Preparing your 24-month STEM Optional Practical Training (OPT) Extension Application – Mailing Paper 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: global.rutgers.edu/OPT-Extensions
STEM OPT APPLICATION PROCESS

Overview

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

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

STEP 3 - 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](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

• 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

• USCIS recently announced that the **OPT application fee** will remain $410

• 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
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.

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

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

You MUST sign with an ink pen! No digital signatures allowed.

RUTGERS GLOBAL – International Student and Scholar Services

STEM OPT APPLICATION PROCESS

STEP 2

Prepare all application materials: Form I-983

Last updated July 2021
STEM OPT APPLICATION PROCESS

STEP 2
Prepare all application materials: Form I-983

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

a. SEVIS School Code of School Recommending STEM OPT:
   Undergraduate: NEW214F00147002   Graduate: NEW214F00147000
   RBHS-Piscataway: NEW214F00884001   RBHS-Newark: NEW214F00884000

b. Your Designated School Official (DSO) is your International Student Adviser (ISA). Please add all contact information below into this box*:
   • Your ISA’s name
   • 848-932-7015
   • isss-students@global.rutgers.edu
   • 180 College Ave, New Brunswick NJ 08901

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

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

Last updated Nov 2021
c. The STEM OPT Requested Period begins the day after your current EAD card ends and continues up to 24 months later, one day before.

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

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

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

h. 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.
$410 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)
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.
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](https://www.uscis.gov/g-1450)

Be sure to write out the full expiration date of your credit card i.e. “04/2021”, not just “4/21”

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

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 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.

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

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. Write in your SSN information

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.
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

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
I. Write NONE for question 30.d., and N/A for questions 30.e. - 30.g. Write NONE for question 31.a.

**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 03/07/2021
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
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

STEM OPT APPLICATION PROCESS STEP 2
Prepare all application materials: Two passport style photographs

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.
STEM OPT APPLICATION PROCESS  
STEP 2

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
STEM OPT APPLICATION PROCESS  

STEP 2

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
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.

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
STEP 2

Prepare all application materials: CPT authorizations

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.

Last updated July 2021
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 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.
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.

On Jan. 8, USCIS adjusted the filing location for certain foreign students filing Form I-765, Application for Employment Authorization. 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
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


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

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

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