the instructions are three dropdown menus: 'Section' (set to 'Evidence'), 'Page' (set to 'Previously authorized CPT or OPT'), and 'Question' (set to 'Previously authorized CPT or OPT'). A text input field contains the example text: 'CPT Authorization, Apple, 1/5/2019-4/5/2019, FT, Masters'. The character count '56/500' is visible at the bottom right of the text field. At the bottom of the form are 'Save response' and 'Cancel' buttons.

**CPT example**

The screenshot shows the 'Additional Information' section of the application form. It includes instructions on how to provide additional information. Below the instructions are three dropdown menus: 'Section' (set to 'Evidence'), 'Page' (set to 'Previously authorized CPT or OPT'), and 'Question' (set to 'Previously authorized CPT or OPT'). A text input field contains the example text: 'OPT Authorization, 5/15/2014-05/14/2015, Bachelors'. The character count '50/500' is visible at the bottom right of the text field. At the bottom of the form are 'Save response' and 'Cancel' buttons.

**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**

**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>

# 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

The image shows a screenshot of the USCIS Form I-765, 'Application for Employment Authorization'. The form is titled 'Application For Employment Authorization' and includes the USCIS logo and 'Department of Homeland Security' information. It is marked as 'Form I-765 (OMB No. 1611-0048) Expires 07/31/2022'. The form is divided into several sections: 'For USCIS Use Only', 'For Stamp', and 'Action Block'. The 'For USCIS Use Only' section includes fields for 'Authorization-Extremis Valid From', 'Authorization-Extremis Valid Through', 'Alien Registration Number', and 'Remarks'. The 'For Stamp' section includes 'For USCIS Use Only' and 'Remarks'. The 'Action Block' section includes 'To be completed by an attorney or Board of Immigration Appeals (BIA)', 'Submit this box if Form G-28 is attached', and 'Attorney or Accredited Representative USCIS Online Account Number (if any)'. The 'Reason for Applying' section includes a 'START HERE' instruction and a list of reasons for applying, such as 'Initial permission to accept employment' and 'Replacement of lost, stolen, or damaged employment authorization document'. The 'Information About You' section includes fields for 'Your Full Legal Name', 'Last Name', 'Given Name', and 'Middle Name'. The form is labeled 'Form I-765 Edition 08/25/20' and 'Electronic Form Only'.

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

### Review the I-765 form information

Here is a summary of all the information you provided in your application.

Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation.

We also prepared a draft case snapshot with your responses, which you can download below.

 [View draft snapshot](#)  Print



**THIS IS CORRECT**

Application For Employment Authorization		USCIS Form I-765 OMB No. 1615-0040 Expires 07/31/2022
Department of Homeland Security U.S. Citizenship and Immigration Services		
For USCIS Use Only	<input type="checkbox"/> Authorization Extension Valid From _____	Fee Stamp
	<input type="checkbox"/> Authorization Extension Valid Through _____	Action Block
Alien Registration Number A- _____		
Remarks _____		
<input type="checkbox"/> To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).		<input type="checkbox"/> Select this box if Form G-28 is attached
		Attorney or Accredited Representative USCIS Online Account Number (if any) _____
<b>START HERE - Type or Print in Black Ink</b> 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.		
<b>Part 1. Reason for Applying</b>		<b>Other Names Used</b>
I am applying for (select <u>only one</u> box):		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.
1.a. <input type="checkbox"/> Initial permission to accept employment		<b>Additional Information</b>
1.b. <input type="checkbox"/> Replacement of lost, stolen, or damaged employment authorization document or correction of an employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error.		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 _____
1.c. <input checked="" type="checkbox"/> Renewal of my permission to accept employment (Attach a copy of your previous employment authorization document.)		
<b>Part 2. Information About You</b>		4.a. Family Name (Last Name) _____
<b>Your Full Legal Name</b>		4.b. Given Name (First Name) _____
1.a. Family Name (Last Name) Smith		4.c. Middle Name _____
1.b. Given Name (First Name) _____		
1.c. Middle Name _____		
Form I-765 Edition 08/25/20		Electronic Form Only
		Page 1 of 7

**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 48)**

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

Department of Homeland Security  
U.S. Immigration and Customs Enforcement

I-20 Certificate of Eligibility for Nonimmigrant Student Status  
FORM NO. I-20 (Rev. 1653-09-8)

SEVIS ID: [REDACTED] (F-1) NAME: [REDACTED]

EMPLOYMENT AUTHORIZATIONS


TYPE	FULL/TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	REQUESTED	15 JULY 2021	14 JULY 2022

# 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 14](#) of this tutorial
- Submitting your online application without uploading your STEM OPT I-20 first will **lead to a denial**

From the USCIS application:

## I-20, Certificate Of Eligibility For Nonimmigrant Student Status

 Important information regarding your Form I-20

Do **NOT** submit this form until you receive a Form I-20 recommendation from your DSO. We will deny your application if you do not include your Form I-20 recommendation when you submit Form I-765. If you need to provide Form I-765 to your DSO, print or download this draft before you submit.

**Upload** images of page 1 & 2 of the new signed  
STEM OPT I-20 to online I-765 application

The screenshot shows the 'I-765, Application for Employment Authorization' interface. On the left is a navigation menu with sections: 'Getting Started', 'About You', 'Evidence', 'Form I-20', 'Additional Information', and 'Review and Submit'. The 'Evidence' section is expanded, listing '2 x 2 photo of you', 'Form I-94', 'Employment Authorization Document', 'Form I-20', 'College degree', and 'Institution accreditation'. The 'Form I-20' section is currently selected, displaying the title 'I-20, Certificate Of Eligibility For Nonimmigrant Student Status' and a detailed instruction: 'Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status endorsed by the Designated School Official (DSO). For the (c)(3)(B) eligibility category, your DSO must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so, we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.' Below the text are 'File requirements' listed as bullet points: 'Clear and readable', 'Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF', 'No encrypted or password-protected files', 'If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.', 'Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses', and 'Maximum size: 6MB per file'. A dashed box contains the text 'Choose or drop files here to upload'. At the bottom are 'Back' and 'Next' buttons.



- 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

### Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

Your fee

**i** Your form filing fee is: \$410

---

**Alerts and warnings**

You have one or more alerts and warnings based on the information you provided in your application.

A red alert means you have incomplete responses or inconsistent data. You cannot submit your application with any alerts.

**1** There are errors in About You: Your immigration information

[Edit my responses](#)

Your fee

**i** Your form filing fee is: \$410

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**Alerts and warnings**

You have one or more alerts and warnings based on the information you provided in your application.

A red alert means you have incomplete responses or inconsistent data. You cannot submit your application with any alerts.

---

**Alerts and warnings**

**✓** We found no alerts or warnings in your 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

### Review the I-765 form information


Here is a summary of all the information you provided in your application.

Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation.

We also prepared a draft case snapshot with your responses, which you can download below.

 [View draft snapshot](#)  [Print](#)

 **THIS ONE**

Application For Employment Authorization		USCIS Form I-765 OMB No. 1615-0040 Expires 07/31/2022
		
Department of Homeland Security U.S. Citizenship and Immigration Services		
<input type="checkbox"/> Authorization Extension Valid From _____	Fee Stamp	Action Block
<input type="checkbox"/> Authorization Extension Valid Through _____		
Alien Registration Number A- _____		
Remarks		
To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).	<input type="checkbox"/> Select this box if Form G-28 is attached	Attorney or Accredited Representative USCIS Online Account Number (if any)
<b>START HERE - Type or Print in Black Ink</b> 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.		
<b>Part 1. Reason for Applying</b>	<b>Other Names Used</b>	
I am applying for (select only one box):	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.	
1.a. <input type="checkbox"/> Initial permission to accept employment	<b>Additional Information</b>	
1.b. <input type="checkbox"/> Replacement of lost, stolen, or damaged employment authorization document or correction of employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error.	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	_____
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. <input checked="" type="checkbox"/> Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)		
<b>Part 2. Information About You</b>	4.a. Family Name (Last Name)	
<b>Your Full Legal Name</b>	4.b. Given Name (First Name)	
1.a. Family Name (Last Name)	Smith	_____
1.b. Given Name (First Name)	_____	_____
1.c. Middle Name	_____	_____
4.c. Middle Name	_____	_____
Form I-765 Edition 08/25/20	Electronic Form Only	Page 1 of 7

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



**Applicant's statement**


You must read and agree to the statement below.

I can read and understand English, and have read and understand every question and instruction on this application, as well as my answer to every question.

[Back](#) [Next](#)

**Applicant's Declaration and Certification**

You must read and agree to the certification below. If you knowingly and willfully falsify or conceal a material fact or submit a false document with your application, we can deny your application and may deny any other immigration benefit. You may also face criminal prosecution and penalties provided by the law.



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.



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.

I have read and agree to the applicant's statement

**Applicant's signature**

You must provide your digital signature below by typing your full legal name. We may deny your application if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your application.

John

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**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”)

**Pay for and submit your application**

The final step to submit your Form I-765, Application for Employment Authorization, is to pay the required fee.

Your application fee is: **\$410**.

Refund Policy: By continuing this transaction, you agree that you are paying for a government service and that the filing fee, biometric services fee and all related financial transactions are final and not refundable, regardless of any action USCIS takes on an application, petition or request, or how long USCIS takes to reach a decision. You must submit all fees in the exact amounts.



We will send you to Pay.gov — our safe and secure payment website — to pay your fees and submit your form online.

Here are the steps in the payment and submission process:

1. Provide your billing information on Pay.gov
2. Provide your credit card or U.S. bank account information
3. Submit your payment

When you have paid your fee, your form will be submitted.

Pay.gov will redirect you to a uscis.gov confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your application through your USCIS online account.

**Pay and submit**

### Paying the I-765 Fee WITHOUT Premium Processing:

After you agree to the applicant statement, you will be directed to [pay.gov](https://www.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**

The screenshot shows the 'USCIS I-765' payment selection page on the Pay.gov portal. The title is 'USCIS I-765' and the instruction is 'Please select a payment method:'. There are two radio button options: 'I want to pay with a withdrawal from a checking or savings account (ACH)' (unselected) and 'I want to pay with a debit or credit card' (selected). To the right of the second option are logos for VISA, Mastercard, AMEX, Discover, and Delta. Below the options are 'Cancel' and 'Continue' buttons.

The screenshot shows the 'USCIS I-765' review and submit payment page. The title is 'USCIS I-765' and the instruction is 'Review and submit payment'. Below the title is a note: '\* indicates required fields'. The form contains the following information: Agency Tracking ID: LNJ131CK7SQ1KH; Payment Amount: [blank]; Payment Method: Plastic Card; Account Holder Name: Lee Smith; Card Type: VISA; Card Number: \*\*\*\*\*1111; Billing Address: 20 Ninian Street; Billing Address 2: [blank]; City: Springfield; Country: United States; State/Province: LA; ZIP/Postal Code: 39248. At the bottom, there is a checked checkbox for 'I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.' and 'Previous', 'Cancel', and 'Continue' buttons.

### 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.**

### Finish the I-765 and continue to the I-907

**By finishing this form, your Form I-765 will be locked and no further changes can be made.** Please make sure that the information on your Form I-765 is complete and accurate before continuing. If you need to make any edits after finishing, you will need to create a new Form I-765.

Next, you will continue to Form I-907. Once you complete Form I-907, you can pay for and submit both forms at the same time.

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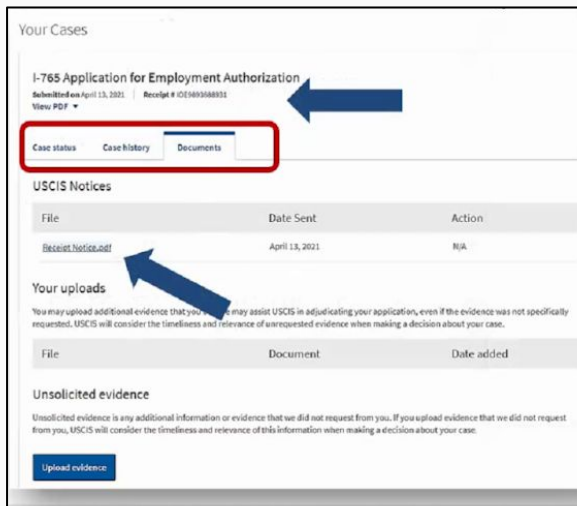
[Finish and continue](#)

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



### All notices are posted to your account

- Receipt notice
- Biometrics notice
- Request for Evidence (RFE)
- PDF of completed form
- Decision letter

\* Notices are also mailed to the mailing address on file

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









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://em-informedelivery.usps.com/box/pages/intro/start.action>

 <b>Secure Access</b> Interact with your incoming mail and packages on the secure, online dashboard.	 <b>Preview Incoming Mail</b> View grayscale images of the exterior, address side of letter-sized mailpieces scheduled to arrive soon.*	 <b>Track Packages</b> Check the delivery status of packages and when they're scheduled to arrive.
 <b>Delivery Instructions</b> Leave delivery instructions if you won't be home to accept a package.	 <b>Schedule Redelivery</b> Missed a delivery? Schedule a package to be redelivered.	 <b>Manage Notifications</b> Set up email and/or text notifications to track the delivery status of your package(s)

## 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.

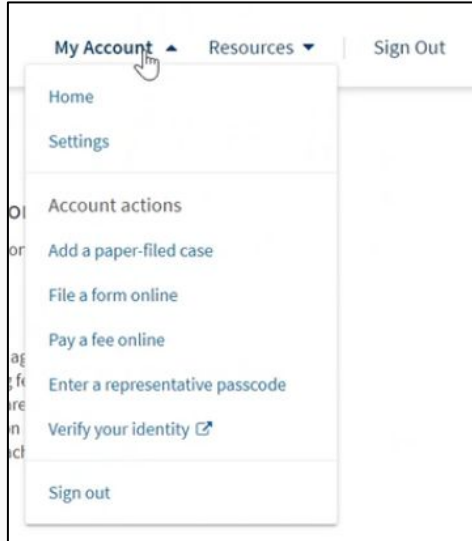
Please let us know if you wish to have a second review of your new application materials.

## IF YOU DO NOT GRADUATE AS EXPECTED:

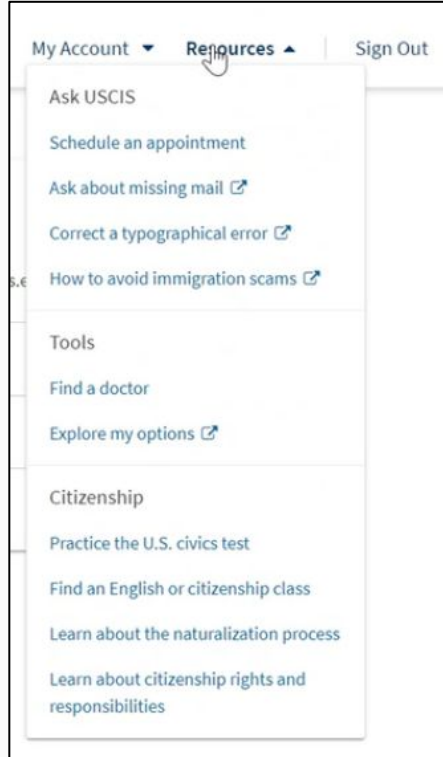
**This will impact your OPT application!** Please contact our office right away if you have already applied for OPT but then find out you did not meet the degree completion deadline as originally planned. You may be directed to withdraw your application. Our advisers will help you review your options.

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

 File a form online	 Send us secure messages & get answers	 Respond to a request for evidence
 Access every notice we send you	 Check case status & sign up for alerts	 Update your address & contact information
 Ask about a typo or missing mail	 Pay online with via ACH a credit or debit card	 Access case information 24/7 from any device



- My Account
- Home
- Settings
- Account actions
- Add a paper-filed case
- File a form online
- Pay a fee online
- Enter a representative passcode
- Verify your identity
- Sign out



- My Account
- Resources
- Sign Out
- Ask USCIS
- Schedule an appointment
- Ask about missing mail
- Correct a typographical error
- How to avoid immigration scams
- Tools
- Find a doctor
- Explore my options
- Citizenship
- Practice the U.S. civics test
- Find an English or citizenship class
- Learn about the naturalization process
- Learn about citizenship rights and responsibilities

## Email us:

- New Brunswick -  
[iss-students@global.rutgers.edu](mailto:iss-students@global.rutgers.edu)
- RBHS -  
[iss-rbhs@global.rutgers.edu](mailto:iss-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>