

# STEM OPT Application Checklist

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

**1) Email Your Admissions and International Student Advisor ([international@kgi.edu](mailto: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. You may also attach the supplementary items listed in #3 if you wish. Instructions for completing the I-765 form are listed below.

**2) Make an appointment with your Admissions and International Student Advisor to complete the application.**

This appointment will last roughly 30 minutes. KGI will issue you a new I-20, showing the 24-month STEM OPT recommendation needed to complete your application. **DO NOT** submit your application without it. Please be sure to print, sign and date the I-20 when you receive it and before uploading it to your application.

NOTE: 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.

**3) When I-20 is received, gather complete packet:**

- Application fee in the amount of \$410
- 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.
- Completed [Form I-765](#) draft (important: follow completion directions in this packet)
- Current [I-94](#) printout
- Copy of your visa and passport identity page (and any renewal pages)
- Copy of all previously issued I-20s (1<sup>st</sup> and 2<sup>nd</sup> page; do not copy instruction page).
- Copy of the front and back of any previous EAD cards (i.e. previously done OPT)
- 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) Next Steps**

- Create your online account and begin your application at <https://www.uscis.gov/i-765>
- Print and physically sign the I-20 sent to you showing your STEM OPT recommendation. Upload a scanned copy of the 1<sup>st</sup> and 2<sup>nd</sup> page of your new I-20 to your application.
- Email a copy of your application receipt** to [international@kgi.edu](mailto:international@kgi.edu) when received (formal receipt; no copy of the confirmation email is needed).
  - [Sign up for Informed Delivery](https://informeddelivery.usps.com) by USPS at <https://informeddelivery.usps.com>. This will help you track the expected arrival of your EAD cards.
  - You will receive notices from USCIS when there is movement on your case, including notification of when your EAD card is mailed.
- If you receive a Request For Evidence (RFE), please contact us immediately for assistance.
- Email a copy of your new EAD card and I-797 approval notice** to [international@kgi.edu](mailto:international@kgi.edu) when received. You may continue working for 180 days while the application is pending; if it is past 150 days and you have not received your new card, please contact KGI for next steps.
- Interested in travel? Please consult the Travel Guide on the [Current Students](#) page under Travel for specific guidance BEFORE making travel plans.

#### 5) Add important reporting dates to your personal calendar

- You must “check in” with KGI via [international@kgi.edu](mailto: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 OR within 10 days of each 12-month evaluation.

#### 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.

#### Hints for filling out I-983 Training Plan (please [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.

**Completion Guide for filling out I-765 Application Form.** Please [click here](#) for a link to complete instructions issued by USCIS; it is advised that you read these instructions, including the penalties section, in addition to using the guide below to properly complete your application. It is your responsibility as the applicant to ensure that all information on the application is correct and valid.

#### **General Information:**

You can find helpful information on filing your online application at <https://www.uscis.gov/file-online>

Make sure you select that you are applying for (c)(3)(C) – STEM Extension when starting your application

**Part 1:** Select 1.a. “Initial permission to accept employment”

#### **Part 2:**

- **Name:** Please write your name exactly as it appears on your I-20. If your name will not fit, fill it in as much as possible and then upload a page as “other evidence” spelling your name correctly. If you used previous names, including nicknames in official records or documentation, complete these sections as needed. Do not list nicknames that you did not use on official records.
- **Address:** *Your US Mailing Address* is where the receipt notice and EAD card will be mailed. This address must be valid for at least 3 months and may be a P.O. Box address. If you are using a friend or family’s address, indicate the person’s name in the In Care of Name line (note that this person must be listed with the US Postal Service as living at that address). If you listed a mailing address that is NOT your current physical living address, then you must indicate this, and provide your current physical address in the appropriate section.
- **Security Number.** If you already have an SSN indicate this and provide the number. If you do not already have an SSN, indicate this and select “Yes” to both follow up questions and give USCIS the ability to share your

information with the Social Security Administration and create your card. You will need to provide your mother and father's names as well.

- **Information About Latest Arrival.** Complete this section using information from your I-94, passport, and I-20. Note that your SEVIS number is found at the top of your current I-20.
- **Eligibility Category:** The code is (c)(3)(C). Enter your degree, employer's name as listed in E-Verify, and the employer's E-Verify company identification number.

**Part 6: Additional Information – MUST be completed if you had been issued a different SEVIS ID previously AND/OR completed practical training (CPT/OPT).**

- **Explanation of previous work.** List all SEVIS ID numbers, level (i.e. bachelors or masters), and whether CPT or OPT was done. If CPT or OPT was done, explain the opportunity. *Examples:*
  - Student studied in the US for bachelor degree but did not do practical training. Returned to US later to earn masters degree at KGI and has done CPT. Answer would look something like: *"Previous SEVIS ID N0001234567, bachelors degree, no CPT or OPT. Current SEVIS ID N0012345678, masters degree, CPT from 5-1-18 to 8-30-18, at Regeneron for internship requirement, 40 hr/wk."*
  - Student studied in the US at KGI only and has done CPT practical training. Answer would look something like: *"Current SEVIS ID N0001234567, masters degree, CPT from 5-1-18-8-30-18, at Regeneron for internship requirement, 40 hrs/wk; CPT from 8-31-18 to 12-14-18 at Regeneron for internship course, 20 hrs/wk."*
  - Student studied in the US at bachelors level, completed OPT, and transferred to KGI for masters but did not do CPT. Answer would look something like: *"Current SEVIS ID N0001234567, bachelors degree, OPT from 5-30-15 to 4-30-16 at Shire, 40 hrs/wk. Masters degree, no CPT, OPT at Regeneron from 7-15-17 to 7-14-18."*