Preparing your STEM OPT Application

Please Note: 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 provide you with 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:

2. Complete I-983 Training Plan with employer. (See instructions.)
3. Submit I-983 to Sarah Stevens. (Must be approved before OPT application can begin.)
4. Get your cashier’s check or money order. (See instructions.)
5. Get your 2 photos – 2” x 2” passport-style. (See instructions.)
6. Make an appointment with Sarah Stevens.
7. Come to your appointment with your forms (on a flashdrive or in email), passport, supporting documents as requested, check and photos.
8. At appointment, discuss dates and receive I-20 with OPT recommendation. Assemble application packet.
9. Mail application.

Checklist:

- G-1145
- I-983 Training Plan
- Job offer letter on company letterhead (E-Verify number listed)
- Official Transcript for STEM degree
- Copy of Diploma for STEM degree
- I-765 (signed in black ink)
- I-94, most recent
- Passport, photocopy
- Visa, photocopy
- SS card, photocopy
- Previous EAD card(s), photocopy
- 2-2”x2” passport-style photographs with your full name and I-94 number written on the back
- Cashier’s check or money order for $410.00 (payable to US Department of Homeland Security)
- New I-20 with STEM OPT recommendation (You will get this from me at your appointment.)

Mail to:

For U.S. Postal Service (USPS) Deliveries: For Express mail and courier deliveries:

USCIS
PO Box 660867
Dallas, TX 75266

USCIS
Attn: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067