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) 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 pages 3-4 for a detailed guide on 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. You may also download and complete the G-1450, Authorization for Credit Card Transactions form instead of providing a check/money order at [https://www.uscis.gov/g-1450](https://www.uscis.gov/g-1450).
   - 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.
     - Recommended, but optional: lightly write your name on the back with a pencil or felt-tip pen.
   - KGI provided cover letter on page 4 (optional, but highly recommended)
   - Completed G-1145, E-Notification of Application/Petition Acceptance (optional, but highly recommended)
   - Completed and signed Form I-765 (important: follow completion directions on page 2)
   - Current I-94 printout
   - Copy of your visa and passport identity page (and any renewal pages)
   - Copy of all previously issued I-20s (1st and 2nd 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) 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](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. Use a tracking service, like Certified Mail or express delivery.

5) Next Steps
   - Email a copy of your application receipt to international@kgi.edu when received (formal receipt; no copy of the confirmation email is needed).
   - Sign up for Informed Delivery by USPS at [https://informeddelivery.usps.com](https://informeddelivery.usps.com). This will help you track the expected arrival of your EAD cards.
   - Register a My Case Status Online account at [https://egov.uscis.gov/casestatus/](https://egov.uscis.gov/casestatus/) after receiving your receipt. This will allow you to receive notices from USCIS when there is movement on your case, including notification of when your EAD card is mailed. Pair this information with information from
Informed Delivery. Notify the international office immediately if your card is not received within 3 days of its expected arrival.

- If you receive a Request For Evidence (RFE), please contact us immediately for assistance.
- Email a copy of your new EAD card to 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.

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 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:
- Type or print legibly in black ink. For answers that do not apply to you, write NA (or include the cover letter on the 4th page).
- Sign your application in black ink. DO NOT LEAVE YOUR APPLICATION UNSIGNED AND DO NOT REMOVE ANY PAGES, even if they do not apply. All 7 pages must be included.

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

Part 2:
- 1.a-4.c Name: List your entire family name in CAPITAL LETTERS. Use proper case for your first name and middle name. Please write your name exactly as it appears on your I-20. If your name will not fit, please write “see attached” and attach a page spelling your name correctly. If you used previous names, including nicknames in official records or documentation, complete 2.a-4.a. as needed. You may attach more pages if necessary.
- 5.a-7.e 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, select “No” for #6 and complete #7.a-7.d with your current physical address. If you select “Yes” in #6, write “NA” in #7.a-7.d or include the cover letter on the 4th page.
- 13.a Social Security Number. If you already have an SSN check “Yes” in #13.a., enter the number in #13.b., and skip to question #18. If you do not already have an SSN, check “No” in #13.a, select “Yes” for #14 and complete questions #15-17.b.
- 21-26 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.

Part 3: Application Declaration. Select only ONE answer. Select #1.b. or #2 ONLY if you were not the person to complete the form. If you select #1.b or #2 Parts 4 and 5 must be completed. If you selected #1.a, insert NA parts 4 & 5 or use cover letter on page 4.

Part 4:
- 7.a.-7b Applicant Signature. You must sign and date your application in black ink. Sign within the lines (try not to cross outside of the box).

Part 6: Additional Information – MUST be completed if you had been issued a different SEVIS ID previously AND/OR completed practical training (CPT/OPT). It is recommended that the cover letter on page 4 be attached.
- 1.a.-c Name. Relist your name details.
- 3.d. 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 bachelor 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.”
Friday, February 21, 2020

Dear USCIS Adjudicator,

My name is _________________________________ and I am applying for the OPT STEM Extension. I have completed the I-765 application form to the best of my ability. As you review my request, I humbly ask for your cooperation in making the following assumptions:

- Any field left blank on the I-765 form is a field that does not apply to me. I am certifying by my signature below and by my signature on the I-765 application that I have completed every field that is applicable to me and my history.

- If I have participated in practical training, or studied in the US in the past, that I have done my best to accurately recall all pertinent details and have completed part 6 to the best of this recollection. Any omission of information is therefore accidental, and I ask that USCIS consider issuing an RFE to clear up any questions you may have.

Thank you in advance for reviewing my application. I look forward to receiving approval for STEM OPT in the near future.

Sincerely,

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