STEP 1 Prepare all application materials (using this step-by-step tutorial)

STEP 2 Contact an international student adviser (ISA) to request your new I-20 with 24 Month STEM OPT recommendation

STEP 3 Pick up your new I-20 with STEM OPT recommendation from the Center for Global 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. **Request for 24 Month Extension Recommended I-20**
2. **Form I-983** (completed together with your employer)
3. **Form I-765**
4. **$410 check** (or money order) made payable to "U.S. Department of Homeland Security."
5. **Form G-1145**
6. **Two passport-style color photographs** of you taken within 30 days of filing this application
7. **Photocopy of your passport**
8. **Photocopy of your most recent visa**
9. **Hardcopy of your electronic Form I-94 OR photocopy of your paper Form I-94** (front and back)
10. **Photocopy of your EAD card(s)** (front and back)
11. **Unofficial full transcript** that bears your name
12. **(2) Photocopies of your diploma** (one for an ISA and one for your application to USCIS)
13. **Photocopy of your *NEW I-20 with OPT Recommendation***
   *You will receive this new I-20 after submitting the Request, Form I-983 and copy of your diploma to an ISA.*

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For the STEM OPT recommendation on I-20. Submit to an international student adviser (ISA) in Step 2, along with a photocopy of your diploma.

For the STEM OPT application. Included in your complete application to be mailed to USCIS in Step 4 of this tutorial.

RUTGERS GLOBAL—International Student and Scholar Services
STEM OPT APPLICATION PROCESS

STEP 1

Review the Request for 24 Month Extension Recommended I-20, especially the certification on page two.

STEP 2

Complete page one and sign and date on page two.

Submit the complete Request form (along with your completed I-983 and a photocopy of your diploma) to an ISA in Step 2 of this tutorial.
STEM OPT APPLICATION PROCESS

STEP 1 Prepare all application materials: Form I-983

STEP 1 Download fillable PDF Form I-983 here:

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) to your ISA in Step 2 of this tutorial.
STEM OPT APPLICATION PROCESS

STEP 1

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 is your assigned International Student Adviser (ISA).

to confirm who is your ISA, visit “Student Adviser Assignments and Walk-In Hours” 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.

d. Classification of Instructional Program (CIP) code is found on your I-20 next to your major/program of study.

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”.

STEM OPT APPLICATION PROCESS

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

STEP 2 Download fillable PDF Form I-765 here:

STEP 3 Be sure to check off “I am applying for: Renewal of my permission to accept employment”
STEM OPT APPLICATION PROCESS
STEP 1
Prepare all application materials: Form I-765

STEP 4 Complete the form, paying attention to these important reminders:

a. Write in a U.S. mailing address in section 3 where you will be able to receive documents for the next three or four months; this does not necessarily need to be your address; if it is not your address, write “c/o [full name of person whose address you are using]” in the margin as shown.
b. Obtain your I-94 number and write into section 10; to view and print your I-94 go to: [https://i94.cbp.dhs.gov/](https://i94.cbp.dhs.gov/)

c. In section 11, check “Yes” and provide the requested information

d. Fill in (c)(3)(C) in section 16 for STEM extension optional practical training
e. In section 17, provide the requested information about your degree and current employer

NOTE: The E-Verify number is different from the EIN number required on the form I-983; E-Verify numbers are generally 4-7 digits long

f. Leave section 18 and 19 blank

STEP 5 Sign, date, and write your telephone number. Signature must be in black ink
$410 FEE USING A CHECK OR MONEY ORDER

The check 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.

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

STEP 2 Complete form

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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.

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Smith
john.smith@gmail.com
123-456-7890
PHOTOGRAPH SPECIFICATIONS

The photograph must have a white or off-white background, to 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 face.

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

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

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

Photographs must be taken within 30 days of application date.

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 all I-20s

If you transferred to Rutgers from another U.S. school (keeping the same SEVIS ID number), include all I-20s from your previous school.

In STEP 3, you will receive a new I-20 with the STEM OPT recommendation. Also add a copy of pages 1 and 2 of this new I-20 to your application.
STEM OPT APPLICATION PROCESS

STEP 1

Prepare all application materials: Photocopies of other immigration documents

- Photocopy of your passport, most recent 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

Make 2 photocopies of your diploma: one to submit to your ISA in Step 2 (along with your Request form and I-983) and one to submit with your application to USCIS.
STEP 1

To confirm who is your International Student Adviser (ISA), visit "Student Adviser Assignments and Walk-In Hours" on our website. You will also find information about walk-in hours and scheduling an appointment.

STEP 2

Submit documents needed to request a new I-20 with OPT recommendation:

a. completed Request for 24 Month Extension Recommended I-20

b. completed I-983

c. copy of your diploma

Documents may be submitted directly to your adviser by email.

It can take up to two weeks to process a new I-20 which notes the 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 here before submitting request for new I-20 to your adviser.
STEP 1 Look for an email from your ISA confirming that your new I-20 with STEM OPT recommendation is ready.

STEP 2 Visit our office (180 College Avenue, New Brunswick, NJ) to pick it up from the front desk. 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 it is correct.

Our office hours are Monday and Tuesday 8:30 a.m.–5:00 p.m. and Thursday and Friday 8:30 a.m.–5:00 p.m. We are closed Wednesdays. 848-932-7015.
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 and courier delivery services (i.e. UPS, FedEx) 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 New Jersey or New York, visit 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
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 expiration of your current post-completion OPT.

Your STEM OPT application MUST reach the USCIS within 60 days of the date that the recommendation was issued on your I-20 and before the expiration of your current post-completion OPT.

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 this extension, please visit the SEVP Study in the States website and USCIS website at: https://studyinthestates.dhs.gov/stem-opt-hub

USCIS Information for STEM OPT Extensions: https://www.uscis.gov/working-united-states/students-and-exchange-visitors/students-and-employment/stem-opt