

# STEM Optional Practical Training (OPT) Info Session

Winter 2025

International Students and Scholars (ISS)  
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*This does not constitute legal advice*



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## **STEM OPT Workshop Note**

Please be advised that this information session is only used for informational purposes only.

Students are responsible for their own personal applications. Students should make sure that the STEM OPT application has full documentation and is timely filed while understanding the F-1 regulations on STEM OPT.

Please contact the ISS Office if you have any additional questions.



# Basics of STEM OPT



## Basic Information on STEM OPT

### What is STEM OPT?

F-1 students who graduated in eligible science, technology, engineering, and mathematics (STEM) degrees may apply for a 24 Month extension after their standard 12 Month Post-Completion OPT

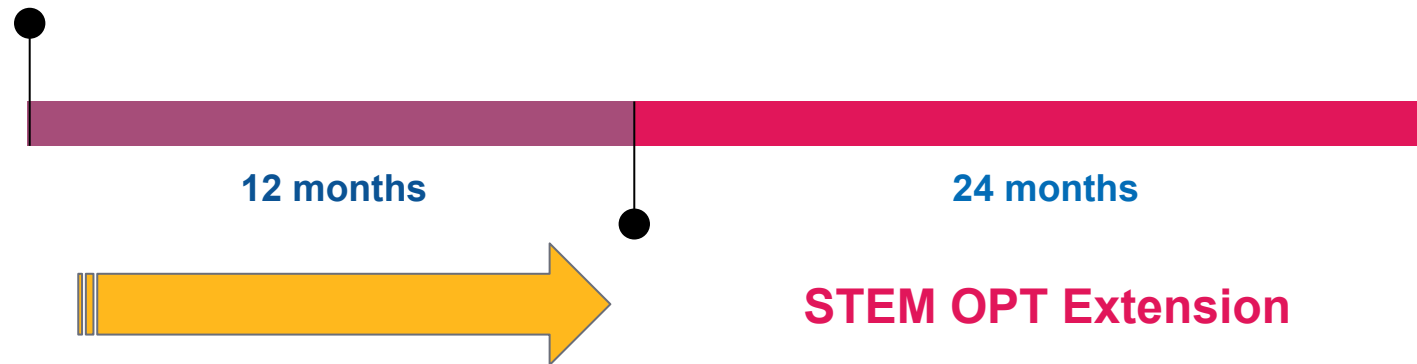
F-1 students may be approved for a STEM OPT extension two times per lifetime

# Basic Information on STEM OPT

## When does STEM OPT start?

- STEM OPT begins the day after Post-Completion OPT
- Extends F-1 Status

### Post-Completion OPT





# Eligibility for STEM OPT

# Eligibility for STEM OPT Extension

01

## Valid Immigration Status

- Valid F-1 Status
- Currently on Post-Completion OPT
- EAD Card, unexpired

02

## Eligible Degree

- Bachelor's or higher degree in eligible STEM field
- Major CIP Codes must be on [DHS STEM Designated Degree List](#)
- Within the last 10 years and unused for STEM OPT

03

## Qualified Employment

- [E-Verify Employer](#)
- Paid Employment
- At least 20 hours per week
- Must complete I-983 Training Plan with Employer



# Checking Your STEM Degree

Homeland Security Investigations  
National Security Division  
Student and Exchange Visitor Program



## DHS STEM Designated Degree Program List

Last Updated: July 22, 2024

The U.S. Department of Homeland Security (DHS) STEM Designated Degree Program List is a complete list of fields of study that DHS considers to be science, technology, engineering or mathematics (STEM) fields of study for purposes of the 24-month STEM optional practical training extension described at 8 CFR 214.2(f). Under 8 CFR 214.2(f)(10)(ii)(C)(2), a STEM field of study is one "included in the Department of Education's Classification of Instructional Programs taxonomy within the two-digit series containing engineering, biological sciences, mathematics, and physical sciences, or a related field. In general, related fields will include fields involving research, innovation, or development of new technologies using engineering, mathematics, computer science, or natural sciences (including physical, biological, and agricultural sciences)."

Accordingly, this list designates the following four primary CIP series at the 2-digit CIP code level: Engineering (14), Biological and Biomedical Sciences (26), Mathematics and Statistics (27) and Physical Sciences (40). Any new additions to those areas will automatically be included on this STEM Designated Degree Program List.

This list also includes CIPs from the following 18 related CIP series at the 6-digit CIP code level: Agricultural/Animal/Plant/Veterinary Science and Related Fields (01); Natural Resources and Conservation (03); Architecture and Related Services (04); Communication, Journalism and Related Programs (09); Communications Technologies/Technicians and Support Services (10); Computer and Information Sciences and Support Services (11); Education (13); Engineering/Engineering-Related Technologies/Technicians (15); Military Science, Leadership and Operational Art (28); Military Technologies and Applied Sciences (29); Multi/Interdisciplinary Studies (30); Science Technologies/Technicians (41); Psychology (42); Homeland Security, Law Enforcement, Firefighting and Related Protective Services (43); Social Sciences (45); Transportation and Materials Moving (49); Health Professions and Related Programs (51); and Business, Management, Marketing and Related Support Services (52).

CIP Code Two-Digit Series	2020 CIP Code	CIP Code Title
01	01.0308	Agroecology and Sustainable Agriculture.
01	01.0901	Animal Sciences, General.

PROGRAM OF STUDY		
EDUCATION LEVEL	MAJOR 1	CIP Code
DOCTORATE	Physics, General	40.0801

- Check if your degree is eligible for STEM OPT by checking the CIP code listed on your I-20
- Your STEM degree must be listed in the [STEM Designated Degree Program List](#)

# Qualifying Employment for STEM OPT

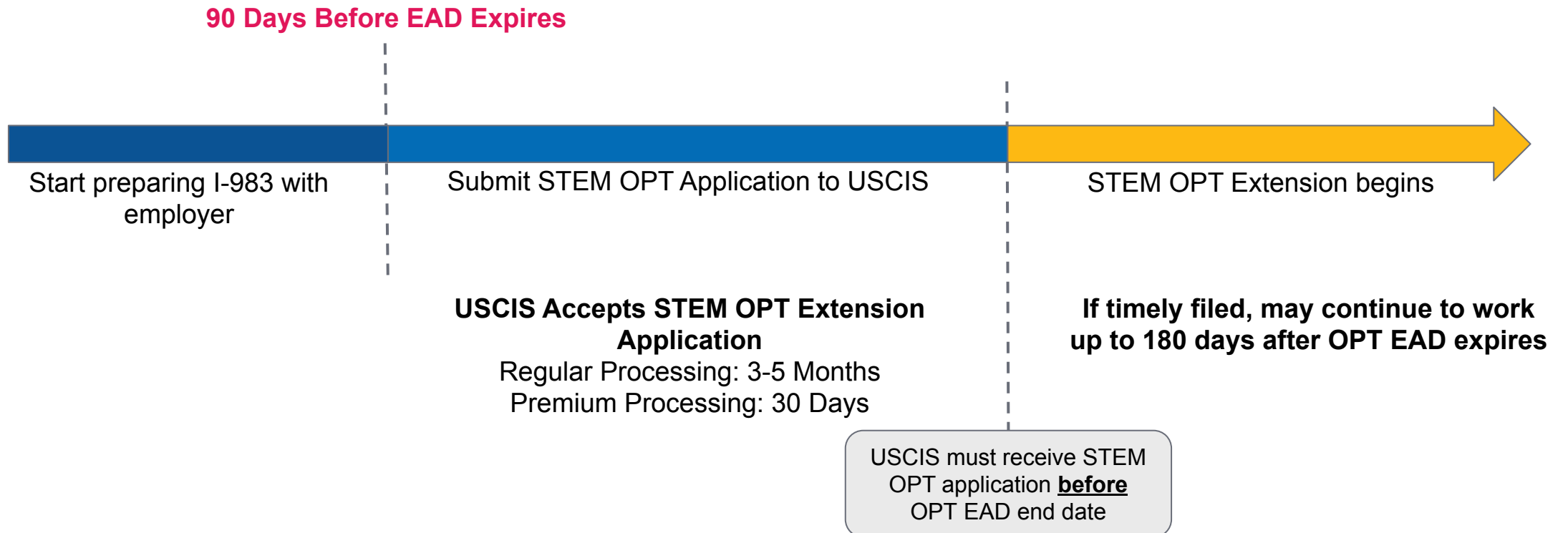
## What is allowable employment during STEM OPT?

- Must be paid employment (20 hrs or more per week)
- No volunteer, unpaid, or self-employment
- Employers must have E-Verify & EIN numbers
- Employer must meet ALL the requirements listed on the [STEM OPT Website](#)
  - Must establish bona fide relationship between employee and employer
  - Strict USCIS guidelines on third party placements/staffing agencies
  - F-1 OPT/STEM OPT students should not train or manage another F-1 student with STEM OPT Extension
  - Employer should meet all the requirements listed in the [‘STEM OPT Employer Responsibilities section’](#)
- Must have STEM OPT employment from the start of STEM OPT period



# STEM OPT Application Process

# STEM OPT Application Timeline



# STEM OPT Application Process

## UCR Process (Before Submitting to USCIS)

1. Report your current OPT employment through SEVP OPT Portal
2. Complete I-983 with Employer
3. Submit STEM OPT documents to the ISS office
  - [internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu)
4. Pay the \$300 ISS STEM OPT processing fee and (A link for payment will be sent to student)
5. Submit processing fee receipt to ISS office
6. ISS will issue STEM OPT I-20

## USCIS Process

1. Prepare final STEM OPT application and submit materials to USCIS
  - a. **IMPORTANT:** USCIS must receive your documents before EAD expires
  - b. **Do NOT submit the I-765 Form to USCIS without obtaining a STEM OPT I-20 from ISS.**
2. Continue to maintain STEM OPT Employment during application process
3. STEM OPT EAD card will be sent to you like OPT EAD
4. Maintain STEM OPT Reporting Responsibilities

# STEM OPT Application Checklist



## STEM OPT Application Checklist

### Application Filing Window

USCIS can accept your application 90 days before your OPT EAD End Date and must be received by USCIS before your OPT EAD card expires. Applying outside of the application window will result in a denied application.

### STEM OPT Application Steps

**1. Request an OPT I-20 from the ISS Office.** Please gather the following items and email them to [internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu). Please allow 14-16 business days for an ISS Advisor/DSO to review your documents to determine if you are eligible to apply for OPT.

- [Form I-983 Training Plan](#) (Completed by you and your employer), I-983 Remains with ISS & does not go to USCIS
  - [I-983 Instructions](#)
  - [I-983 Sample](#)
- [Form I-765](#) (Optional Practice Draft)
  - We recommend downloading the latest paper version to practice filling out the I-765 form before submitting it to USCIS.
  - **Do NOT submit an I-765 to USCIS until you receive an OPT I-20 from the ISS Office.** You must have an OPT I-20 before submitting your I-765 to USCIS.
- Employment Verification Letter or Job Offer Letter (includes title and job description)
- Copy of your OPT EAD (Front & Back)

**2. Pay \$300.00 ISS STEM OPT Fee.** ISS will review your OPT STEM packet. Once ISS has determined that you are eligible to apply for STEM OPT, ISS will provide you with ISS OPT Fee payment instructions.

**3. Receive your STEM OPT I-20 from the ISS Office.** Once you have paid the OPT STEM Fee and submitted your payment receipt to ISS, an ISS Advisor will email your OPT STEM I-20 to your UCR email. Please review your OPT STEM I-20 and sign it at the bottom. If you would like to meet with an ISS Advisor to review your documents, please reach out to [internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu).

**4. Gather Final OPT STEM (I-765) Application Documents to Submit to USCIS.** Please be sure to submit your documents to USCIS within the application window and within 60 days of the date that the International Student Advisor entered your OPT recommendation into SEVIS. Here are the documents that USCIS will require:

- [Form I-765](#)
- OPT STEM I-20 (**MUST BE ISSUED BEFORE THE I-765 IS SUBMITTED TO USCIS**)
  - The OPT STEM I-20 must have OPT Recommendation from a DSO on the 2<sup>nd</sup> page. OPT STEM recommendation is required before the I-765 Application is submitted to USCIS.
  - The OPT STEM I-20 must be submitted to USCIS within 60 days of issuance
- Passport Photos
  - For Online Applications: 1 Digital Copy of your U.S. Passport-style photo
  - For Paper Applications: 2 Hard Copies of your U.S. Passport-style photos (Please lightly write your name and SEVIS ID or I-94 Number on the backs of each photo)
- Government Identification
  - For Online Applications: Digital copy of a previous EAD card, valid passport, or most recent F-1 visa
  - For Paper Applications: Hard copy of valid passport and F-1 visa
- Copy of your OPT EAD (Front & Back)
- Copy of either your STEM Degree Transcripts or Diploma
  - Your Major on your I-20 Must be on the [STEM Designation Degree List](#)
- If your STEM Degree was earned at a different institution, include that Institution's Accreditation
- [Form I-94](#)

- [Form G-1145](#) to receive eNotifications (Only for Paper Applications)
- Supporting Documents (if applicable): Copies of previous CPT I-20, OPT I-20, EAD card, I-20 with different SEVIS ID number, or others
- \$410 [USCIS I-765 Fee](#) (Review [USCIS Fee Schedule](#) for any Fee Changes)
  - Online Applications: Credit Card or Electronic Bank Transfer
  - Paper Applications: Personal Check, Money Order or Cashier's Check  Payable to "U.S. Department of Homeland Security"
- \$1,500 [USCIS Premium Processing Fee](#) (Optional & Review [USCIS Fee Schedule](#) for any Fee Changes)
  - Decisions on OPT applications are made within 30 days of submission.

### Mailing the I-765 Application to USCIS (Only for Paper Applications)

- Filing address under 'Foreign Students' on the [I-765 Direct Filing Address page](#)

### Filing the I-765 Online (Only for Online Applications)

- **REMINDER:** You must first receive the OPT I-20 from the ISS Office
- Step One  [I-765 Website](#)
- Step Two  Scroll down the I-765 page and click 'File Online'
- Step Three  Create USCIS Online Account

### After Submitting the STEM OPT Application to USCIS

- USCIS will issue an OPT Receipt Number and mail you a paper I-797 Receipt Notice.
- You may continue working in your current STEM position up to 180 days after your OPT EAD expires while your STEM Extension is Pending.
- You can track your case through your [online USCIS account](#) or use the receipt number to [track case status](#)
- **Within Approximately 3-5 Months:** USCIS will mail the final OPT decision
  - If USCIS sends you a Request for Evidence (RFE) or a Denial Notice, please make an appointment with an ISS advisor [internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu)
  - If your OPT is approved, USCIS will deliver your Employment Authorization Document (EAD) Card to your mailing address.
    - Send scan of EAD Card to ISS [internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu)

### After STEM OPT Approval

#### Set up Your SEVP OPT Portal

During STEM OPT, F-1 Students will only be able to use SEVP OPT Portal to update personal information, not employment information. Any changes in employment information must be updated through the ISS Office. The OPT Portal will send reminders of due dates of reports. Any Validation Reports or Self-Evaluation must be submitted through the ISS Office [internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu). You must report any changes **within 10 days** of that change.


### STEM OPT Reporting Requirements

All STEM OPT Reports must be submitted to ISS [internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu) before the due date of report. Once received, an ISS Advisor will submit the report into the SEVIS system.

- **6 Months on STEM OPT** → Submit [STEM OPT Reporting Form](#)
- **12 Months on STEM OPT** → Submit [STEM OPT Reporting Form](#) and Evaluation of Student Progress (1st portion of page 5 on Form I-983)
- **18 Months on STEM OPT** → Submit [STEM OPT Reporting Form](#)
- **24 Months on STEM OPT** → Submit [STEM OPT Reporting Form](#) and Entire I-983 with Completed Evaluation of Student Progress (2nd portion of page 5 on Form I-983)
- **Changes in Personal or Employment Information (Must be Reported within 10 Days of Change)**
  - **Change of Employer** → Must Submit I-983 Final Evaluation of Previous Employer, New I-983 of New Employer & Offer Letter of New Employer
  - **Change of Personal Address or Contact Information** → Update through SEVP OPT Portal

To access  
checklist,  
[click here](#)  
or scan below:





# Required STEM OPT Application Documents

# To Request for a STEM OPT I-20

To receive a STEM OPT I-20, please submit the following documents to the ISS office. Once received, the ISS office will review your documents and will issue you a new I-20 recommending you for STEM OPT.

## Documents for ISS office

- ✓ Form I-983 Training Plan (ISS office keeps this form)
- ✓ Copy of Current OPT EAD card (front & back)
- ✓ Employee Offer Letter
  - Company Letterhead
  - Job Position
  - Job Responsibilities/Description

**Submit your documents at the ISS  
office or by email**

[internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu)





# Form I-983

# Form I-983 Training Plan

**Purpose:** The Form I-983 Training Plan must clearly articulate the STEM OPT student's learning objectives and affirm the employer's commitment to helping the student achieve those objectives.

The Form I-983 Training Plan must be completed by student and employer, then submitted to the ISS office. For the application process, complete pages 1-4 only. **\*The ISS office will keep this form and does not go to USCIS.** Page 5 will be completed only during the evaluation period.

DEPARTMENT OF HOMELAND SECURITY  
U.S. Immigration and Customs Enforcement  
**TRAINING PLAN FOR STEM OPT STUDENTS**  
Science, Technology, Engineering & Mathematics (STEM) Optional Practical Training (OPT)

OMB APPROVAL NO. 1625-0054  
EXPIRATION DATE: 03-31-2019

**SECTION 1: STUDENT INFORMATION (Completed by Student)**

Student Name (Surname/Primary Name, Given Name): \_\_\_\_\_ Student Email Address: \_\_\_\_\_

Name of School Recommending STEM OPT: \_\_\_\_\_ Degree of School With STEM OPT (e.g., Bachelor's): \_\_\_\_\_  
Name of School With STEM OPT (e.g., Bachelor's): \_\_\_\_\_ Degree of School With STEM OPT (e.g., Bachelor's): \_\_\_\_\_

Designated School Official (DSO) Name and Contact Information: \_\_\_\_\_ Student SEVIS ID No.: \_\_\_\_\_ STEM OPT Requested Period (mm-dd-yyyy):  
From: \_\_\_\_\_ To: \_\_\_\_\_

Qualifying Major and Classification of Instructional Programs (CIP) Code: \_\_\_\_\_  
Level/Type of Qualifying Degree: \_\_\_\_\_  
Date Awarded (mm-dd-yyyy): \_\_\_\_\_  
Based on Prior Degree?  Yes  No  
Employment Authorization Number: \_\_\_\_\_

**SECTION 2: STUDENT CERTIFICATION**

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

I certify that:

- I have reviewed, understood, and will adhere to the Training Plan for STEM OPT Students ("Plan").
- I will notify the DSO at the earliest available opportunity if I believe that my employer is not providing me with appropriate training as delineated in this Plan.
- I understand that the Department of Homeland Security (DHS) may deny, revoke, or terminate the STEM OPT of students whose DHS determination is not in compliance with the law, including the STEM OPT of students who are not, or whose employers are not, complying with this Plan.
- My practical training opportunity is directly related to the STEM degree that qualifies me for the STEM OPT extension, and
- I will notify the DSO at the earliest available opportunity regarding any material changes to or deviations from this Plan, including but not limited to any change of Employer Identification Number resulting from a corporate restructuring, any material reduction or cancellation from the amount previously identified on this Plan that is not due to a reduction in hours worked, any significant decrease in hours per week that is not due to a STEM training opportunity, and any decrease in hours below the 20-hour per week minimum required under the rule.

Signature of Student: \_\_\_\_\_ Date (mm-dd-yyyy): \_\_\_\_\_

Printed Name of Student: \_\_\_\_\_ Date (mm-dd-yyyy): \_\_\_\_\_

ICE Form I-983 (7/16) Page 1 of 5

**SECTION 3: EMPLOYER INFORMATION (Completed by Employer)**

Employer Name: \_\_\_\_\_ Street Address: \_\_\_\_\_ Suite: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Employer Website URL: \_\_\_\_\_

Employer ID Number (EIN): \_\_\_\_\_ Number of Full-Time Employees in U.S.: \_\_\_\_\_ North American Industry Classification System (NAICS) Code: \_\_\_\_\_

OPT Hours Per Week (must be at least 20 hours/week): \_\_\_\_\_ Compensation:  
A. Salary Amount and Frequency: \_\_\_\_\_  
B. Other Compensation (Type and Estimated Amount or Value):  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

Start Date of Employment (mm-dd-yyyy): \_\_\_\_\_

**SECTION 4: EMPLOYER CERTIFICATION**

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

I certify on behalf of the employer that this Training Plan for STEM OPT Students ("Plan") is approved and that:

- I have reviewed and understood the Plan, and I will ensure that the supervising Official follows the Plan.
- I will notify the DSO at the earliest available opportunity regarding any material changes to this Plan, including but not limited to, any change of Employer Identification Number resulting from a corporate restructuring, any material or substantial change to the amount previously identified on this Plan that is not due to a reduction in hours worked, any significant decrease in hours per week that is not due to a STEM training opportunity, and any decrease in hours below the 20-hour per week minimum required under this rule.
- When the business date of the termination or expiration of the student during the authorized period of OPT, I will report such termination or expiration to the DSO (Note: business days do not include federal holidays or weekend days, and an employer shall consider a student to have departed when the employer knows the student has left the practical training opportunity, or when the student has not reported for practical training for a period of five consecutive business days without the consent of the employer, and
- I will adhere to all applicable regulatory provisions that govern this program (see 8 CFR Part 214), which include, but are not limited to, the following:
  - The student's practical training opportunity is directly related to the STEM degree that qualifies the student for the STEM OPT extension, and the position offered to the student adheres to the objectives of this training program.
  - The student will receive on-site supervision and training, consistent with this Plan, by experienced and knowledgeable staff.
  - The employer has sufficient resources and personnel to provide the specified training program as both in this Plan, and the employer is prepared to implement that program, including at the location(s) identified in this Plan.
  - The student on a STEM OPT extension will not replace a full- or part-time, temporary or permanent U.S. worker. The terms and conditions of the STEM practical training opportunity, including duties, hours, and compensation, are commensurate with the terms and conditions applicable to the employer's similar full-time U.S. workers or, if the employer does not employ and has not recently employed more than one similarly situated U.S. workers in the area of employment, the terms and conditions of other similarly situated U.S. workers in the area of employment; and
  - The training contract pursuant to the Plan complies with all applicable Federal and State requirements relating to employment.

Note: DHS may, at its discretion, conduct an audit of the employer to ensure that program requirements are being met, including that the employer possesses and maintains the ability and resources to provide structured and guided work-based learning experiences consistent with this Plan.

Signature of Employer Official with Signatory Authority: \_\_\_\_\_  
Printed Name and Title of Employer Official with Signatory Authority: \_\_\_\_\_  
Date (mm-dd-yyyy): \_\_\_\_\_ Printed Name of Employing Organization: \_\_\_\_\_

ICE Form I-983 (7/16) Page 2 of 5

**SECTION 5: TRAINING PLAN FOR STEM OPT STUDENTS (Completed by Student and Employer)**

Student Name (Surname/Primary Name, Given Name): \_\_\_\_\_  
Employer Name: \_\_\_\_\_

**EMPLOYER SITE INFORMATION**

Site Name: \_\_\_\_\_ Site Address (Street, City, State, ZIP): \_\_\_\_\_

Name of Office: \_\_\_\_\_ Office's Title: \_\_\_\_\_  
Office's Email: \_\_\_\_\_ Office's Phone Number: \_\_\_\_\_

Note: For the remaining fields in this section, employers who already have an internal pre-existing training plan in place may fill in the details based on that plan.

Student Role: Describe the student's role with the employer and how that role is directly related to enhancing the student's knowledge obtained through his or her qualifying STEM degree.

**Goals and Objectives:** Describe how the assignments with the employer will help the student achieve his or her specific objectives for work-based learning related to his or her STEM degree. The description must both specify the student's goals regarding specific knowledge, skills, or techniques as well as the means by which they will be achieved.

**Employer Oversight:** Explain how the employer provides oversight and supervision of individuals filling positions such as that being filled by the named F-1 student. If the employer has a training program or related policy in place that controls such oversight and supervision, please describe.

**Measures and Assessments:** Explain how the employer measures and confirms whether individuals filling positions such as that being filled by the named F-1 student are acquiring new knowledge and skills. If the employer has a training program or related policy in place that controls such measures and assessments, please describe.

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Additional Remarks (optional): Provide additional information pertinent to this Plan.

**SECTION 6: EMPLOYER OFFICIAL CERTIFICATION**

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Employer Official with Signatory Authority - I certify that:

- I have reviewed, understood, and will follow this Training Plan for STEM OPT Students (Plan).
- I will conduct the required periodic evaluations of the student.
- I will adhere to all applicable regulatory provisions that govern this program (see 8 CFR Part 214.2015(b)(3)), and
- I will notify the DSO regarding any material changes to or material deviations from this Plan at the earliest available opportunity, including if I believe the student is not receiving appropriate training as delineated in the Plan.

Signature of Employer Official with Signatory Authority: \_\_\_\_\_  
Printed Name and Title of Employer Official with Signatory Authority: \_\_\_\_\_  
Date (mm-dd-yyyy): \_\_\_\_\_

**PRIVACY ACT STATEMENT**

AUTHORITY: Section 101(b)(1)(E) of the Immigration and Nationality Act of 1952, as amended (INA); 8 U.S.C. 101(b)(1)(E); Section 641 of the Illegal Immigration Reform and Empowerment Act of 1996 (IIRIRA), Pub. L. 104-208, Div. C, 110 Stat. 3009-540 (codified at 8 U.S.C. 1172); Section 552 of the Executive Order on Privacy and Information Security, 13173, 17 Fed. Reg. 543 (codified at 8 U.S.C. 1182); and Homeland Security Presidential Directive No. 12 (HSPD-12), enforceable U.S. Immigration and Customs Enforcement (ICE) to collect the information requested in this form.

PURPOSE: The information collected on this form is used to assist in the administration of the STEM Optional Practical Training (OPT) extension so that Designated School Officials (DSOs) can properly recommend the Student for review and help coordinate his or her STEM optional practical training opportunity.

ROUTINE USES: The information collected on this form may be shared with the individuals who signed the Plan, relevant DSOs acting as sponsors with the DHS, Federal, State, local, or foreign government entities for law enforcement purposes, Members of Congress in response to requests on the Student's behalf, or as otherwise authorized pursuant to the published Privacy Act system of records notice - Privacy Act of 1976, U.S. Immigration and Customs Enforcement, DHS/ICE-001 Student and Exchange Visitor Information System (SEVIS) System of Records. [https://www.dhs.gov/privacy-act/stem-opt-act/](https://www.dhs.gov/privacy-act/stem-opt-act)

DISCLOSURE: The information you provide is voluntary. However, failure to provide the information requested on this form may delay or prevent participation in a STEM OPT opportunity.

**PAPERWORK REDUCTION ACT**

The public reporting burden for the collection of information is estimated to average 7.5 hours per response, including time for reviewing existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless the collection displays a currently valid Office of Management and Budget (OMB) control number. If you have comments on the accuracy of this burden estimate or recommendations for reducing it, send them to: U.S. Immigration and Customs Enforcement, Office of Policy, 300 10th Street SW, Washington, D.C. 20538.

\*See evaluation forms that follow for student's final evaluation, to occur before the one-year anniversary of the start date of the student's STEM OPT employment authorization, and/or program evaluation.

ICE Form I-983 (7/16) Page 4 of 5

Download the most updated version at the USCIS website:  
[Form I-983](#), [I-983 Instructions](#) & [Form I-983 Overview](#)



# Form I-983 (Page 1 of 5)

## Section 1-2 Student Completes

DEPARTMENT OF HOMELAND SECURITY  
U.S. Immigration and Customs Enforcement

OMB APPROVAL NO. 1653-0054  
EXPIRATION DATE: 03-31-2019

### TRAINING PLAN FOR STEM OPT STUDENTS Science, Technology, Engineering & Mathematics (STEM) Optional Practical Training (OPT)

**\*Required for ISS office only**  
**\*Not for USCIS**

#### Email Address

Enter your preferred email  
USCIS will use this to send updates

#### SEVIS School Code

(Can be found on your Form I-20)  
**LOS214F00177000**

#### STEM OPT Requested Period

Start Date: Day after EAD card expires  
End Date: Two years from current OPT end date

#### SEVIS ID No:

Add number that starts with "N00-"  
Can be found on pg 1 of the I-20

#### Qualifying Major CIP Code

Add CIP Code from STEM I-20  
Can be found on page 1 of the I-20

#### Employment Authorization Number

Enter your "A" number (this is listed on your current EAD card)

**Name of School Recommending STEM OPT**  
University of California Riverside

#### Name of School Where STEM Degree was Earned

- If most recent degree is STEM, University of California Riverside
- If STEM degree was earned elsewhere, enter name of U.S. school of STEM degree

#### DSO Contact Information

- Name
- Email address
- 951-827-XXXX

SECTION 1: STUDENT INFORMATION (Completed by Student)		
Student Name (Surname/Primary Name, Given Name):		Student Email Address:
Name of School Recommending STEM OPT:	Name of School Where STEM Degree Was Earned:	SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix):
Designated School Official (DSO) Name and Contact Information:		Student SEVIS ID No.: From: _____ To: _____
Qualifying Major and Classification of Instructional Programs (CIP) Code: _____		
Level/Type of Qualifying Degree: _____		
Date Awarded (mm-dd-yyyy): _____		
Based on Prior Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employment Authorization Number: _____		
SECTION 2: STUDENT CERTIFICATION		
I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.		
I certify that:		
1. I have reviewed, understand, and will adhere to this Training Plan for STEM OPT Students ("Plan");		
2. I will notify the DSO at the earliest available opportunity if I believe that my employer is not providing me with appropriate training as delineated on this Plan;		
3. I understand that the Department of Homeland Security (DHS) may deny, revoke, or terminate the STEM OPT of students whom DHS determines are not engaging in OPT in compliance with the law, including the STEM OPT of students who are not, or whose employers are not, complying with this Plan;		
4. My practical training opportunity is directly related to the STEM degree that qualifies me for the STEM OPT extension; and		
5. I will notify the DSO at the earliest available opportunity regarding any material changes to or deviations from this Plan, including but not limited to, any change of Employer Identification Number resulting from a corporate restructuring, any nontrivial reduction in compensation from the amount previously submitted on the Plan that is not tied to a reduction in hours worked, any significant decrease in hours per week that I engage in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this rule.		
Signature of Student: _____		
Printed Name of Student: _____		Date (mm-dd-yyyy): _____

**Section 2**  
**Student Completes**

# Form I-983 (Page 1 of 5)

## SECTION 2: STUDENT CERTIFICATION

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

I certify that:

1. I have reviewed, understand, and will adhere to this Training Plan for STEM OPT Students ("Plan");
2. I will notify the DSO at the earliest available opportunity if I believe that my employer is not providing me with appropriate training as delineated on this Plan;
3. I understand that the Department of Homeland Security (DHS) may deny, revoke, or terminate the STEM OPT of students whom DHS determines are not engaging in OPT in compliance with the law, including the STEM OPT of students who are not, or whose employers are not, complying with this Plan;
4. My practical training opportunity is directly related to the STEM degree that qualifies me for the STEM OPT extension; and
5. I will notify the DSO at the earliest available opportunity regarding any material changes to or deviations from this Plan, including but not limited to, any change of Employer Identification Number resulting from a corporate restructuring, any nontrivial reduction in compensation from the amount previously submitted on the Plan that is not tied to a reduction in hours worked, any significant decrease in hours per week that I engage in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this rule.

Signature of Student (Sign in ink): Student Signature

Printed Name of Student: Name of Student Date (mm-dd-yyyy): Date of Signature

### Student Certification

- Signature of Student should be handwritten, electronically reproduced copies of a signature, electronic signatures produced with software programs

**Section 3**  
**Employer Completes**

# Form I-983 (Page 2 of 5)

SECTION 3: EMPLOYER INFORMATION (Completed by Employer)			
Employer Name: <b>Employer/Company Name</b>		Street Address: <b>Company Address</b>	
Employer Website URL: <b>Company Website</b>		City:	State: ZIP Code:
Employer ID Number (EIN): <b>EIN Number (9 digits)</b>	Number of Full-Time Employees in U.S.:	North American Industry Classification System (NAICS) Code: <b>NAICS Code</b>	
OPT Hours Per Week (must be at least 20 hours/week): <b>Working hrs/week</b>	Compensation: A. Salary Amount and Frequency: _____		
Start Date of Employment (mm-dd-yyyy): <b>STEM OPT Start Date</b>	B. Other Compensation (Type and Estimated Amount or Value): 1. _____ 2. _____ 3. _____ 4. _____		

**Employer Information**

- **Employer Name:** Employer or Company Name
- **Street Address:** Employer or Company’s physical location
- **Employer ID Number (EIN):** Unique nine-digit number, also referred to as the Federal Employer Identification Number (FEIN)
- **Start Date of Employment:** Start date of STEM OPT



# Form I-983 (Page 2 of 5)

## Section 4

### Employer Completes

Note: DHS may, at its discretion, conduct a site visit of the employer to ensure that program requirements are being met, including that the employer possesses and maintains the ability and resources to provide structured and guided work-based learning experiences consistent with this Plan.

Signature of Employer Official with Signatory Authority (Sign in ink): Signature of Employer Official

Printed Name and Title of Employer Official with Signatory Authority: Employer Official's Name and Position Title

Date (mm-dd-yyyy): Date of Signature Printed Name of Employing Organization: Employer/Company Name

### Signature of Employer Official

- Handwritten or electronic signatures accepted
- Should be employee with signatory authority for employer
- Should be familiar with student's goals and performance
- Must be able to attest to the terms & conditions of STEM practical training

# Form I-983 (Page 3 of 5)

SECTION 5: TRAINING PLAN FOR STEM OPT STUDENTS (Completed by Student and Employer)	
Student Name (Surname/Primary Name, Given Name):	
Employer Name:	
EMPLOYER SITE INFORMATION	
Site Name:	Site Address (Street, City, State, ZIP):
Name of Official:	Official's Title:
Official's Email:	Official's Phone Number:
<b>Note: for the remaining fields in this section, employers who already have an internal/pre-existing training plan in place may fill in the details based on that plan.</b>	
<b>Student Role:</b> Describe the student's role with the employer and how that role is directly related to enhancing the student's knowledge obtained through his or her qualifying STEM degree.	
<b>Goals and Objectives:</b> Describe how the assignment(s) with the employer will help the student achieve his or her specific objectives for work-based learning related to his or her STEM degree. The description must both specify the student's goals regarding specific knowledge, skills, or techniques as well as the means by which they will be achieved.	
<b>Employer Oversight:</b> Explain how the employer provides oversight and supervision of individuals filling positions such as that being filled by the named F-1 student. If the employer has a training program or related policy in place that controls such oversight and supervision, please describe.	
<b>Measures and Assessments:</b> Explain how the employer measures and confirms whether individuals filling positions such as that being filled by the named F-1 student are acquiring new knowledge and skills. If the employer has a training program or related policy in place that controls such measures and assessments, please describe.	

## Section 5 Student and Employer Completes

### Training Plan

- Must complete Section 5 with your employer
- Employer's information should be your direct supervisor or whoever will be providing you with the training

# Form I-983 (Page 3 of 5)

## Section 5

### Student and Employer Completes

SECTION 5: TRAINING PLAN FOR STEM OPT STUDENTS (Completed by Student and Employer)	
Student Name ( <i>Surname/Primary Name, Given Name</i> ): <b>LAST NAME, FIRST NAME</b>	
Employer Name: <b>COMPANY NAME</b>	
EMPLOYER SITE INFORMATION	
Site Name: <b>SITE NAME (If different from Employer Name, enter name of site)</b>	Site Address (Street, City, State, ZIP): <b>Address where you will be physically working</b>
Name of Official: <b>Name of Direct Supervisor (First and Last Name)</b>	Official's Title: <b>Title of Direct Supervisor</b>
Official's Email: <b>Email of Direct Supervisor</b>	Official's Phone Number: <b>Phone Number of Direct Supervisor</b>
<i>Note: for the remaining fields in this section, employers who already have an internal/pre-existing training plan in place may fill in the details based on that plan.</i>	



# Form I-983 (Page 3 of 5)

## Section 5 (Continued) Student's Role

Student Role: Describe the student's role with the employer and how that role is directly related to enhancing the student's knowledge obtained through his or her qualifying STEM degree.

**Describe what tasks and assignments the student will carry out during the training and how they relate the student's STEM degree at UCR. Should also indicate how the role is enhancing the knowledge obtained through the STEM degree. The plan must cover a specific span of time, detail specific goals, and objectives**

### Tips:

- Have your offer letter
- Be detailed and descriptive
- Include your position title and your job responsibilities
- Include your STEM Degree name
- Must explain how your job position is going to enhance your knowledge related to your STEM degree

# Form I-983 (Page 3 of 5)

## Section 5 (Continued) Goals and Objectives

Goals and Objectives: Describe how the assignment(s) with the employer will help the student achieve his or her specific objectives for work-based learning related to his or her STEM degree. The description must both specify the student's goals regarding specific knowledge, skills, or techniques as well as the means by which they will be achieved.

**Describe the specific skills, knowledge, and techniques the student will learn or apply; how the student will achieve the goals set out for his or her training; and the training curriculum including the timeline.**

### Tips:

- Think of around 3-4 goals and objectives at this position during your STEM period
- Describe how each goal will include learning objectives enhancing your STEM degree
- Each goal should have S.M.A.R.T. (specific, measurable, achievable, relevant, and time-bound) elements

# Form I-983 (Page 3 of 5)

## Section 5 (Continued) Employer Oversight

Employer Oversight: Explain how the employer provides oversight and supervision of individuals filling positions such as that being filled by the named F-1 student. If the employer has a training program or related policy in place that controls such oversight and supervision, please describe.

**Explain how the employer provides oversight and supervision of individuals filling positions such as that being filled by the named F-1 student. If the employer has a training program or related policy in place that controls such oversight and supervision, a description of this program or policy may suffice to answer this question.**

### Tips

- Describe the methods of how the employer will be providing oversight and supervision
- Be descriptive when explaining each method

# Form I-983 (Page 3 of 5)

## Section 5 (Continued)

### Measures and Assessments

Measures and Assessments: Explain how the employer measures and confirms whether individuals filling positions such as that being filled by the named F-1 student are acquiring new knowledge and skills. If the employer has a training program or related policy in place that controls such measures and assessments, please describe.

**Explain how the employer measures and confirms whether individuals filling positions such as that being filled by the named F-1 student are acquiring new knowledge and skills. If the employer has a training program or related policy in place that controls such oversight and supervision, a description of this program or policy may suffice to answer this question.**

### Tips

- Describe how your employer will be measuring and assessing your knowledge and skills in your position
- Be as descriptive as you can

# Form I-983 (Page 4 of 5)

## Section 6 Employer Completes

Additional Remarks (optional): Provide additional information pertinent to the Plan.

**SECTION 6: EMPLOYER OFFICIAL CERTIFICATION**

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

**Employer Official Certification**

1. I have  
2. I will  
3. I will  
4. I will not believe

Signature of  
Printed Name  
Date (mm-dd)

AUTHORITY: I am authorized to sign this form on behalf of the organization (see 8 CFR Part 214.2(f)(10)(ii)); and

PURPOSE: I am completing this form to certify that the student is receiving appropriate training as delineated in this Plan.

ROUTINE USE: This form is to be used with the DHS Form I-983, the Student's Training Plan for STEM OPT Employment Authorization, available at <https://www.dhs.gov>.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the information requested on this form may delay or prevent participation in a STEM OPT opportunity.

**PAPERWORK REDUCTION ACT**

The public reporting burden for this collection of information is estimated to average 7.5 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid Office of Management and Budget (OMB) control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, send them to: U.S. Immigration and Customs Enforcement, Office of Policy, 500 12th Street SW, Washington, D.C. 20536

\*See evaluation forms that follow for student's first evaluation, to occur before the one year anniversary of the start date of the student's STEM OPT employment authorization, and final program evaluation.

### Employer Certification

- Employer must sign this section
- Should review above information and affirm by signature
- Does not need to be same official who signed Section 4

Signature of Employer Official

Printed Name and Title of Employer Official with Signatory Authority: Name and Position Title of Employer Official

Date (mm-dd-yyyy): Date of Signature

# Form I-983 (Page 5 of 5)

## Section 6 Student & Employer Completes

**ATTENTION**  
You do not need to submit until  
evaluations are due

**EVALUATION ON STUDENT PROGRESS**  
Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.

Range of Evaluation Dates: From (mm-dd-yyyy): \_\_\_\_\_ To (mm-dd-yyyy): \_\_\_\_\_

**12-month Self-Evaluation due before this date**

Signature of Student: \_\_\_\_\_  
Printed Name of Student: \_\_\_\_\_ Date (mm-dd-yyyy): \_\_\_\_\_

Signature of Employer Official with Signatory Authority: \_\_\_\_\_  
Printed Name of Employer Official with Signatory Authority: \_\_\_\_\_ Date (mm-dd-yyyy): \_\_\_\_\_

**FINAL EVALUATION ON STUDENT PROGRESS**  
Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.

Range of Evaluation Dates: From (mm-dd-yyyy): \_\_\_\_\_ To (mm-dd-yyyy): \_\_\_\_\_

**24-month Self-Evaluation due before this date**

Signature of Student: \_\_\_\_\_  
Printed Name of Student: \_\_\_\_\_ Date (mm-dd-yyyy): \_\_\_\_\_

Signature of Employer Official with Signatory Authority: \_\_\_\_\_  
Printed Name of Employer Official with Signatory Authority: \_\_\_\_\_ Date (mm-dd-yyyy): \_\_\_\_\_

## Evaluation

- Must be completed by student
- Evaluation must be signed off by the student AND the employer
- Mark your calendars for annual evaluation deadlines

Submit your documents in person at  
the ISS office or by email:  
[internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu)



**Submit your I-765 to USCIS**

# Filing I-765

There are two options to file for the Form I-765

**Option 1:** [MyUSCIS](#) (Online Filing, Recommended)

**Option 2:** Paper Filing

- The application timeline is the same for both options
- Please do not submit duplicate OPT applications and/or fee using different filing options

## Reasons ISS Recommends Online Filing

- Cost effective, online is \$470 and paper filing is \$520 + cost to use courier services (FedEx, UPS, etc.)
- Immediate tracking of process
- Validation Tool for Addresses, etc.



# Filing Form I-765 Online



Welcome to your USCIS Account

Please select what you want to do.

<b>Edit My Account Profile</b>	Editing your profile includes making changes to your email, password, phone number, security questions, or the two-step verification method and backup code. <a href="#">Edit My Account</a>	<b>myUSCIS</b>	Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community. <a href="#">Go to myUSCIS</a>
<b>FIRST</b>	Submit, manage and receive Freedom of Information Act (FOIA) requests. <a href="#">Go to FIRST</a>	<b>myE-Verify</b>	Confirm your records for employment eligibility, track E-Verify or Self-Check case status, and protect your identity by locking your Social Security Number (SSN) <a href="#">Go to myE-Verify</a>
<b>E-Verify+</b>	E-Verify+ is only for newly hired employees contacted by their employer to complete the Employment Eligibility Verification, Form I-9, as part of the E-Verify+ process. <a href="#">Go to E-Verify+</a>		

## Filing I-765 Online

### Step One

- Select MyUSCIS



Not sure what service you need? Start at [uscis.gov](https://uscis.gov)

# Filing Form I-765 Online

Select the form you want to file online.

I-765, Application for Employment Authorization

What is your eligibility category?

If your eligibility category is not listed in the drop down menu, you can submit a paper form by mail.

(c)(3)(C) STEM Extension

Use this form to request employment authorization and an Employment Authorization Document (EAD) if your immigration status allows you to work in the United States.

**Note:** You may apply online if your eligibility category is:

## Step Two

- Select I-765
- Select (c)(3)(C) STEM Extension



# Filing Form I-765 Online - Sections

## Getting Started

- Basis of Eligibility
- Reason for Applying
- Preparer and Interpreter Information

## About You

- Your Name
- Your Contact Information
- Describe Yourself
- When and Where you were Born
- Your Immigration Information
- Other Information

## Evidence

- One U.S. Passport-style Photo of You
- Form I-94 or Government Issued Identification
- Employment Authorization Document (EAD) Card
- STEM OPT I-20
- College Degree (Diploma or Transcript)
  - Shows completion of degree
- Institution Accreditation (Only if your STEM degree was earned at another institution and not at UCR)

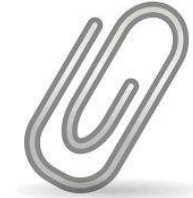
## Additional Information

- Additional Information

## Review and Submit

- Review your Application
  - \$470 payment
  - \$1,685 Premium Processing (optional)

# U.S. Passport-Style Photos

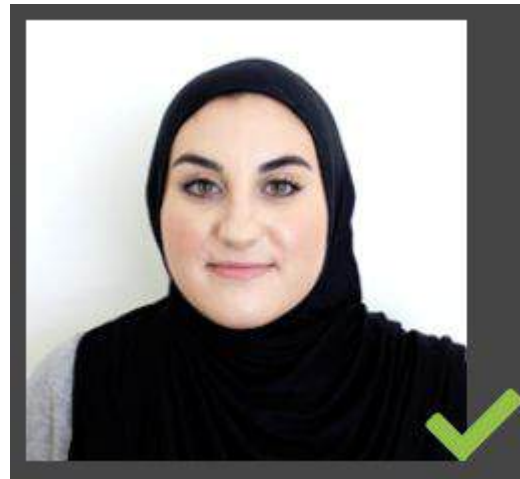


- For paper applications, prepare 2 passport-style photos
- For online applications, it only requires 1 passport-style photo
- Must meet specifications on [U.S. Department of State website](#)
- Must be a recent photo (taken within 30 days)
- Clip the photo and application fee to top of application packet



(On the back of photos)

Gently write your name and I-94 number or SEVIS ID



## Correct Passport Size and Position:

- 2 x 2 inches (51 x 51 mm)
- The head centered and sized between 1" and 1.4" (25 and 35 mm)

## Background:

- Plain and white or off-white
- No shadows

## Shadows and Lighting:

- Clear and in color
- No shadows
- Not digitally altered

## Accessories:

- No glasses
- No hats or head coverings (unless for religious or medical purposes)

## Where can you take passport photos ?

- Costco (affordable option)
- U.S. Postal Service
- Local drugstores (i.e. Walgreens, CVS, Rite Aid)

# I-94 Record



## Most Recent I-94

Admission (I-94) Record Number: [REDACTED]

Most Recent Date of Entry: 2015 September 09

Class of Admission: F1

Admit Until Date: D/S

Details provided on the I-94 Information form:

Last/Surname: [REDACTED]

First (Given) Name: [REDACTED]

Birth Date: [REDACTED]

Passport Number: [REDACTED]

Country of Issuance: [REDACTED]

[Get Travel History](#)

▶ Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

▶ If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

▶ Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

CBP No. 1051-0111  
Expiration Date: 09/30/2016

[For inquiries or questions regarding your I-94, please click here.](#)

[Accessibility](#) | [Privacy Policy](#)

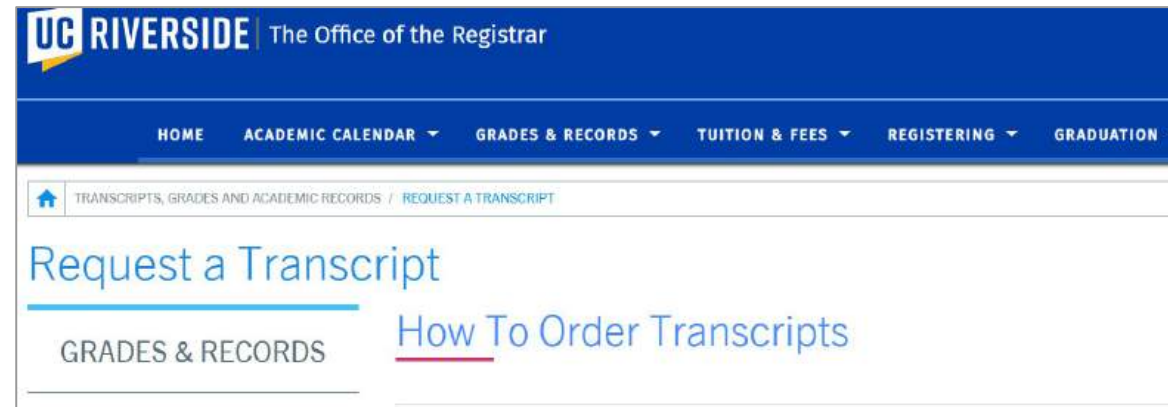
To access your most recent digital copy of I-94, [click here](#)

# STEM Diploma or Transcript

Please provide a copy of your STEM Diploma OR Transcript

Your copy should include:

- Your Name
- STEM Major & Degree Level
- Date Degree Received or Completed



The Office of the Registrar will assist in obtaining your diploma or your transcript

- To request a UCR Transcript, [click here](#)
- To learn how to receive your UCR Diploma, [click here](#)

# STEM OPT I-20 Issued by ISS

After reviewing your documents, a DSO will issue you a new I-20 with STEM OPT recommendation

You will be sent a Digital Copy of your STEM OPT I-20 that includes:

- STEM OPT recommendation by ISS
- Travel Signature (valid for 6 months)

When preparing to submit to USCIS,

- Sign the bottom of page 1 (wet ink)
- Make sure the STEM OPT requested dates are on page 2
- Make a photocopy of the STEM OPT I-20 (not the original copy)
- Submit your STEM OPT application within 60 days of I-20 issue date

**IMPORTANT NOTE:** Please review and confirm the accuracy of all information in your documents **before** mailing your documents. Student is responsible to ensure that all information is correct.



Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB 150-1063-0038	
SEVIS ID: [REDACTED]		CLASS <b>F-1</b> ACADEMIC AND LANGUAGE	
PREFERRED NAME [REDACTED]	PASSPORT NAME [REDACTED]	ADMISSION NUMBER [REDACTED]	
COUNTRY OF BIRTH UNITED KINGDOM	COUNTRY OF CITIZENSHIP UNITED KINGDOM		
DATE OF BIRTH 03 SEPTEMBER 1997	FORM ISSUE REASON CONTINUED ATTENDANCE	LEGACY NAME Jay Jandoe	
SCHOOL INFORMATION		SCHOOL ADDRESS 3002 Seneca Lane, Ft. Washington, MD 20744	
SCHOOL NAME [REDACTED]	SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL [REDACTED]	SCHOOL CODE AND APPROVAL DATE [REDACTED]	
PROGRAM OF STUDY		PROGRAM START DATE 01 SEPTEMBER 2022	
EDUCATION LEVEL BACHELOR'S	MAJOR 1 Mechanical Engineering 14.1801	MAJOR 2 Forest Engineering 14.1801	
NORMAL PROGRAM LENGTH 36 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	
FINANCIALS		STUDENT'S FUNDING FOR 4 MONTHS	
ESTIMATED AVERAGE COSTS FOR 4 MONTHS	Tuition and Fees	2	5
Living Expenses	2	2	6
Expenses of Dependents (if)	2	2	9
Expenses, Other, Remarks	2	8	8
TOTAL	2	20	20
REMARKS Issuing the OPT			
SCHOOL ATTESTATION I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation at the United States by me or other officials of the school of the student's application, transcripts, or other records of course taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as indicated by I CFR 214.205(b). I am a designated school official of the above named school and am authorized to issue this form.			
SIGNATURE OF [REDACTED]	DATE ISSUED 28 October 2022	PLACE ISSUED Ft. Washington, MD	
STUDENT ATTESTATION I have read and agreed to comply with the terms and conditions of my admission and those of any extensions of stay. I certify that all information provided on this form is true and correct to the best of my knowledge. I certify that I seek to come or remain in the United States temporarily and solely for the purpose of pursuing a full program of study at the school named above. I have authorized the named school to release any information from my records needed by DHS pursuant to I CFR 214.2(a) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 21.			
SIGNATURE OF [REDACTED]	DATE [REDACTED]		
NAME OF PARENT OR GUARDIAN [REDACTED]	SIGNATURE [REDACTED]	ADDRESS (city/state or province/country) [REDACTED]	DATE [REDACTED]



**While STEM OPT Application  
is pending**



# Track your Application

## USCIS Case Status Online

- Track your application by entering the receipt number
- Link for [USCIS Case Status Online](#)

## USCIS Processing Time

- Check the latest processing time for your type of application
- Link for [Case Processing Time](#)
  - Please select 'I-765 Form,' and select 'Potomac Service Center.'

## Change of address

- You can update your address by filing [Form AR-11](#) (*click here*) directly with USCIS, OR you may update your address directly on your myUSCIS account
- Changing address with USPS *does not* change your address with USCIS!

# While STEM OPT Application is Pending

- **You can continue Employment After Filing**
  - If USCIS received your STEM OPT application in a timely manner, you may continue working up to 180 days after your EAD card expires
- **You change your employer**
  - Risky but possible
  - You must report your change of employment as soon as possible
  - You must submit a final evaluation of the Form I-983 for your previous job
  - You must submit a new Form I-983 for your new job
- **You receive a Request For Evidence (RFE)**
  - USCIS will send an RFE if additional information or evidence is required
  - Contact the UCR ISS office to speak with an International Student Advisor

# International Travel and OPT

## Not recommended while STEM OPT is pending

- Higher risk associated with reentry while STEM OPT is pending (especially after EAD card expires)
- Strongly recommended to wait until STEM OPT EAD card arrives

## Required Travel Documents for Pending STEM OPT

- Valid Passport (valid for at least 6 month at the time of entry)
- Valid F-1 Visa Stamp (Canadian Nationals are exempt)
- STEM OPT I-20 with travel signature (within 6 months)
- I-797 Receipt Notice

## Required Travel Documents for Approved STEM OPT

- Valid Passport (valid for at least 6 month at the time of entry)
- Valid F-1 Visa Stamp (Canadian Nationals are exempt)
- STEM OPT I-20 with travel signature (within 6 months)
- Valid STEM OPT EAD Card
- Employee Verification Letter or Offer Letter



To request for an update travel signature, please complete the [Document Request Form](#) and submit to [internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu).



# USCIS Decision

## OPT Approvals- EAD Card

- **New EAD Card**
  - You will receive a new EAD Card with new dates printed on your card
  - If you see any errors on the card, contact the ISS office for assistance
  - Send ISS Office a copy of your new EAD Card
  - Present your new EAD card to your employer
- Email copy to [internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu)
- **Automatic Extension of your F-1 status & employment**



EAD Card (Proof of Work Authorization)

# Request for Evidence (RFEs)

If USCIS needs more information/evidence, they will send an RFE.

- Contact ISS office and work with an International Student Advisor
- Remember! RFEs must be answered by deadline date on letter

***Please contact ISS office to review required RFE documents***

July 25, 2013

U.S. Department of Homeland Security  
U.S. Citizenship and Immigration Services  
P.O. Box 82521  
Lincoln, NE 68501-2521

U.S. Citizenship and Immigration Services

**SAMPLE**

RE: I-765, Application for Employment Authorization Document

**REQUEST FOR EVIDENCE**

The documentation submitted is not sufficient to warrant favorable consideration of your petition/application.

**See Letter for Details**  
**Your response must be received in this office by October 17, 2013**

Your case is being held in this office pending your response. Within this period you may:

You must submit all of the evidence at one time. Submission of only part of the evidence requested will be considered a request for a decision based on the record. No extension of the period allowed to submit evidence will be granted. If the evidence submitted does not establish that your case was approvable at the time it was filed, it can be denied.

If you do not respond to this request within the time allowed, your case will be considered abandoned and denied. Evidence received in this office after the due date may not be considered.

If you submit a document in any language other than English, it must be accompanied by a full **complete** English translation. The translator must certify that the translation is accurate and that he or she is competent to translate. Note: You must submit the requested foreign language document along with the translation.

**RFE Deadline Date**

# OPT Rejection/Denial

## Rejection/Denial

- USCIS will send you a denial notice
- Please contact ISS office to discuss options

## Common Reasons for Denials:

- USCIS receives OPT application too early or too late (EAD card expired)
- I-765 was not signed or had incorrect information
- Payment problems
- RFE was not received by deadline date
- OPT I-20 was already past 60 days of recommended date

**Please contact ISS office immediately to discuss F-1 options**

August 30, 2017

**SAMPLE**

MAILING ADDRESS LINE 1  
MAILING ADDRESS LINE 2

RE: I-765, Application for Employment Authorization

U.S. Department of Homeland Security  
U.S. Citizenship and Immigration Services  
2300 Newland Corporate Center  
Falls Church, VA 22046-2425

U.S. Citizenship and Immigration Services

YSCREDACTED

**DECISION**

This notice refers to your Form I-765, Application for Employment Authorization, filed on June 30th, 2001, in which you are requesting employment authorization pursuant to Title 8, Code of Federal Regulations (8 CFR) 274.12 (c)(2)(B)(3). Upon consideration, it is ordered that your application is denied for the following reason(s):

The instructions for the Form I-765 state, in pertinent part:

F-1 Student seeking Optional Practical Training in an Occupation Directly Related to Studies (c)(2)(B). File your EAD application with a Certificate of Eligibility of Nonimmigrant (F-1) Student Status (Form I-20AB) endorsed by a Designated School Official within the past 30 days.

Title 8 Code of Federal Regulations, Part 214.2(f)(1)(i)(B)(2) states:

For post-completion Optional Practical Training (OPT), the student must properly file his or her Form I-765 up to 90 days prior to his or her program end-date and no later than 60 days after his or her program end-date. The student must also file the Form I-765 with USCIS within 30 days of the date the DSO enters the recommendation for OPT into his or her SEVIS record.

You are applying for post-completion OPT. Your application did not include a Certificate of Eligibility of Nonimmigrant (F-1) Student Status (Form I-20 AB) endorsed by a Designated School Official within 30 days of filing your Form I-765 with USCIS.

Your Form I-765 application was received by USCIS on June 30, 2001 and the date the DSO entered your recommendation for OPT into your SEVIS record was May 06, 2001. You have failed to submit Form I-20 endorsed by the DSO within 30 days of filing Form I-765 with USCIS.

For this reason, your application must be and hereby is denied.

NOTICE: USCIS regulations do not provide for an appeal to this decision. However, you may file a motion to reopen or reconsider an adverse decision. A motion must be filed using Form I-290B, Notice of Appeal or Motion. Form I-290B must be filed within 30 days from the date of this notice (33 days if this notice was received by mail) with the appropriate filing fee and other documentation in



# STEM OPT Reporting Requirements





# SEVP OPT Portal

Function of [SEVP OPT Portal](#) (*click here*) during STEM OPT authorization will be limited

Through the SEVP OPT Portal, you can:

- **Update Personal Information**
  - Name
  - Address
  - Phone Number
- **Review/Verify Employer Information**
  - Cannot be updated through OPT Portal
  - Changes in employer information must be done through ISS office
- **Receive alerts of STEM OPT Reports due**
- **Must update within 10 days of change**



SEVP Portal | Student and Exchange Visitor Program  
Portal

## Sign In

Attention: Only students who have OPT approved may use the SEVP Portal. You must create an account and set a password before using this log in page. Go to [Portal Help](#) for more information.

Email

Password

Login

[Reset Password](#)

# STEM OPT Reporting Requirements

During your 24-months STEM OPT Extension, you are required to report the below information.

<p><b>Every 6 months</b></p>	<p><b><u>Validation Report is due</u></b></p> <ul style="list-style-type: none"> <li>• Submit completed STEM OPT Reporting Form</li> </ul>
<p><b>12-Month of STEM OPT</b></p>	<p><b><u>Evaluation on Student Progress is due</u></b></p> <ul style="list-style-type: none"> <li>• Submit Complete I-983 with completed and signed 12 month self-evaluation</li> <li>• Submit completed STEM OPT Reporting Form</li> </ul>
<p><b>24-Month of STEM OPT</b></p>	<p><b><u>Final Evaluation on Student Progress is due</u></b></p> <ul style="list-style-type: none"> <li>• Submit I-983 with completed and signed 24 month Self- Evaluation</li> <li>• Submit completed STEM OPT Reporting Form</li> </ul>
<p><b>Changes in Personal Information</b></p>	<ul style="list-style-type: none"> <li>• Update through SEVP OPT Portal or STEM OPT Reporting Form</li> <li>• Update within 10 days of change</li> </ul>
<p><b>Changes in Employer (new employer, new position title, end of job, etc.)</b></p>	<ul style="list-style-type: none"> <li>• Submit completed STEM OPT Reporting Form</li> <li>• Submit I-983 with Final Evaluation (2nd portion of page 5 in I-983)</li> <li>• Submit new I-983 Training for new employer (pg 1~4)</li> <li>• Update within 10 days of change</li> </ul>

Please complete complete the documents to ISS office or email at [internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu)


# STEM OPT Reporting Form

Please complete this form for:

- Validation Report
- Change in Employer
- 12-Month Evaluation
- 24-Month Final Evaluation

This form is available at the ISS office or you can email at

[internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu)



International Students and Scholars Office  
 900 University Ave, Skye Hall 321, Riverside, CA 92521  
 Telephone: 951-827-4113  
 E-mail: [internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu)

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**STEM OPT Reporting Form**

F-1 students on 24-month STEM OPT Extension are required to submit STEM OPT reports before the reporting deadline. In addition, any changes must be updated within 10 days. Please submit appropriate documents to [internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu).

**Step 1. Confirm Student Information**

Student's Name: \_\_\_\_\_ UCR Student ID: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

STEM OPT EAD Start Date: \_\_\_\_\_ STEM OPT EAD End Date: \_\_\_\_\_

**Step 2. Select one STEM OPT Reporting Type**

Select One	Report Type	Documents Needed
<input type="radio"/>	6 Month STEM OPT Report	1. STEM OPT Reporting Form
<input type="radio"/>	12 Month STEM OPT Report	1. STEM OPT Reporting Form 2. Complete I-983 with completed and signed 12 month Self-Evaluation
<input type="radio"/>	18 Month STEM OPT Report	1. STEM OPT Reporting Form
<input type="radio"/>	24 Month STEM OPT Report	1. STEM OPT Reporting Form 2. Complete I-983 with completed and signed 24 month Self-Evaluation
<input type="radio"/>	Change of Employer	1. STEM OPT Reporting Form 2. Complete I-983 with completed Self-Evaluation from previous employer 3. New I-983 for New Employer 4. Offer Letter
<input type="radio"/>	Changes in Current Employment (i.e. address, position, salary)	1. STEM OPT Reporting Form 2. Updated I-983
<input type="radio"/>	End of Current Employment	1. STEM OPT Reporting Form 2. Complete I-983 with completed and signed <u>Final</u> Self-Evaluation

**Step 3. Confirm Employment Information**

Employer Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Employer Address: \_\_\_\_\_

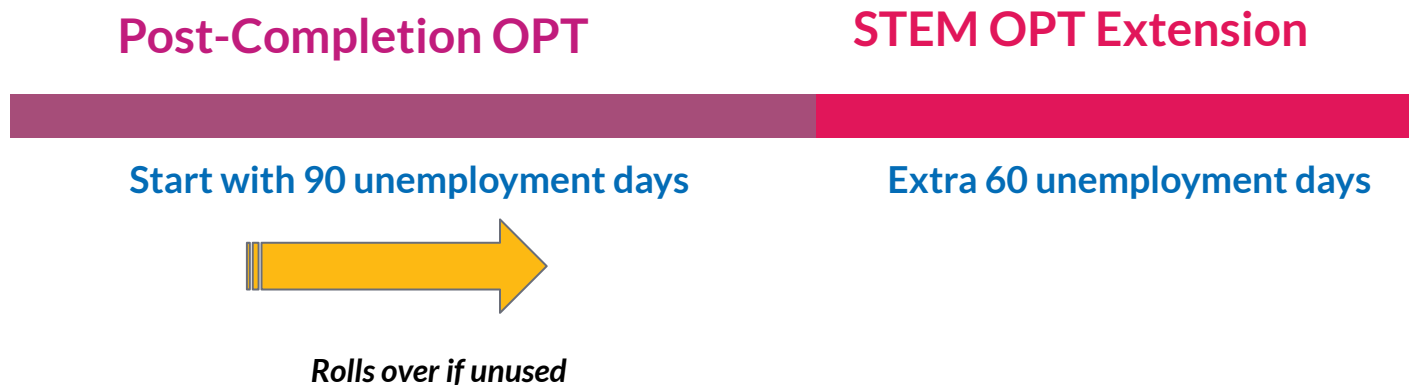
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Unemployment Time

- You will have an additional 60 days of unemployment time on top of 90 days during Post-Completion OPT
- In total, you will have 150 days of unemployment time
  - 90 days (Post-Completion OPT) + 60 days (STEM OPT) = 150 days





# After STEM OPT Extension Ends

## After your STEM OPT Extension Ends

When your 24-Month STEM OPT extension ends, F-1 students will have a 60-day grace period to decide on their steps. During the 60-day grace period, students may decide on the following options:

- **Start a new program at UC Riverside**
- **Transfer to another institution**
- **Apply for a change of visa status**
- **Return to home country**





# Resources

# Beware of Employment Scams

Check out UCR Career Center's page on how to [Avoid Employment Scams and Fraud](#)

## Common Scams Themes:

- Sending you a check before you begin your job
- Asking you for payment for equipment, certification, training materials, etc.
- Overpayment scams
- Pyramid Schemes

## Be Careful:

- If posting does not indicate company information or it is difficult to find information on company
  - Do your research on companies before committing
- If company sends you an unexpected check and asks you to cash it in
- If company asks you to transfer money from one account to another
- Offers you an offer without interacting/interview with you





# Helpful Resources

## ISS - [Employment & Taxes Webpage](#)

### Forms/Handouts from ISS Office

- [STEM OPT Website](#)
- [STEM OPT Application Checklist](#)
- STEM OPT Reporting Form

### For more UCR ISS Events and Info Sessions

[UCR ISS Events Calendar](#)

### Government Forms

- [Form I-983](#)
  - [Instructions for I-983](#)
- [Form I-765](#)
- [Form G-1145](#)
- [Form I-907](#)

### Government Resources

- [Study in the States - STEM OPT](#)
- [Study in the States - I-983 Overview](#)
- [USCIS - STEM OPT](#)
- [USCIS - Practical Training](#)

## Who Can Help?

### UCR International Students and Scholars (ISS)

**Email** [internationalstudents@ucr.edu](mailto:internationalstudents@ucr.edu)

**Office Phone** 951-827-4113

**Office Hours** 10:00AM - 12:00PM, 1:00PM - 4:00PM

We are available through

- Email
- Phone
- Zoom

