

## Preparing your STEM OPT Application

The most up-to-date information on the application process can be found on the USCIS website. *Please note: UNA OIA is able to provide you with general guidance. However, any advice provided to you by our office, as well as the information in this packet, does not constitute legal advice. Additionally, due to the fluid nature of governmental interpretation, the USCIS may change its interpretation of the immigration policies, procedures, regulations, and eligibility requirements for benefits at any time. OIA will do its best to connect you to the most current guidance, but each case is unique and fact-specific. It is advised that you contact an experienced immigration attorney if you have questions regarding your situation. The student bears the ultimate responsibility to submit a complete and accurate application.*

### Steps:

1. Complete I-983 Training Plan with employer.
2. Submit draft I-983 to Sarah Stevens for review and approval.
3. Submit final, signed copy of I-983 Training Plan.
4. Create an online account on [www.uscis.gov](http://www.uscis.gov).
5. Begin your I-765 application. (code: C(3)C).
6. Collect your evidence (see list below).
7. Complete as much as possible but DO NOT SUBMIT.
8. Download a draft of your I-765.
9. Submit the draft I-765 to Sarah Stevens by email.
10. Sarah Stevens will respond and then you will make an appointment (in-person or virtual).
11. At appointment, discuss dates and receive I-20 with STEM OPT recommendation.
12. Return to your online application and upload I-20 with STEM OPT recommendation.
13. Proofread, pay and submit.

### Everyone needs:

|    |  |
|----|--|
| 1  | Scan of passport   |
| 2  | Scan of I-94, most recent  |
| 3  | Digital file of passport-style photograph (must be 2"x2" in the US-style, pay attention to measurements) |
| 4  | Credit card to pay the fee (\$410 USD)   |
| 5  | New I-20 with OPT recommendation (You will get this at your in-person appointment.)                      |
| 6  | Social security number (type entry, no scan required)  |
| 7  | Scan of any previous I-20s showing previous OPT authorization(s)   |
| 8  | Scan of previous or current EAD cards, photocopy   |
| 9  | Scan of job offer letter on company letterhead (E-Verify number listed)                                  |
| 10 | Scan of Official Transcript for STEM degree  |
| 11 | Scan of Diploma for STEM degree  |

### Some students may need (only if these apply to you):

|    |  |
|----|--|
| 12 | Scan of any previous I-20s showing a different SEVIS ID from your current number |
| 13 | Scan of any previous I-20s showing previous CPT authorization(s)                 |