

24-MONTH STEM Optional Practical Training (STEM OPT)

Application Instructions

- Step 1. Required-** Update your personal information (name, telephone number or address) and current employment information using the SEVP portal. If you do not have access to the SEVP Portal, you can submit a request using the [SEVP Portal Access Form](#). Alternatively, use ISSS [Employment Update Report](#) (EUR) form if you have not been using the SEVP portal for regular OPT reporting.
- Step 2.** View ISSS [STEM OPT tutorials](#) before you apply. Also visit [Study in the States STEM OPT Hub](#).
- Step 3.** Effective May 15, 2020, pay the one-time \$300 STEM OPT fee by going to this [link](#). Select the correct option- Payment for STEM OPT fee. It is the second item on the menu. Provide proof of payment receipt to ISSS.
- Step 4.** Submit the following documents to ISSS for review:
1. Completed 24-Month STEM OPT I-20 request form.
 2. Completed [Form I-983, Training Plan for STEM OPT Students](#). For further guidance view [SEVP's Form I-983 instructions](#), [tutorial](#), and [Sample Form I-983](#) with SJSU info in Section 1.
 3. Photocopy of your current post-completion OPT EAD card (front and back).
 4. A copy of your most recent [I-94 record](#) of arrival into the U.S.
 5. STEM OPT fee payment receipt
- Step 5.** ISSS will notify you when the STEM OPT extension I-20 is ready for pick-up or the document is ready for mailing, as directed. Allow a minimum of 20 days for ISSS to process your request.
- Step 6.** Using the suggested checklist below, prepare your Form I-765 OPT application. Mail to the appropriate USCIS lockbox for adjudication. You may apply up to 90 day before your current OPT expires and within 60 days of a DSO recommending STEM OPT in your SEVIS record.

Checklist of Items to Submit to USCIS

Mail the following documents to the [USCIS lockbox](#) for the I-765 for your state, in the order listed below, held together by paper clip, binder clip, or fasteners for thick or bulky applications.

1. **Form I-765 filing fee-\$410.00**
A personal check, cashier's check, or money order payable to the "U.S. Department of Homeland Security" (do not abbreviate). If you want, write your I-94 # number on the check.
2. Two identical [passport-style photos](#) with your name and I-94 # lightly written on the back of each photo.
3. [Form G-1145, E-Notification of Application/Petition Acceptance](#) (optional).
4. [Form I-765 Application for Employment Authorization](#) (all pages), completed and signed.
Read the [USCIS Instructions for Form I-765](#). Read all of the instructions, pay special attention to instructions for F-1 student categories on pages 3-4. **Failure to follow instructions may result in rejection or denial of your application.** We have developed an [I-765 Completion Guide for STEM OPT](#) to help you. It is your responsibility to ensure Form I-765 is properly completed.
5. Photocopy of your **STEM OPT recommendation I-20** issued by ISSS within the last 60 days.
6. Photocopy of a valid **passport**: photo pages and any additional biographical pages. If you have renewed your passport, include photocopies of old and new passport.
7. Photocopy of your most recent **F-1 visa** stamp, if applicable.
8. Photocopy of your most recent electronic **I-94 record** from the CBP website. If you have a paper I-94, include both sides of paper I-94 card or your I-797A approval notice, if you received COS to F-1.
9. Photocopies of all previous **CPT, OPT, or STEM OPT I-20s**, from SJSU and/or other schools.
10. Photocopy of the front and back of any previous EAD card(s), from SJSU and/or other schools.
11. Photocopy of diploma or official/unofficial academic transcript showing STEM degree has been conferred.

Mailing Information:

- USCIS must receive your OPT request within 60 days of the issue date on your STEM OPT request I-20.
- Make photocopies of all of these documents to keep them for your records before mailing them to USCIS.

Email: international-office@sjsu.edu

v: Feb. 2021

Disclaimer: Any advice provided to you by ISSS staff and any information on our website, forms, etc. should not be construed as legal advice. Due to the fluid nature of governmental interpretation, the immigration law, regulations, and eligibility requirements for benefits may change at any time. It is your responsibility to seek professional legal advice if you have case specific concerns.

24-Month STEM OPT I-20 Request Form

Student Information		
Family/Last Name(s):	Given/First Name(s):	Post-Completion OPT EAD end date: (mm/dd/yyyy)
SJSU ID#:	Telephone #:	Non-SJSU email address:
Physical or Residential Address <small>This is recorded in your SEVIS record; where you reside; cannot be a P.O. Box.</small>		
Address. Street Number and Name:		Apt/Unit:
City:	State:	Zip Code:
Student Employment Information		
Have you previously been granted a STEM extension? If yes, please provide a copy all previous EAD(s). <input type="checkbox"/> Yes <input type="checkbox"/> No		
<p>If you apply for STEM OPT with your current employer, please make sure that you have included the following information in the field "How employment is related to course work" in the SEVP Portal.</p> <ul style="list-style-type: none"> *Job title *Employer name *Major area of study *Whether full-time or the average number of hours worked per week *Description of regular job duties and how they connect to your studies. <p>If you are applying for the STEM OPT with a future employer, then you will need to email us the above information along with your STEM OPT application as you don't have access to add a new STEM employer in the SEVP Portal. Failure to include it may result in delaying your STEM OPT I-20.</p>		
Attestation. <i>I affirm the information contained in this application is true and accurate to the best of my knowledge. I understand that the information reported here and/or online will be recorded in my SEVIS record. I am aware of the STEM OPT reporting requirements throughout the duration of the extension period. It is my responsibility to timely report changes made to Form I-983 training plan.</i>		
Signature:	Date:	
How would you like your I-20 to be delivered? Choose One: <ul style="list-style-type: none"> <input type="checkbox"/> Pick-up in the ISSS office. ONLY YOU may pick-up your I-20. <input type="checkbox"/> Sent to your address above by regular mail. <input type="checkbox"/> Mailed to you by FedEx or UPS. See instructions on the ISSS Forms page; submit prepaid label to us by email after we contact you about your I-20. 		
ISSS STAFF ONLY		
RECEIVED DATE 	DSO APPROVAL <input type="checkbox"/> DSO Name: <input type="checkbox"/> Date:	
AT SUBMISSION <input type="checkbox"/> Form I-983 Training Plan <input type="checkbox"/> Photocopy of EAD card DSO VERIFICATION <input type="checkbox"/> Review Unofficial Transcript-degree conferred	RETURN DATE <input type="checkbox"/> Email: _____ <input type="checkbox"/> Document sent: _____	