Preparing your 24-month STEM Optional Practical Training (OPT) Extension Application

Rutgers Global–International Student and Scholar Services

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: 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 - Submit STEM OPT Extension e-form request via RGlobal Portal to request your new I-20 with STEM OPT recommendation

      Note – you can request an optional review of your application materials using this e-form, as well

STEP 4 - Receive your new I-20 with STEM OPT recommendation (you will receive an email saying it's ready)

STEP 5 - Mail your completed application (including a copy of the new I-20 you just received) to United States Citizenship and Immigration Services (USCIS)

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**

- You MUST use the most updated I-765 form, which you can find at https://www.uscis.gov/i-765. **Be sure the barcode appears on the bottom of each page after printing**

- Your STEM OPT application should NOT be mailed to the 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. DO NOT WAIT UNTIL THE LAST MINUTE TO MAIL YOUR COMPLETE APPLICATION!**

- If approved, the Employment Authorization Document (EAD) card will be sent directly to you at the address you provided on the Form I-765 or AR-11. 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

- Understand the fees for the I-765 filing and premium processing, if needed

- 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

STEM OPT 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

STEM OPT APPLICATION PROCESS STEP 2

Prepare all application materials

For the STEM OPT recommendation on I-20, submit an e-form request along with form I-983 and a photocopy of your diploma via RGlobal portal in Step 2

For the STEM OPT application. Include 2-13 in your complete application to USCIS.

1. Form I-983 (completed together with your employer) – this is NOT mailed to USCIS

2. Check, money order, or G-1450 (recommend to type)

3. Form G-1145 (recommend to type)

4. Form I-765 (recommend to type)

5. Two passport-style color photographs of you taken recently and not used before

6. Copy of your passport picture page

7. Copy of your most recent F-1 visa

8. Copy of your electronic Form I-94 OR photocopy of your paper Form I-94 (front & back)

9. Photocopy of all previous EAD card(s) (front and back)

10. Unofficial full transcript that bears your name and shows your degree award date

11. Photocopy of your STEM diploma

12. Evidence of previous CPT & OPT authorizations, if applicable (i.e. copies of previous I-20s with CPT authorization on pg. 2)

13. *Copy of your NEW I-20 with STEM OPT Recommendation

* You will receive (13) new I-20 with STEM OPT recommendation after submitting the e-form request along with form I-983 and a copy of your diploma via RGlobal portal.

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You may choose to apply for Premium Processing of your application for an **additional fee**. If you wish to do this, please follow the additional steps outlined by USCIS on their website here: https://www.uscis.gov/forms/all-forms/how-do-i-request-premiumprocessing

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.

STEM OPT APPLICATION PROCESS STEP 2

Prepare all application materials: Form 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 (along with your completed Request form and a photocopy of your diploma) via RGlobal portal in Step 2 of this tutorial

Last updated Sept 2023

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
RBHS-Scotch Plains: NEW214F00884003

b. Your Designated School Official (DSO) is your International Student Adviser (ISA). **Please add all contact information below into this box (you may need to handwrite if it does not fit with typing):**

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

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

(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 31 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: 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): 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: [ADVISER NAME] 848-932-7015 ISSS-STUDENTS@GLOBAL.RUTGERS.EDU	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

(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

(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.

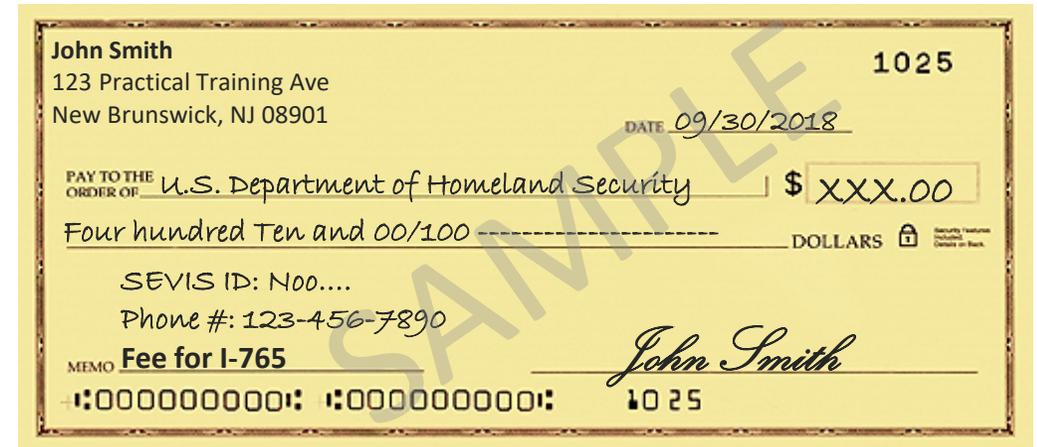FEE USING A CHECK, G-1450 FORM, OR MONEY ORDER

CHECK
The check must be drawn from a bank or other financial institution located in the United States and must be payable in U.S. currency

Make the check payable to **U.S. Department of Homeland Security.** Spell this name out; DO NOT use USDHS or DHS or other abbreviations

Add your SEVIS ID number, phone number and the phrase "Fee for I-765" in the memo area

Include the date and be sure to sign your name with a pen

DO NOT write on the back of the check. If your check is a "starter check" and does not show any name/address in the top left corner, we instead suggest using a money order (see next slide)

John Smith
123 Practical Training Ave
New Brunswick, NJ 08901

DATE 09/30/2018

PAY TO THE ORDER OF U.S. Department of Homeland Security $ XXX.00

Four hundred Ten and 00/100 -------------------- DOLLARS

SEVIS ID: N00....
Phone #: 123-456-7890

MEMO **Fee for I-765**   John Smith

1025

SAMPLE

OR MONEY ORDER

Each money order is different. Follow the instructions provided at the time of purchase or ask the institution providing the money order to explain how to fill in the necessary information. Money orders are sold at United States Post Offices and sometimes drugstores, like Walgreens. They cost a small fee.

The money order must be drawn on a bank or other financial institution located in the United States and must be payable in U.S. currency

Make the money order payable to **U.S. Department of Homeland Security.** Spell this name out; DO NOT use USDHS or DHS or other abbreviations

If a recipient address is needed, write the address where your application will be mailed -
https://www.uscis.gov/i-765-addresses

If your address is needed, write the mailing address you wrote for #5a-c on page 2 of the I-765

Add your SEVIS ID number, phone number and the phrase "Fee for I-765" in the memo area

DO NOT write on the back of the money order

Keep the money order receipt for tracking purposes
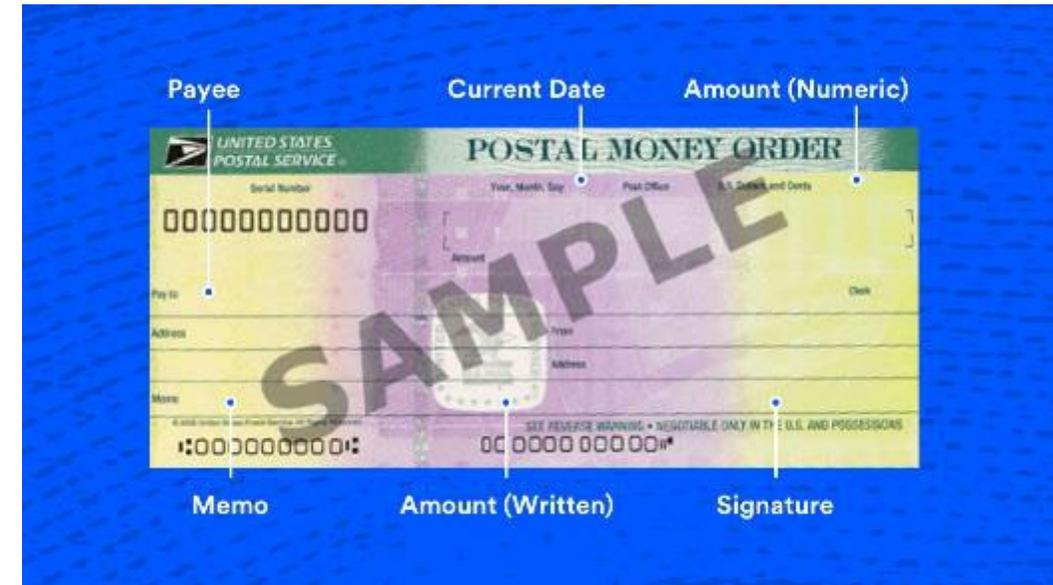
OR G-1450

If you prefer to pay the filing fee by credit card, follow the instructions to complete form **G-1450** : https://www.uscis.gov/g-1450

Be sure to write out the full expiration date of your credit card i.e. "04/2024", not just "4/24"

You MUST sign the G-1450 with **black pen ink** after printing, not digitally/on the computer

If your credit card becomes unusable before USCIS can charge it, you may experience delays or a rejection. This includes the card being stolen or lost

Please alert your credit card company that you are expecting this charge to be made to your card – USCIS will only try to process the credit card ONCE. If it does not work the first time, **your application will be rejected**

Check that all of your card information is typed correctly (i.e. numbers are in right order, the dates are correct)

STEM OPT APPLICATION PROCESS STEP 2
Prepare all application materials: Form G-1145

STEP 1 - Download fillable PDF Form G-1145 here:

http://www.uscis.gov/files/form/g-1145.pdf

STEP 2 - Complete form providing your name, email address and phone number

Complete this form and clip it on top of the first page of your immigration form(s).

Applicant/Petitioner Full Last Name	Applicant/Petitioner Full First Name	Applicant/Petitioner Full Middle Name
Smith	John James	

Email Address	Mobile Phone Number (Text Message)
johnsmith.rutgers@gmail.com	0115550101

SAMPLE

Use this form to request an email/text notification from USCIS when your application is accepted by the lockbox facility

This notification does not replace the paper I-797C receipt you will receive in the mail

You must have the paper receipt in order to travel

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

STEP 2 - Download fillable PDF Form I-765 here: https://www.uscis.gov/i-765. Answers should be typed. When unable to type, please write answers very neatly with a black pen

Do not fill out the top portion of page 1. Please leave this blank

Note the instructions printed on page 1, explaining to write "N/A" or "None" for questions that do not apply to you for the entire I-765

STEP 3 - Be sure to check off "I am applying for: **1.c. Renewal of my permission to accept employment** in Part 1

STEP 4 – If you have used other names on other documents, either formally or informally, please write them on questions 2 – 4, as needed. This includes maiden names or nicknames. If not, write N/A for each box

STEP 5 - Complete the rest of Part 2 of the form, paying attention to these important reminders:

a. Write in a U.S. mailing address in Part 2, question 5.b-e. where you will be able to receive documents for the next three or four 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, write the full name of person whose address you are using in 5.a., answer "No" to question 6, and provide your current address in question 7.a-d.

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

If you are unable to type in these boxes, please write neatly in black ink instead, or try a different browser/after downloading and saving to desktop

Part 2. Information About You (continued)

Your U.S. Mailing Address

5.a. In Care Of Name (if any)
JANE JONES (if none, write N/A in this box)

5.b. Street Number and Name
456 PRACTICAL STREET

5.c. ☒ Apt. ☐ Ste. ☐ Flr. NONE

5.d. City or Town NEW BRUNSWICK

5.e. State NJ 5.f. ZIP Code 08901

6. Is your current mailing address the same as your physical address? ☐ Yes ☒ No

NOTE: If you answered "No" to Item Number 6., provide your physical address below.

U.S. Physical Address

7.a. Street Number and Name N/A

7.b. ☐ Apt. ☐ Ste. ☐ Flr. NONE

7.c. City or Town N/A

7.d. State NJ 7.e. ZIP Code NONE

If you answered "Yes" to question 6, please write "N/A" for questions 7.a., 7.c., and 7.d.; write "NONE" for 7.b. and 7.e.

STEP 5 - Complete the rest of Part 2 of the form, paying attention to these important reminders:

b. Enter your 9-digit 'A' number for question 8, found on your Employment Authorization Document (EAD card)

c. Answer "Yes" to question 12 and attach a copy of your previous EAD card

d. If you applied online before, write your USCIS Online Account Number. Otherwise, write "NONE"

e. Write in your SSN information

d. Obtain your I-94 number and write in question 21.a.; to view and print your I-94 go to: https://i94.cbp.dhs.gov/

e. Write in the airport code, city, and state for question 23

f. 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 type for question 24

f. Enter your current SEVIS ID number in question 26. Your SEVIS ID is located at the top left corner of your I-20. Use Part 6. "Additional Information" to provide any previously used SEVIS ID numbers, if applicable

g. Fill in (c)(3)(C) in question 27 for STEM extension optional practical training (1st c is lower case, 2nd C is upper case)

h. In question 28.a-c., provide your degree level and major (for example, Bachelor's English) and the requested information about your current employer. If it does not fit, abbreviate and add it as additional information on page 7

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

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)
▶ 1 2 3 4 5 6 7 9 8 0 0

21.b. Passport Number of Your Most Recently Issued Passport
J123456

21.c. Travel Document Number (if any)
NONE

21.d. Country That Issued Your Passport or Travel Document
FAKELAND

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)
01/17/2032

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)
01/17/2022

23. Place of Your Last Arrival Into the United States
EWR, NEWARK, NJ

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)
F-1 STUDENT

25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)
F-1 STUDENT

26. Student and Exchange Visitor Information System (SEVIS) Number (if any)
▶ N- 00123456789

Information About Your Eligibility Category

27. Eligibility Category. Refer to the Who May File Form I-765 section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(iii)).
(c)(3)(c)

28. (c)(3)(C) STEM OPT Eligibility Category. If you entered the eligibility category (c)(3)(C) in Item Number 27., provide the information requested in Item Numbers 28.a - 28.c.

28.a. Degree MS CHEMICAL ENG

28.b. Employer's Name as Listed in E-Verify MAGICAL COMPANY

28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number
123456

SAMPLE

STEM OPT APPLICATION PROCESS STEP 2

Prepare all application materials: Form I-765

I. For questions 29 and 31.a. write NONE

k. Do NOT check the boxes for questions 30. or 31.b.

STEP 6 - Complete Part 3 of the form, paying attention to these important reminders:

a. Check response 1.a. "I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question."

b. Fill out the rest of the contact information on page 4

c. Sign and date in question 7.a.-7b. Signature must be in black pen ink and fit within box provided. USCIS will not accept a stamped or digital name in place of a signature. For question 7.b., write the date out completely as mm/dd/yyyy, such as 03/17/2021

d. You must be located inside of the U.S. to apply for an EAD card

STEP 7 - Complete Parts 4 and 5 of the form, paying attention to these important reminders:

a. If a question does not apply to you in Part 4 and Part 5, type "N/A". If a question asks for a numerical response and does not apply to you, write "NONE"

STEP 8 - Complete Part 6:

a. Add any past approved CPT information

b. Add any past approved OPT information

c. You have used a different SEVIS ID in F-1 status in the US

- For example, 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).

For each of the items listed above, complete **one box** in Part 6. We suggest using the following to complete the Page number, Part Number, and Item number, as this information is required specific to Category (c)(3)(C) (per the I-765 instructions). **Please see next page for a sample**

Write your name for questions 1.a.-1.b, and your A-Number for question 2

Page 3, Part 2, Item 27

a. CPT: List all previous CPT authorizations

- Employer's name, start& end date, PT/FT, degree level
- Attach copies of previous I-20(s) with your previous CPT authorization(s)

b. OPT: Please list your past OPT approvals

- OPT Authorizations (as a title to the section)
- Start date-End date; Degree Level (Bachelor, Master's, or PhD)

Page 3, Part 2, Item 26

c. Previous SEVIS ID's: Please list your other SEVIS ID's you have

used in the past.

- Previous SEVIS ID's(as a title to the section)
- SEVIS ID: N00…. Program start date- Program end date; Degree Level (Bachelor's, Master's, or PhD)

STEP 9 - Remember to include all 7 pages of Form I-765 in your application to USCIS

Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the Page Number, Part Number, and Item Number to which your answer refers; and sign and date each sheet.

1.a. Family Name (Last Name): Smith
1.b. Given Name (First Name): John
1.c. Middle Name: N/A
2. A-Number (if any) ► A- 1 2 3 4 5 6 7 8 9

3.a. Page Number: 3
3.b. Part Number: 2
3.c. Item Number: 27
3.d. CPT Authorization
Apple, 1/5/2019 - 4/5/2019, FT, Master's

4.a. Page Number: 3
4.b. Part Number: 2
4.c. Item Number: 27
4.d. OPT Authorizations
05/15/2014-05/14/2015 Bachelors

5.a. Page Number: 3
5.b. Part Number: 2
5.c. Item Number: 26
5.d. Previous SEVIS ID
N0000001234
09/01/2011-05/15/2012 Bachelors

6.a. Page Number: NONE
6.b. Part Number: NONE
6.c. Item Number: NONE
6.d. N/A

7.a. Page Number: NONE
7.b. Part Number: NONE
7.c. Item Number: NONE
7.d. N/A

SAMPLE

2 COLOR PHOTOGRAPH SPECIFICATIONS

The color photographs 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

FRONT

2 inch

2 inch

1 inch to 1 3/8 inch

1 1/8 inch to 1 3/8 inch

BACK

John Smith
A-Number: 123-456-789
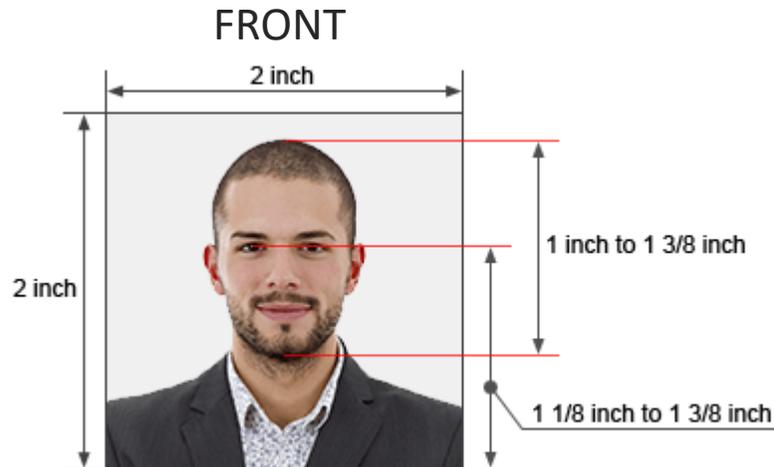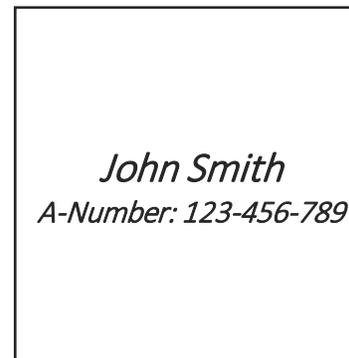
Photographs must be taken recently (within 6 months of the application date) and not been used before on another application (i.e. your visa or passport)

Using a pencil or felt pen, lightly print your name and Alien (A) Number on the back of the photo

Prepare all application materials: Copies of other immigration documents

Include the following in your packet:

1) Image of your most recent passport. You only need to show 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, include a copy of 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. If you ever worked on OPT (pre or post), H-4 EAD, and/or J-1 Academic Training at any degree level

Prepare all application materials: Copies of other immigration documents

Include the following in your application packet:

4) 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

Make sure the images are clear and readable

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 Print your unofficial transcript

4 RBHS students can get their transcripts at my.rutgers.edu under the banner "self-service" tab

STEM OPT APPLICATION PROCESS STEP 2
Prepare all application materials: STEM Diploma

Take a picture/scan of your diploma to submit via the RGlobal portal in Step 3

Make a copy of your STEM 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

If you received CPT authorization at any degree level, you should include copies of pages 1 & 2 of the (previous) I-20s on which CPT authorization was shown

Add these copies to your application before mailing to USCIS

STEP 1 - Login to the [RGlobal portal](#) with your NetID and password, you will find the STEM OPT Extension e-form request under 'F-1 Practical Training' menu. If you wish, you can have your STEM OPT application materials reviewed using this e-form. You may also [schedule an optional appointment with an ISA here](#).

STEP 2 - Complete the necessary fields in the e-form and upload the following documents to request a new I-20 with STEM OPT recommendation via the RGlobal Portal:

a. completed I-983

b. copy of your diploma

** Documents will not be accepted by email.
   All requests must be submitted via RGlobal portal.

RBHS Newark students: for next steps, please contact

973-972-6138 or isss-rbhs@global.rutgers.edu

> It can take up to 7 business days to process a new I-20 which notes the STEM OPT recommendation on page 2 of the document
>
> Missing or incomplete documents can delay your receipt of your new I-20. Please make sure you've prepared all required documents listed on this slide before submitting request for new I-20 via the RGlobal portal

STEP 1 - Look for an email confirming that your new I-20 with STEM OPT recommendation is ready. **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. You will be given 24 months of STEM OPT. **Print and sign this I-20** with a pen and make a copy to mail with the STEM OPT application. Keep the original I-20

STEP 3 – 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 OMB NO. 1653-0038			
SEVIS ID: ▆▆▆▆ **(F-1)**		**NAME:** ▆▆▆▆			
EMPLOYMENT AUTHORIZATIONS					
TYPE	**FULL/PART-TIME**	**STATUS**	**START DATE**	**END DATE**	
STEM OPT	FULL TIME	REQUESTED	15 October 2021	14 OCTOBER 2023	

STEP 1 – Review your application materials for correctness and completeness. Make a photocopy/take pictures of your entire application to keep for your own records. We suggest paperclipping your documents together instead of using any staples. Review USCIS's optional application checklist here: https://www.uscis.gov/forms/optional-checklist-for-form-i-765-c3b-filings

STEP 2 - Select a carrier and request a tracking number so you know the application was received. Do NOT throw away your tracking information after delivery. **USICS does not receipt packages on weekends. Please be sure your package arrives on a weekday BEFORE your post-completion OPT period ends**

Please review the Direct Filing Addresses for Form I-765 page to see where you should file your application.

STEP 3 – After mailing you should receive the official receipt notice at your mailing address. **If you do not get your receipt,** please view this USCIS webpage: https://egov.uscis.gov/e-request/displayNDNForm.do

Please note that USCIS announced the ability to apply for OPT online

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://tem-informeddelivery.usps.com/box/pages/intro/start.action

Secure Access
Interact with your incoming mail and packages on the secure, online dashboard.

Preview Incoming Mail
View grayscale images of the exterior, address side of letter-sized mailpieces scheduled to arrive soon.*

Track Packages
Check the delivery status of packages and when they're scheduled to arrive.

Delivery Instructions
Leave delivery instructions if you won't be home to accept a package.

Schedule Redelivery
Missed a delivery? Schedule a package to be redelivered.

Manage Notifications
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 you submit your RFE reply/new application, if time allows. You may need an updated I-20 from our staff.

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

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