

STEM OPT Extension Application Checklist

Please review the STEM OPT FAQ to ensure you are eligible to apply. If so, please follow these steps:

- 1) **Email International Student Services at KGI (international@kgi.edu) with the following information:**
 - The [OPT Reporting form](#), with Section C completely filled out. Please note that Employer EIN and Supervisor information are required at the STEM OPT stage.
 - A copy of the completed [Training Plan I-983 form](#), filled out by you and your supervisor.
 - Draft of I-765 form and G-1145 form (see #3). You may also attach the supplementary items listed in #3 if you wish. See page 2 for help completing the I-765 form.
- 2) **KGI will issue and mail you a new I-20, showing the 24-month STEM OPT recommendation. Sign and date the I-20 when you receive it.**
- 3) **When I-20 is received, gather complete packet (arranged in this order; do not use staples):**
 - Check or money order for \$410, payable to “Dept. of Homeland Security.” Make sure your name appears on the check. If multiple names appear on the check, circle yours.
 - 2 color U.S. passport-style photographs. Photos must be taken within the last 30 days, measure 2 inches by 2 inches, and have a plain white or off-white background. Lightly write your name on the back with a pencil or felt-tip pen.
 - Completed [G-1145](#), E-Notification of Application/Petition Acceptance (optional, but highly recommended)
 - Completed and signed [Form I-765](#) (see “Hints” on page 2)
 - Copy of new I-20 from KGI, with recommendation for 24-month OPT extension (keep the original I-20)
 - Copy of your current [I-94](#) printout
 - Copy of your passport identity page (and any renewal pages)
 - Copy of all previous I-20s
 - Copy of the front and back of your current OPT card
 - Evidence that your degree meets the STEM degree/major requirements. Only one of the following must be submitted with your application:
 - Transcript—Official or copy that shows your degree and program of study
 - Copy of the diploma that shows your degree level and program of study
- 4) **Mail packet (arranged in order above) to USCIS**
 - Submit the application to the USCIS Lockbox with jurisdiction over the address you list on the I-765 form. Filing jurisdiction information can be found at: <https://www.uscis.gov/i-765-addresses> under Foreign Students > Eligibility Category (c)(3)(i). Your form must be *received* by USCIS before the end date of your current OPT *and* within 60 days of the issuance date of the I-20.
- 5) **Email a copy of your application receipt and new EAD card to international@kgi.edu when received.**
 - If you receive a Request For Evidence (RFE), please contact us immediately for assistance.

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6) Add important reporting dates to your personal calendar

- You must “check in” with KGI via international@kgi.edu every 6 months to report any changes to your employer information (or to report no change in employment information).
- You and your employer must submit an [I-983 form](#) to update your employment information as soon as a material change occurs and within 10 days of each 12-month evaluation.

Hints for filling out Form I-765

- Item #3 If you may move to a new residence while this application is being processed, use a stable address that will be valid for 4 months. Mail from USCIS is not forwarded by the United States Postal Service.
- Item #9 Use your U.S. Social Security Number.
- Item #10 This question refers to the 11-digit number on your most recent I-94
- Item #11 The answer to this question is “yes.” Include information about your current OPT. (For most students, it’s “Granted, California Service Center”)
- Item #14 USCIS wants to know what your status was the last time you entered the U.S. For most students applying for OPT, it is “F-1”.
- Item #15 This should be “Student.”
- Item #16 (C)(3)(C)
- Item #17 Degree = your degree level and major; Employer’s name as listed in E-Verify; Employer’s E-Verify Identification Number (E-Verify information can only be obtained from your employer; see the [F-1 STEM OPT Frequently Asked Questions](#) document for guidance)

Hints for filling out I-983 Training Plan (please see [click here](#) for a link to complete instructions)

- Section 1: CIP Code – Found on “Major” section of I-20; begins with the number “30”
- Section 1: Based on Prior Degree – Answer is “no”
- Section 1: Employment Authorization Number – USCIS# found on EAD card
- Section 3-5: Must be completed by your employer
- Section 3: Start Date of Employment – Day after your current OPT ends
- Section 5: Employer Site Information – Must be your physical day-to-day site and supervisor information
- Section 6: Employer Official Certification – Should be signed by your immediate supervisor
- Evaluation Sections: Leave blank. These are required at 12 and 24 months.

REMINDERS: Reporting Requirements & Maintaining Legal Status during STEM OPT

- You are required to report the following to KGI within 10 days of each occurrence:
 - any change in your home address each time that you move (use the [OPT Reporting Form](#))
 - any change in the name and/or address of your employer, and any significant changes in your job duties/title, by submission of both the [OPT Reporting Form](#) and a new [I-983 form](#)
 - the loss/completion of your job (use the [OPT Reporting Form](#))
- Your OPT will end if you accrue a total of 150 days of unemployment (counted from the start of your total OPT period) or if you transfer your SEVIS record to another school.
- As always, you need a valid passport and I-20 at all times. If travelling, you will need an F-1 visa and passport valid 6 months into the future. You will also need a travel signature on your I-20. Please plan ahead to account for mailing time.