STEM OPT Extension 101
STEM OPT Extension 101 Outline

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About STEM OPT

• STEM: Science, Technology, Engineering, and Math

• STEM OPT Extension:
  • Temporary employment that is directly related to an F-1 student’s major
  • Students in eligible STEM majors may apply for a 24-month extension during Post-Completion OPT upon meeting qualifications
  • STEM field must appear on the U.S. Department of Homeland Security’s (DHS) STEM-Designated Degree Program List

STEM-Designated Degree Program List
About STEM OPT

• “Who decides if the job is related to my major?”
  • Students must justify how the job is related to their major
  • The training plan will document how your job is related to your major

• Ask “Is there a clear connection between the job and my major?”
About STEM OPT

• Available to students who have completed an undergraduate or graduate degree in a STEM eligible field from a SEVP-certified and accredited school

• Students must apply during a current period of Post-OPT
  • Students may apply no earlier than 90 days before the end of Post-OPT
  • Use this site to help calculate when to apply - https://www.timeanddate.com/
  • USCIS must have received and receipted your STEM OPT application before your Post-OPT expires

• Allowed twice in a lifetime
  • Students may be eligible for a second extension after earning another qualifying STEM degree at a higher level or obtaining a new initial period of standard 12-month Post-OPT
STEM Eligibility for a Previous Degree

- Students may apply for STEM OPT based on a previously obtained and directly related STEM degree
  - Must be a valid period of 12-month Post-OPT
  - Previous STEM degree must be fully conferred and awarded from an accredited and SEVP-certified institution
  - Previous STEM degree must have been awarded within 10 years preceding the date the DSO recommends the student for STEM OPT
  - Position must be directly related to the Previous STEM degree
  - STEM degree needs to be listed on DHS’s [STEM-Designated Degree Program List](#) at the time the student applies
Employer Requirements

• Employer must be enrolled in USCIS’s E-Verify employment eligibility verification program
• Form I-983 must clearly describe how the employment is directly related to the student’s STEM degree
• F-1 students must be employed full-time by the employer signing Form I-983
Employer Requirements

• Employer must assist with and sign the student’s Training Plan (Form I-983)

• By signing the form, the employer verifies
  • They have sufficient resources and trained personnel available to provide appropriate training in connection with the student’s major
  • The STEM OPT student will not replace a full-time, part-time, temporary, or permanent U.S. employee
  • The opportunity will help the student attain their training objectives

• In the event of termination or departure of a student on STEM OPT, the employer must report the change to ISSS within 5 business days with a letterhead from their HR department
Training Plan (Form I-983)

• Complete **Form I-983** with your **employer’s assistance**

• Submit the form to UNT’s International Student and Scholar Services Office (ISSS) in Marquis 110 or via email to internationaladvising@unt.edu

• Students are responsible for completing this form and submitting it to ISSS with their STEM OPT request
  • The I-983 form must be submitted to ISSS before applying for STEM Extension

• **Form Overview**
Report Material Changes to Form I-983

• If there are any “material” or employer changes (e.g. different job), an updated I-983 form must be submitted to ISSS via the iNorthTX portal within 10 days during the 24-month extension.

• “Material” changes include:
  • EIN changes
  • Salary reduction
  • Hours significantly decrease
  • Worksite address change
  • Change in supervisor
  • A change that renders the training plan or employer attestation inaccurate

• Both the students and employers must sign the modified training plan.

• The modified form must be submitted to ISSS at UNT.
Report Material Changes to Form I-983

• Some job/assignment changes do not require modification to the I-983 form
  • Changes are not “material” unless they render inaccurate the information originally listed on the training plan:
    • Nature
    • Purpose
    • Oversight (e.g. change of supervisor)
    • Assessment of the OPT

• Contact ISSS if you have questions about “material” changes
  • internationaladvising@unt.edu
  • 940-565-2195
Change in Employment during STEM OPT

• If you change employers during your 24-month STEM OPT period, follow the instructions below. (If your STEM EAD has not yet been approved by USCIS, contact an advisor at ISSS for more information.)

• Do the following in iNorthTX:
  • Under F-1 Practical Training, click on the STEM OPT Change in Employment Report.
  • Add the new employer information and upload a new I-983 for the new employer.
  • Complete and upload the Final Self-Evaluation (found at the bottom of page 5 on your I-983) for your concluding (previous) employer.

• Update your employment information on the SEVP Portal
• Request ISSS for an updated I20
Report Change in Employment in iNorthTX
Student Requirements

• No more than 150 days of unemployment are allowed between OPT and STEM OPT
  • 90 days on OPT, plus 60 days on STEM

• **Volunteer work is not allowed**
  • STEM Extension requires full-time, paid employment

• If you are employed concurrently by more than one employer while on STEM OPT, you must work a minimum of 20 hours per week with **each employer**
  • Each employer must participate in the E-Verify system
  • A **separate I-983** must be submitted for each employer
Report Employment Participation

• 6-Month STEM OPT Participation Reports
  • You must report to ISSS every 6 months with:
    • Legal Name
    • Residential and Mailing addresses
    • Employer name and address
    • Status of current employment/OPT experience

• Submit your 6-month and 18-month STEM OPT participation reports on iNorthTX
12 and 24-month Student Evaluations

• **12-month Self-Evaluation**
  • Complete top section, Evaluation on Student Progress, on page 5 of the I-983. Refer to sample
  • Must be **signed by hand** by the student and employer
  • Submit to ISSS via iNorthTX (STEM OPT Participation Report) no more than 10 days after the 12-month mark

• **24-month Self-Evaluation**
  • Complete bottom section, Final Evaluation on Student Progress, on page 5 of the I-983. Refer to sample
  • Must be **signed by hand** by the student and employer
  • Submit to ISSS via iNorthTX (STEM OPT Participation Report) no more than 10 days after the completion of STEM OPT
When to Apply

Note: It can take USCIS about 90 days to process OPT applications - apply early!

SUBMIT YOUR APPLICATION DURING THIS TIME

No earlier than 90 days before Post-OPT expiration

Post-OPT Expiration Date

USCIS must receive your application before this day

Note: It can take USCIS about 90 days to process OPT applications - apply early!
After STEM OPT

24 months of STEM OPT

60-day grace period
(Choose from 4 options)

Change Levels: You must apply, be admitted and get a new I-20 before the end of the grace period.

Transfer Schools: Receive your I-20 from the new school before the grace period ends! If you transfer while your OPT is valid, the rest of your OPT will be cancelled when the SEVIS is “released.”

Change Status: OPT is often a transition to an H-1B visa
  • Contact ISSS if your employer files an H-1B application for you

Return Home
Completing Form I-765
The I-765 is an application you send to USCIS to apply for STEM OPT.

- You can get more information and download the I-765 here: https://www.uscis.gov/i-765

**IMPORTANT UPDATE**

- USCIS will be requiring an updated edition of the Form I-765 dated 08/25/2020 for applications postmarked on or after August 25, 2020.

- The current edition of Forms I-765 and I-765WS, dated 12/26/19
  - Will be accepted if the application is postmarked **before** Aug. 25, 2020
  - Will not be accepted if the application is postmarked **on or after** Aug. 25, 2020

- The updated edition of Forms I-765 and I-765WS, dated 08/25/20
  - Will be accepted if the application is postmarked **on or after** Aug. 25, 2020
  - Will not be accepted if the application is postmarked **before** Aug. 25, 2020

- The current filing fee required with the application is $410.
- **Effective October 2, 2020, the filing fee will be $550.**
Select reason 1.c.

Part 1. Reason for Applying

I am applying for (select only one box):

1.a. ☐ Initial permission to accept employment.

1.b. ☐ Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error.

**NOTE:** Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to Replacement for Card Error in the What is the Filing Fee section of the Form I-765 Instructions for further details.

1.c. ✗ Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Advising Note:

You must type or write your application in black ink!
Fill in Part 2, 1.a., 1.b. and 1.c. with your legal name that matches your passport.

Fill in lines 2-4 if you have had any previous legal names or if you have used other names in the past. If you’ve changed your name for any reason, including marriage, please list your previous names here.
Fill in Part 2, 5.a. - 5.e. with our office address information (recommended). You can also enter your address if you prefer.

Enter your address information on lines 7.a. - 7.d. if you marked "no" to question #6.

*By choosing the UNT ISSS office address as your mailing address in the I-765, you authorize the ISSS staff to open all USCIS correspondence including receipt notices and EAD cards and make a copy for your file.
<table>
<thead>
<tr>
<th>Line</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Alien Registration Number (A-Number) (if any)</td>
</tr>
<tr>
<td>9</td>
<td>USCIS Online Account Number (if any)</td>
</tr>
<tr>
<td>10</td>
<td>Gender</td>
</tr>
<tr>
<td>11</td>
<td>Marital Status</td>
</tr>
<tr>
<td>12</td>
<td>Have you previously filed Form I-765?</td>
</tr>
<tr>
<td>13a</td>
<td>Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?</td>
</tr>
</tbody>
</table>

**Advising Note:**
- Since you have had a previous OPT, check ‘Yes’ for lines 12 & 13.
- You should already have a Social Security number.

Fill in lines 8 or 9 only if you have previously been issued one of these numbers. Otherwise leave blank. Please note: A-Number = USCIS# on your EAD card.

Fill in lines 10-11 with your information.
Enter your Social Security Number on line 13.b.

Answer ‘No’ on line 14.

Leave lines 15-17 blank.
Fill in your country of citizenship in line 18.a.

If you hold dual citizenship, enter your second country of citizenship on line 18.b.
Fill in your information on lines 19-20.

**Part 2. Information About You (continued)**

**Place of Birth**

List the city/town/village, state/province, and country where you were born.

19.a. City/Town/Village of Birth

   CITY WHERE YOU WERE BORN

19.b. State/Province of Birth

   STATE OR PROVINCE WHERE YOU WERE BORN

19.c. Country of Birth

   COUNTRY WHERE YOU WERE BORN

20. Date of Birth (mm/dd/yyyy) 01/01/1900
I-765
p. 3

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)
   ▶ 1 2 3 4 5 6 7 8 9 1 0

21.b. Passport Number of Your Most Recently Issued Passport
   YOUR PASSPORT NUMBER

21.c. Travel Document Number (if any)

21.d. Country That Issued Your Passport or Travel Document
   YOUR COUNTRY OF CITIZENSHIP

21.e. Expiration Date for Passport or Travel Document
   (mm/dd/yyyy)
   11/15/2018

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)
   11/15/2018

23. Place of Your Last Arrival Into the United States
   AIRPORT OR BORDER CROSSING LOCATION

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)
   F-1 STUDENT

25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)
   F-1 STUDENT

26. Student and Exchange Visitor Information System (SEVIS) Number (if any)
   ▶ N-0012345678

Advising
Note:
You should always carry a copy of your I-94 with you!

Fill in your most recent I-94 number on line 21.a.

If you don’t know your I-94, you can get it here: https://i94.cbp.dhs.gov/I94/#/recent-search

Enter your passport information on lines 21.b – 22.e.

If your F1 visa was issued in a previous passport, see the instructions for page 7.

Enter your most recent travel information in lines 22-25.

Enter your most recent SEVIS ID Number in line 26. If you have had more than one SEVIS ID number, see the instructions for Page 7.
For STEM OPT, fill in the eligibility category (c)(3)(c) on line 27.

27. Eligibility Category. Refer to the Who May File Form I-765 section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(iii)).

   (c)  (3)  (c)

28. (c)(3)(C) STEM OPT Eligibility Category. If you entered the eligibility category (c)(3)(C) in Item Number 27., provide the information requested in Item Numbers 28.a - 28.c.

28.a. Degree YOUR STEM DEGREE

28.b. Employer's Name as Listed in E-Verify YOUR EMPLOYER NAME

28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number ENTER EMPLOYER E-VERIFY NUMBER

Refer to the Program of Study section on your I-20

Should match employer name on I-983

Application will be denied if this information is incorrect. Ask HR at your employer for their E-Verify number.

Advising Note:
The E-verify number is different from the EIN number. Please request this information from your employer.
Answer question 1.a.

If you had an interpreter or a preparer help you with your application, follow the instructions for line 1.b. or line 2.

Enter your contact information on lines 3 - 4.
Do not fill in page 5 or 6 unless you have used an interpreter or preparer for your application.

Go to page 7 to enter information about your Post Completion OPT and if you have had a previous passport number or SEVIS ID number.

Sign your application!
This must be signed in black ink!

Date your application.
You will need to list your Post Completion OPT authorization here.

Fill in page 7 like this. Make sure to include your degree level, major and CIP code (found on your I-20), full-time authorization, SEVIS ID number, and approved OPT dates.

<table>
<thead>
<tr>
<th>1.a. Family Name (Last Name)</th>
<th>YOUR FAMILY NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.b. Given Name (First Name)</td>
<td>YOUR GIVEN NAME</td>
</tr>
<tr>
<td>1.c. Middle Name</td>
<td>YOUR MIDDLE NAME</td>
</tr>
<tr>
<td>2. A-Number (if any)</td>
<td>A-</td>
</tr>
<tr>
<td>3.a. Page Number</td>
<td>3</td>
</tr>
<tr>
<td>3.b. Part Number</td>
<td>2</td>
</tr>
<tr>
<td>3.c. Item Number</td>
<td>27</td>
</tr>
<tr>
<td>3.d. OPT AUTHORIZATION</td>
<td></td>
</tr>
<tr>
<td>BACHELOR'S</td>
<td></td>
</tr>
<tr>
<td>ENGINEERING, GENERAL - 14.0101</td>
<td></td>
</tr>
<tr>
<td>FULL-TIME</td>
<td></td>
</tr>
<tr>
<td>N0012345678</td>
<td></td>
</tr>
<tr>
<td>01/01/2017-12/31/2018</td>
<td></td>
</tr>
</tbody>
</table>
If your F1 visa was issued in a previous passport, you will need to list that passport information here.

Fill in page 7 like this.

If your F1 visa is in your current passport, please leave this blank.

Advice:

Note:

If you have had to renew your passport or if your passport has been lost or stolen since your visa was issued, please list your old passport on your application.
If you have had a previous SEVIS ID number, you will need to list it here.

Fill in page 7 like this. Make sure to include your degree level, major and CIP code (found on your I-20), authorization, SEVIS ID number, and I-20 program dates.

If you have not had any previous SEVIS ID numbers, please leave this blank.
Completing Form I-983
## Section 1: Student Information (Completed by Student)

<table>
<thead>
<tr>
<th>Student Name (Surname/Primary Name, Given Name):</th>
<th>Last Name, First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of School Recommending STEM OPT:</td>
<td>University of North Texas</td>
</tr>
<tr>
<td>Name of School Where STEM Degree Was Earned:</td>
<td>University of North Texas</td>
</tr>
<tr>
<td>SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix):</td>
<td>DAL214F00610000</td>
</tr>
<tr>
<td>Designated School Official (DSO) Name and Contact Information:</td>
<td>Elizabeth Ford <a href="mailto:internationaladvising@unt.edu">internationaladvising@unt.edu</a> 940-565-2195 1155 Union Circle #311067, Denton, TX 76203</td>
</tr>
<tr>
<td>Student SEVIS ID No.: Nxxxxxxxxxx SEVIS ID # on your I-20:</td>
<td>Nxxxxxxxxxx SEVIS ID # on your I-20</td>
</tr>
<tr>
<td>STEM OPT Requested Period (mm-dd-yyyy): From: MM/DD/YYYY To: MM/DD/YYYY</td>
<td></td>
</tr>
</tbody>
</table>

### Qualifying Major and Classification of Instructional Programs (CIP) Code:
- **Bachelor/Master/Ph.D.**

### Level/Type of Qualifying Degree:
- Bachelor/Master/Ph.D.

### Date Awarded (mm-dd-yyyy):
- MM/DD/YYYY

### Based on Prior Degree?
- [ ] Yes
- [ ] No

### Employment Authorization Number:
- USCIS # on your EAD card, 9 digits, XXX-XXXX-XXXX

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**Note:** Be as accurate as possible when completing the form. It can be filled out by hand or preferably typed.
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: __________________________________________________________________________

Student’s handwritten signature

Printed Name of Student: ______________________________________________________________________

Student’s name

Date (mm-dd-yyyy): __________________________________________________________________________

MM/DD/YYYY

Note: Be sure to sign by hand. No e-signatures.
Notes:

- Enter the Employer’s official name. This will be how your employer’s name will be listed on your I-20.
- The Employer’s address does not have to match your worksite address.
- This section is asking for the EIN, not the employer’s E-Verify Number. The E-Verify number is needed on the I-765.
- Look up the NAISC code at https://www.census.gov/eos/www/naics/
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:

1. I have reviewed and understand this Plan, and I will ensure that the supervising Official follows this Plan;

2. 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 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 a student engages in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this rule;

3. Within five business days of the termination or departure of the student during the authorized period of OPT, I will report such termination or departure 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

4. 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:
   a. 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 achieves the objectives of his or her participation in this training program;
   b. The student will receive on-site supervision and training, consistent with this Plan, by experienced and knowledgeable staff;
   c. The employer has sufficient resources and personnel to provide the specified training program set forth in this Plan, and the employer is prepared to implement that program, including at the location(s) identified in this Plan;
   d. 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 similarly situated U.S. workers or, if the employer does not employ and has not recently employed more than two 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
   e. The training concluded pursuant to this Plan complies with all applicable Federal and State requirements relating to employment.

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: [Employer's handwritten signature]

Printed Name and Title of Employer Official with Signatory Authority: [Name and title of employer]

Date (mm-dd-yyyy): [MM/DD/YYYY] Printed Name of Employing Organization: [Printed name of company]

Notes: This form needs to be signed by a company employee with signatory authority; it does not need to be your supervisor.
### SECTION 5: TRAINING PLAN FOR STEM OPT STUDENTS (Completed by Student and Employer)

<table>
<thead>
<tr>
<th>Student Name (Surname/Primary Name, Given Name):</th>
<th>Employer Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Student's name]</td>
<td>[Employer's name]</td>
</tr>
</tbody>
</table>

#### EMPLOYER SITE INFORMATION

<table>
<thead>
<tr>
<th>Site Name: Enter the employer’s site name, which may be the same as employer name in Section 3.</th>
<th>Site Address (Street, City, State, ZIP): Enter the exact address of the work site where the STEM practical training will take place.</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Name of Official: Supervisor's name]</td>
<td>[Official’s Title: Supervisor’s title]</td>
</tr>
<tr>
<td>[Official’s Email]</td>
<td>[Official’s Phone Number: Supervisor’s Phone Number]</td>
</tr>
</tbody>
</table>

**Notes:**

- Enter the actual physical location where you will be employed, i.e. where will you be physically located. This may differ from the company’s headquarters or primary address. This address will be listed on your SEVIS record and I-20.
- The supervisor must be an employee of the same company where you are employed.
- If you are physically working at a client’s worksite, you should list the client’s worksite address. However, the supervisor still needs to be an employee of your company, not the client’s.
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.

Describe what tasks and assignments the student will carry out during the training and how these relate to the student’s STEM degree. The plan must cover a specific span of time, and detail specific 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.

**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 the question.

**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 measures and assessments, a description of this program or policy may suffice to answer the question.

Advising Note:

Collaborate with your supervisor when completing this section.
Notes:
• Additional remarks. Complete only if there are pertinent parts of your training that are not covered elsewhere on the form I-983.
### 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:

1. I have reviewed, understand, and will follow this Training Plan for STEM OPT Students (Plan):

2. I will conduct the required periodic evaluations of the student.*

3. I will adhere to all applicable regulatory provisions that govern this program (see 8 CFR Part 214.2(j)(1)(ii)); and

4. 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 this Plan.

**Signature of Employer Official with Signatory Authority:** **Employer’s handwritten signature**

**Printed Name and Title of Employer Official with Signatory Authority:** **Name and title of employer**

**Date (mm-dd-yyyy):** MMDDYYYY

### PRIVACY ACT STATEMENT


**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 Official (DSO) can properly recommend the Student for and review and help coordinate his or her STEM OPT 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 liaisons 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 otherwise authorized pursuant to its published Privacy Act system of records notice - Privacy Act of 1974, U.S. Immigration and Customs Enforcement, DHS/ICE/011 Student and Exchange Visitor Information System (SIVIS1) System of Records (https://www.dhs.gov/system-records-public-disclosure).

**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 annual 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, preparing 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 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. 20530.

*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.*

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**Notes:** Section 6 needs to be signed by a company employee with signatory authority; it does not need to be your supervisor.
The first 12-month evaluation is based off of EAD start date, not employer start date.

Notes:
• The top section of page 5 - Evaluation on Student Progress - needs to be completed 12 months after you started your STEM OPT work authorization, based off the start date on your STEM OPT EAD card. It does not matter when you actually started work at your current employer.
• This needs to be signed by a company employee with signatory authority; it does not need to be your supervisor.
Notes:

- The bottom section of page 5 - Final Evaluation on Student Progress - needs to be completed 1) whenever you discontinue employment with a specific employer while on STEM OPT and 2) 24 months after you started your STEM OPT work authorization, based off the start date on your STEM OPT EAD card.
- This needs to be signed by a company employee with signatory authority; it does not need to be your supervisor.
How to Apply

• At the end of this presentation take a quiz (must score 100%) and fill out application documents.

• Submit quiz score to ISSS Office (Marquis 110) or via email to internationaladvising@unt.edu and apply for a STEM OPT I-20
  • You must submit Form I-983 with the request for the STEM OPT I-20
  • You are required to send your application to USCIS within 60 days of your I-20 being issued

• Pay OPT Case Management Fee online
  • This is separate from the USCIS application fee
  • Must be paid before picking up new I-20

• Send all required documents to the address listed on the application
Application Checklist

- $410 check or money order payable to Department of Homeland Security
- 2 color passport-style photos
  - Lightly write your name and I-94 number on the back of both
- Completed I-765 form (refer to the instructions listed in this tutorial on how to complete the I-765 form)
- Signed copy of pages 1 & 2 of the I-20 showing STEM OPT recommendation
- Copy of I-94 card (both sides) or electronic record
- Copy of passport (expiration/biographical page)
- Copy of F-1 visa stamp or I-797A (Approval Notice) if you changed status to F-1 while in the US
- Copy of your diploma and/or official transcript showing date degree was conferred
Assembling your Packet

• You will be emailed when your OPT I-20 is ready
  • The OPT Case Management Fee must be paid before you can receive your I-20

• If you bring or email (internationaladvising@unt.edu) all required STEM OPT packet documentation, an advisor will review the packet to ensure accuracy before you mail it
Mailing your Packet

- Copy the entire packet for your records
- If you listed an **address in Texas** on the I-765, mail the packet through one of the following methods:
  - **USPS Deliveries (Post Office)**
    - USCIS
      - P.O. Box 660867
      - Dallas, TX 75266
    - Mail “Certified mail, return receipt requested”
  - **Courier Service (FedEx, DHL, UPS, etc.)**
    - USCIS
      - Attn: AOS
        - 2501 S. State Highway 121,
          - Business Suite 400
          - Lewisville, TX 75067

- If your address on the I-765 is **not in Texas**, click [here](#) to find the nearest USCIS office and mail accordingly
- If you have any questions, contact ISSS
Next Steps

• USCIS will cash your check and send a receipt which helps in 2 ways:
  • Check your case status at uscis.gov (use the YSC number)
  • Confirms they received the application and are working on it
    • Normal processing time is 60-110 days

• Once processed, USCIS will send the EAD

The receipt and card will be mailed to the address you listed on the I-765
Frequently Asked Questions

“Can I work while waiting on my STEM Extension EAD?”
• You may work up to 180 days after the end date of your Post-OPT as long as you have filed your STEM OPT application with USCIS timely and it’s pending

“How do I maintain status for STEM OPT?”
• Do not go to school or pursue a new degree while on OPT (both post-completion and STEM)
  • New degrees require a new I-20 and full-time enrollment
• Do not accrue more than 150 days of unemployment during Post-OPT & STEM OPT combined
• You must report any changes in name, local address, or employment within 10 days of the change
  • Report Changes here
• Keep records of all employment
  • Employer, dates of employment, title, hours worked, relation to your degree, etc.
  • You will need this information when applying for future benefits through USCIS
Frequently Asked Questions

“What is my status while on STEM OPT?”
• F-1 status

“Do I still need to get my I-20 signed for travel after my program completion?”
• Yes, if you plan to travel outside the U.S. and the I-20 has not been signed within the last 6 months
• You may request a reprint from ISSS at least 3 weeks prior to your departure

“Can I travel while on STEM OPT?”
• Applied for STEM OPT, but no EAD: No. You should not travel while the application is pending.
• After approval with STEM OPT EAD: Yes. Travel with valid I-20 endorsed for travel within the last 6 months, passport, visa, EAD card, and letter from employer.
Frequently Asked Questions

“What if my visa is expired?”
• Visas do not impact your status while in the U.S.
• If traveling outside the U.S., you must renew your visa before returning
• Do not attempt to renew your visa without a job while on STEM OPT
• To renew your visa you will need:
  1. Valid I-20 endorsed for travel within the last 6 months
  2. Valid passport
  3. EAD
  4. Letter from employer

“What if I decide to return home permanently?”
• Notify ISSS by filling out an Ending Studies Form
Thank You and Good Luck!

• Review all the information in this presentation carefully before taking the quiz

• You can find the quiz and all application documents here
  • Remember, you must score a 100% on the quiz for it to be accepted!