Preparing your STEM Optional Practical Training (OPT) Extension Application
A step-by-step tutorial

Rutgers Global–International Student and Scholar Services
global.rutgers.edu
STEP 1 Prepare all application materials (using this step-by-step tutorial)

STEP 2 Submit 24-Month STEM OPT Extension request via RGlocal portal to request your new I-20 with STEM OPT recommendation

STEP 3 Pick up your new I-20 with STEM OPT recommendation from Rutgers Global – International Student and Scholar Services (when you receive an email saying it’s ready)

STEP 4 Mail your completed application (including a copy of the new I-20 you just received) to United States Citizenship and Immigration Services (USCIS)
STEM OPT APPLICATION PROCESS  STEP 1
Prepare all application materials

- 1. Form I-983 (completed together with your employer)
- 2. $410 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
- 6. Photocopy of your passport
- 7. Photocopy of your most recent F-1 visa
- 8. Hardcopy of your electronic Form I-94 OR photocopy of your paper Form I-94 (front & back)
- 9. Photocopy of your EAD card(s) (front and back)
- 10. Unofficial full transcript that bears your name
- 11. Photocopy of your diploma
- 12. Photocopy of your NEW I-20 with STEM OPT Recommendation *
- 13. SEVIS screenshot of your previous CPT authorizations (if applicable) *

*You will receive (12) new I-20 with STEM OPT recommendation and (13) SEVIS screenshot of your CPT authorizations after submitting the e-form request along with form I-983 and a copy of your diploma via RGlobal portal.
STEP 1 Download fillable PDF Form I-983 here: https://www.ice.gov/sites/default/files/docu
ments/Document/2016/i983.pdf

STEP 2 For detailed instructions regarding how each field should be completed, please review the Study in the States tutorial and the 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
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 is International Student Adviser (ISA).

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

c. The STEM OPT Requested Period begins the day after your current EAD card ends and continues up to 24 months later.
(CONTINUED)

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

$410 FEE USING A CHECK, MONEY ORDER or G-1450

The check or 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 check or money order 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.

Do not write on the back of the check 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.

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

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

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

This notification is unofficial and does not replace the paper I-797C receipt you will receive in the mail.
STEM OPT APPLICATION PROCESS  

STEP 1  Read official instructions for completing Form I-765:  

STEP 2  Download fillable PDF Form I-765 here:  
http://www.uscis.gov/files/form/i-765.pdf. Type the required information into the form, following the next steps.

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 Complete 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 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.

b. Answer “Yes” to question 12 and attach a copy of your previous EAD card.
c. 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/

d. 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.

e. Fill in (c)(3)(C) in section 27 for STEM extension optional practical training

e. In question 28.a-c., provide your degree level and major (for example, Bachelor’s English) and the requested information about your current employer

NOTE: The E-Verify number is different from the EIN number required on the form I-983; e-Verify requires a different number.
STEP 5 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. Sign and date in question 7.a.-7b. Signature must be in **black ink and fit within box provided**. USCIS will not accept a stamped or typewritten name in place of a signature.
STEP 6  Complete Part 6 of the form only if:

a. You have been approved for CPT in the past
b. You have been approved for OPT in the past
c. You have used a different SEVIS ID in F-1 status in the US  
   • For example, 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).

If you need to complete this section because one or more of these apply to you, please complete item 1.

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)(B) (per the I-765 instructions, page 4):

* Please see next page for a sample
Page 3, Part 2, Item 27

a. CPT: Write “See attached”
   - Attach SEVIS screenshot of your previous CPT authorizations
   - You will receive this copy when you pick up new I-20 with OPT recommendation

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: N0000001234 Program start date-Program end date; Degree Level (Bachelor’s, Master’s, or PhD)

STEP 7 Remember to include all 7 pages of Form I-765 in your application packet.
PHOTOGRAPH SPECIFICATIONS

The 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.

Photographs must be taken recently.

Using a pencil or felt pen, lightly print your name and SEVIS ID number on the back of the photo.
STEM OPT APPLICATION PROCESS  

STEP 1

Prepare all application materials: Photocopies of other immigration documents

Photocopy of your passport, most recent F-1 visa, and most recent entry stamp

Photocopy of your most recent I-94 https://i94.cbp.dhs.gov/

Photocopy of your Employment Authorization/EAD Card(s)
STEM OPT APPLICATION PROCESS  STEP 1
Prepare all application materials: Unofficial Full Transcript

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

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

3. Print your unofficial transcript
STEM OPT APPLICATION PROCESS

STEP 1

Prepare all application materials: Photocopies of your diploma

Take a picture/scan of your diploma to submit via the RGlobal portal in Step 2.

Make a photocopy of your diploma to submit with your application to USCIS.
STEP 1 Login to the RGlobal portal with your NetID and password, you will find the 24 Month STEM OPT Extension request under F-1 Practical Training tab.

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.

It can take up to five business days to process a new I-20 which notes the STEM OPT recommendation on page 2. 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.

RBHS Newark students: for next steps, please contact 973-972-6138 or ois@global.rutgers.edu
STEM OPT APPLICATION PROCESS STEP 3
Pick up your new I-20

STEP 1 Look for an email from an ISA confirming that your new I-20 with STEM OPT recommendation is ready.

STEP 2 Visit our office to pick it up from the front desk. You will also pick up a copy of SEVIS screenshot that shows your previous CPT authorizations if you have been on approved CPT(s) with Rutgers. If you cannot pick it up, the email from your adviser will provide information on how we can help you make other arrangements.

STEP 3 Double-check your new I-20 to make sure the information is correct.

New Brunswick
180 College Ave
New Brunswick, NJ 08901
848-932-7015
Email: Globalservices@global.rutgers.edu
Office Hours: Monday-Friday (CLOSED on Wednesdays) 8:30am – 5pm

Newark RBHS
65 Bergen Street, Room GA-72
Newark, NJ 07101
973-972-6138
Email: ois@global.rutgers.edu
Office Hours: Monday-Friday (CLOSED on Wednesdays) 8:30am – 5pm
STEM OPT APPLICATION PROCESS

STEP 3

Pick up your new I-20

Pick up your new I-20 from Rutgers Global—International Student and Scholar Services.

Add a copy of pages 1 and 2 of your NEW* I-20 with STEM OPT recommendation to your application before mailing to USCIS.
OPT APPLICATION PROCESS  
**STEP 4**  
Pick up your new I-20

In addition to your new I-20 with OPT recommendation, you will receive this SEVIS screenshot of your previous CPT authorizations if you have been on approved CPT(s) with Rutgers in the past.

Add this copy to your application before mailing to USCIS.
STEM OPT APPLICATION PROCESS

STEP 1 Make a photocopy of your entire application to keep for your own records

STEP 2 Select a carrier and request a tracking number so you know the application was received:

**United States Postal Service**, mail to:
USCIS  
PO Box 660867  
Dallas, TX 75266

**Express mail (UPS, FedEx and DHL)**, mail to:
USCIS  
Attn: AOS  
2501 S. State Hwy. 121 Business  
Suite 400  
Lewisville, TX 75067

* If you are using an address on your I-765 that is NOT in NJ or NY, visit [https://www.uscis.gov/i-765-addresses](https://www.uscis.gov/i-765-addresses) to confirm you are using the correct address

STEP 3 In two to three weeks after mailing, you will receive the official receipt notice
STEM OPT APPLICATION PROCESS STEP 4
Mail your completed application to USCIS

REMEMBER THE FOLLOWING

• Confirm that you are using the most updated I-765 form, which you can find at www.uscis.gov/i-765

• Your STEM OPT application should NOT be sent to the USCIS more than 90 days prior to the end date of the OPT EAD.

• 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 on the Form I-765. (Remember, the EAD will not be forwarded to another address in the event you move.) Once you receive the EAD card you are authorized to work on OPT between the start and end dates listed on the card.

For additional information about STEM OPT extension, please visit the following websites:

• STEM Extension Reporting Requirements and Important Reminders

• SEVP Study in the States ; https://studyinthestates.dhs.gov/stem-opt-hub

• USCIS: https://www.uscis.gov/working-united-states/students-and-exchange-visited/students-and-employment/stem-opt