

Optional Practical Training: STEM Extension OPT

Optional Practical Training (OPT) provides an F-1 visa holder with an opportunity to gain 12 months of employment experience in his/her major area of study, with an option for a 24-month extension for STEM majors. Employment while on OPT must be related to your major field of study. OPT is granted for specific dates and cannot be adjusted after it is approved. Once the application is submitted, please allow at least 90 days for processing.

There are three types of OPT: pre-completion, post-completion, and STEM Extension. The information in this document is for the OPT STEM Extension only.

OPT STEM Extension is for F-1 visa holders who majored in Science, Technology, Engineering or Mathematics (STEM)*, are currently doing Post-Completion OPT, have a job in the STEM field, and whose employer is enrolled in E-Verify, an internet-based system operated by the U.S. government used to verify employment eligibility of new hires. The OPT STEM extension is for an additional 24 months.

* For a full list of the STEM majors by government CIP codes, please see <https://www.ice.gov/sites/default/files/documents/Document/2016/stem-list.pdf>.

Note: the name of your major and the name the government gives the major may vary. Check your I-20 form to see if the CIP code for your major (numeric code listed next to your major) is listed as a STEM degree by the government.

For more information, please visit the USCIS website on [STEM OPT](#).

To apply for the OPT STEM Extension: prepare all of the documents as outlined in this packet. Contact ISSS to submit your I-983 Form and to request your STEM-endorsed I-20 Form, which is required for your application. Applications for OPT STEM Extension must be received by USCIS prior to the expiration date of the current Post-completion OPT (listed on EAD card), and you can apply up to 90 days before the expiration date on your EAD card. **Plan ahead!**

STEM OPT Extension Online Application Process



Email iss@jmu.edu to begin the process 2-3 months before current EAD card expires.

STEP 1 Send ISSS the **completed I-983 Form**

You can find this form online at <https://www.ice.gov/doclib/sevis/pdf/i983.pdf>. Use the Completion Guide in this packet to navigate the I-983 Form.

Once ISSS has reviewed the I-983 Form, you will be emailed your **STEM-endorsed I-20 Form**. This is required for the online STEM OPT application process and must be uploaded **BEFORE** you submit the OPT application (I-765 Form) online.

STEP 2 Begin OPT application by working on the **I-765 Form online** through the [USCIS Portal](#)

STEP 3 **Have ISSS check your I-765 Form**

It is strongly recommended that an ISSS advisor review your I-765 Form, especially if you have questions or concerns about the information you are submitting. Before submitting payment, you will be able to download a “Draft Snapshot” – send that PDF to ISSS for review.

STEP 4 Submit payment for **application fee = submit I-765 Form**

Once payment is submitted, your application has been submitted to USCIS! You will not be able to edit your application after you submit payment. The application fee is non-refundable, and if you need to submit the application again, you will need to pay the application fee again.



NOTE: if you submit the application without a valid STEM-endorsed I-20 Form, your application will be denied and you will need to apply again.

Advising available throughout process!

In-person: bring your laptop
Virtual: screen share capabilities

Documentation checklist for STEM OPT application online:

- Screenshot or PDF of your most recent **I-94 Arrival Record**, which can be retrieved [online](#)
- Scans of front and back of your **Employment Authorization Document (EAD)** card(s)
- Scan of **STEM-endorsed I-20 Form** (you will get this from ISSS)
- Passport-sized photo** (2 inches by 2 inches) taken in the past 6 months, not used before
 - See additional specifications in application or Completion Guide below.
- Scan of your **official JMU transcript** with your STEM degree listed
- Credit card, debit card, or bank routing information to pay the **\$470.00 application fee**



Use the **Completion Guide** to help you complete the online I-765 application.



After OPT is filed:

You should receive three documents from USCIS:

1. Receipt notice (issued immediately after submitting online)
2. Approval notice
3. EAD Card (normally within 1-2 weeks of receiving the approval notice; scan front and back of the card to ISSS for your immigration file)

➔ If you receive an R.F.E. (Request for Evidence), contact ISSS immediately.

Employment Rules

- You may work while your STEM OPT extension is pending for up to 180 days.
 - You should receive the Employment Authorization Document (EAD) within 3-4 months from the date on the receipt notice. If it is not received in this time, contact ISSS.
- Employment must be directly related to your STEM major field of study.
- You must work for an employer registered with E-Verify.
- You may not be unemployed for more than **120 days** in total while on OPT (both Post-Completion and STEM).

➔ *Any violation of these and other employment regulations can cause your immigration status to be terminated.*

Reporting Requirements

On OPT, you continue in F-1 visa status under the sponsorship of James Madison University, therefore:

- Inform ISSS of a change in employment immediately including at least (1) the **end date** of previous employment and the **final evaluation** on the [I-983 Form](#) and (2) the new employment information by submitting a completed [I-983 Form](#), if you have found new employment.
- Update your SEVIS record of a change of name or address within 10 days.
- **Verify your information** with ISSS at 6, 12, and 18 months on STEM with updated information on the [I-983 Form](#) (Evaluation on Student Progress) at 12 months. **Failure to verify information at stated times may cause USCIS to automatically terminate your immigration status.**

➔ *Any violation of these and other regulations can cause your immigration status to be terminated.*

Travel

Before departing the U.S., it is strongly recommended that you contact ISSS about your particular travel situation, as every situation is unique. Below are general reentry guidelines to consider.

Items needed for reentry to the U.S. while on OPT:

- A valid passport; valid at least 6 months into the future
- A valid visa to reenter the U.S.
- Your most recent Form I-20 with travel signature from an ISSS staff member
- Your valid EAD (Employment Authorization Document), if OPT has been approved
- Letter for proof of employment

→ **ISSS strongly suggests that you do NOT travel outside of the U.S. while your STEM extension application is pending and before you secure employment.**

If you intend to leave the U.S. permanently, inform ISSS of your departure date.

The following two questions are of particular interest while traveling on OPT. The answers are from the ICE website on Travel. Again, consult the ISSS staff before traveling.

1. Can I reenter if my request for Post-Completion OPT is pending?

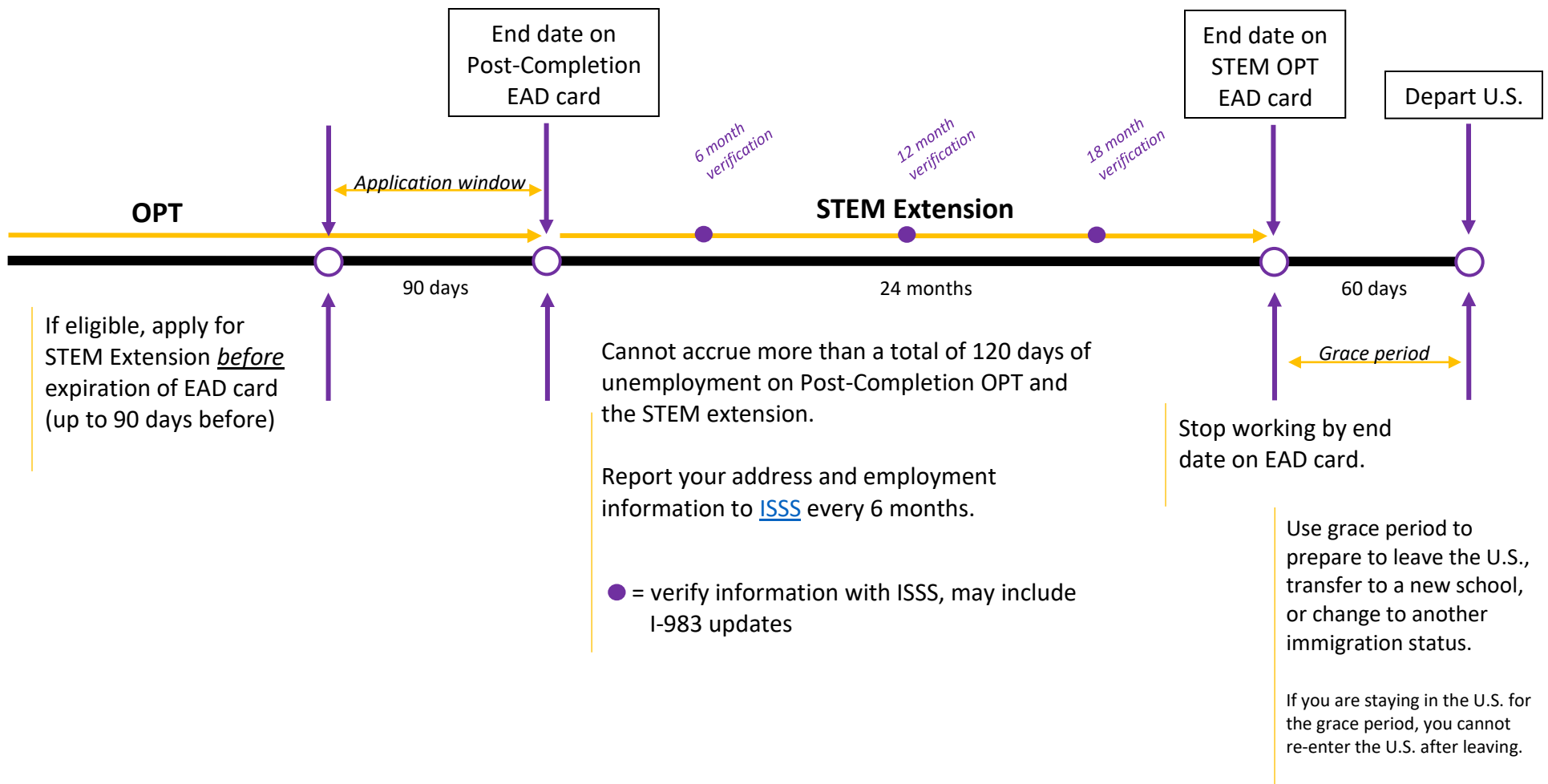
Yes, but traveling during this time should be undertaken with caution. USCIS may send you a request for evidence while you are away, however, so you would want to make sure you have provided a correct U.S. address both to your DSO and on the application and would be able to send in requested documents. Also, if USCIS approves your OPT application, you will be expected to have your EAD in hand to re-enter the United States. Like a request for further information, USCIS can only send the EAD to your U.S. address.

2. Can I reenter if I left while on Post-Completion OPT?

If USCIS has approved your OPT you will be expected to have your EAD in hand to re-enter the United States, in addition to your Form I-20, valid passport and visa, and a letter of employment... If you exceed the limits on unemployment while outside the United States, you will not be eligible to re-enter the United States in F-1 status.

<https://www.ice.gov/sevis/travel>

OPT STEM Extension Timeline



I-765 Completion Guide for STEM Extension

After you have your STEM-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

You will first need to **create an account**.

U.S. Citizenship and Immigration Services

Sign In

Email *

Password *

[Forgot your Password?](#) [Show Password](#)

[Sign In](#)

One account for all of your USCIS needs.
[Create an account.](#)

[Didn't receive confirmation instructions?](#)

Legal

- [Department of Homeland Security Consent](#)
- [DHS Privacy Notice](#)
- [Paper Reduction Act Burden Disclosure Notice](#)
- [Terms of Use](#)

U.S. Citizenship and Immigration Services

Sign Up

Your USCIS account is only for you. Do not create a shared account with family or friends. Individual accounts allow us to best serve you and protect your personal information.

You must provide your own email address below if you are the one who is filing a form online, submitting an online request, or tracking a case.

Email *

Email confirmation *

[Sign Up](#)

[Already have an account?](#)
[Sign In](#)

Legal

- [Department of Homeland Security Consent](#)
- [DHS Privacy Notice](#)
- [Paper Reduction Act Burden Disclosure Notice](#)
- [Terms of Use](#)

The USCIS system will send you a **confirmation email**.

Then they will send you a **verification code** to enter online.

U.S. Citizenship and Immigration Services

Enter your verification code

A verification code has been sent to meikr@jmu.edu. Please enter the code that you received. If you do not receive the code in 10 minutes, please [request a new verification code](#).

If you have lost access to meikr@jmu.edu, enter your backup code instead, or [Contact Us](#).

Secure verification code *

[Submit](#)

I-765 Completion Guide for STEM Extension

After you have your STEM-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.


The screenshot shows the USCIS My Account website. On the left, a sidebar menu titled "Welcome to your USCIS Account" lists several options: "Edit My Profile", "Login to a USCIS Service" (with an orange arrow pointing to the USCIS logo), "FIRST", and "myE-Verify". The main content area features a header with the USCIS logo and "U.S. Citizenship and Immigration Services", a "My Account" section with "My Account", "Resources", and "Sign Out" links, and a "Welcome To Your USCIS Account" message. Below this, four service tiles are visible: "Add a paper-filed case", "File a form online" (with an orange arrow pointing to it), "Enter a representative passcode", and "Verify your identity".

File a Form

Select the form you want to file online. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

Concurrent filing available

Select the form you want to file online.

- I-90, Application to Replace Permanent Resident Card
- I-130, Petition for Alien Relative
- I-539, Application To Extend/Change Nonimmigrant Status
-  I-765, Application for Employment Authorization
- I-821, Application for Temporary Protected Status (TPS)
- N-336, Request for a Hearing on a Decision in Naturalization Proceedings
- N-400, Application for Naturalization
- N-565, Application for Replacement Naturalization/Citizenship Document
- N-600, Application for Certificate of Citizenship
- N-600K, Application for Citizenship and Issuance of Certificate Under Section 322

[Start form](#)

I-765 Completion Guide for STEM Extension

After you have your STEM-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

Read the **instructions**  **Before You Start Your Application** then click **Next** and then **Start**.


I-765, Application for Employment Authorization

Getting Started

Basis of eligibility


Reason for applying

Preparer and interpreter information


About You 

Evidence 

Additional Information 

Review and Submit 

What is your eligibility category?

 You can file your request online only for certain eligibility categories

If your eligibility category does not appear on the drop-down list, you must file a paper [Form I-765](#). If you submit online and are not eligible for one of the listed categories, your application may be denied.

Select (c)(3)(C) STEM Extension from the dropdown menu




What is your degree?

 Bachelor 00.0000

Type Bachelor and the CIP code number on your I-20

What is your employer's name as listed in E-Verify?



Ask your employer

What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?




Get this number from your employer

I-765 Completion Guide for STEM Extension

After you have your STEM-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.


I-765, Application for Employment Authorization


Getting Started 


Basis of eligibility


Reason for applying

Preparer and interpreter information

About You 

Evidence 


Additional Information 

Review and Submit 

What is your reason for applying?

- Initial permission to accept employment
- Replacement of lost, stolen, or damaged employment authorization document or correction of my employment authorization document NOT DUE to US Citizenship and Immigration Services error
- Renewal of permission to accept employment







Have you previously filed Form I-765?

-  Yes
- No

I-765 Completion Guide for STEM Extension

After you have your STEM-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

I-765, Application for Employment Authorization

- Getting Started 
 - Basis of eligibility
 - Reason for applying 
 - Preparer and interpreter information
- About You 
- Evidence 
- Additional Information 
- Review and Submit 

Is someone assisting you with completing this application?






Yes

No

Back

Next

I-765, Application for Employment Authorization

- Getting Started 
- About You 
 - Your name
 - Your contact information
 - Describe yourself
 - When and where you were born
 - Your immigration information
 - Other information
- Evidence 
- Additional Information 
- Review and Submit 

What is your current legal name?

Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.

Given name (first name)

Middle name

Family name (last name)



Complete with your information.

Have you used any other names since birth?

Other names used may include nicknames, aliases and maiden names.

 Yes

Select Yes if you have used names other than those listed above.


No


Select No if you have not.

I-765 Completion Guide for STEM Extension


After you have your STEM-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.


I-765, Application for Employment Authorization


Getting Started 

About You 

- Your name
- Your contact information**
- Describe yourself
- When and where you were born
- Your immigration information
- Other information


Evidence 

Additional Information 


Review and Submit 

How may we contact you?


Daytime telephone number *Complete with your information.*



Mobile telephone number (if any)

 This is the same as my daytime telephone number.


Email address



What is your current U.S. mailing address?


We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only. *Complete with your information.*

Address line 1






Street number and name

Address line 2




Apartment, suite, unit, or floor

City or town **State** **ZIP code**

Is your current mailing address the same as your physical address?

 Yes *Select Yes if you live at the address above.*

No *Select No if you physically live at a different address, and provide that address.*

I-765 Completion Guide for STEM Extension

After you have your STEM-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

I-765, Application for Employment Authorization

- Getting Started
- About You**
- Your name
- Your contact information
- Describe yourself**
- When and where you were born
- Your immigration information
- Other information
- Evidence
- Additional Information
- Review and Submit

What is your gender?

- Male
 Female

Complete with your information.

What is your marital status?

- Single
 Married
 Divorced
 Widowed

Complete with your information.

I-765, Application for Employment Authorization

- Getting Started
- About You**
- Your name
- Your contact information
- Describe yourself
- When and where you were born**
- Your immigration information
- Other information
- Evidence
- Additional Information
- Review and Submit

What is your city, town, or village of birth?

Complete with your information.

What is your state or province of birth?

What is your country of birth?

What is your date of birth?

Be sure to use the MONTH / DAY / YEAR format!

I-765 Completion Guide for STEM Extension

After you have your STEM-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

I-765, Application for Employment Authorization

- Getting Started
- About You**
 - Your name
 - Your contact information
 - Describe yourself
 - When and where you were born
 - Your immigration information**
 - Other information
- Evidence
- Additional Information
- Review and Submit

What is your country of citizenship or nationality?

List all countries where you are currently a citizen or national.

+ Add country

Select your **country of citizenship** from the dropdown menu



What is your Form I-94 Arrival-Departure Record Number (if any)?

Get your most recent I-94 Record online at:

> <https://i94.cbp.dhs.gov/I94/>

When did you last arrive in the United States?

List your arrival date, place of arrival, and status at arrival.

Date of arrival

> Information in your I-94 Record

Place of arrival

> Select the **US airport** you arrived into

If you arrived into Washington Dulles, select "DULLES INTL"

Status at last arrival

> Select **F-1 Student**

I-765 Completion Guide for STEM Extension

After you have your STEM-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

[Section continued.]

Complete with your information.

What is the passport number of your most recently issued passport?

What is your travel document number (if any)?

What is the expiration date of your passport or travel document?

What country issued your passport or travel document?

What is your current immigration status or category?

Select F-1 Student

What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?

Use the "Additional Information" section to include all previously used SEVIS numbers.

Enter your SEVIS ID number found on your I-20 Form


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Next

I-765 Completion Guide for STEM Extension

After you have your STEM-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

I-765, Application for Employment Authorization

Getting Started 

About You 

Your name


Your contact information


Describe yourself


When and where you were born

Your immigration information

Other information


Evidence 

Additional Information 

Review and Submit 

What is your A-Number?


I do not have or know my A-Number. *Most F-1 students do not have an A-Number.*




What is your USCIS Online Account Number?

Providing your unique USCIS Online Account Number (OAN) helps us manage your account. You may already have an OAN if you previously filed certain paper forms and received an Account Access Notice in the mail. You can find the OAN at the top of the notice; it is not the same as an A-Number.

I do not have or know my USCIS Online Account Number.




Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

 Yes

No

Do you want the SSA to issue you a Social Security card?

Yes

 No

I-765 Completion Guide for STEM Extension

After you have your STEM-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

I-765, Application for Employment Authorization

Getting Started ▼

About You ▼

Evidence ▲

2 x 2 photo of you

Form I-94

Employment Authorization Document

Form I-20

College degree

Institution accreditation

Additional Information ▼

Review and Submit ▼

Read the instructions!

2 X 2 Photo Of You

Upload a recent color photograph of yourself that measures 2 inches by 2 inches, with your face measuring 1 inch to 1 3/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch from the bottom of the photo.

Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless contrary to your religious beliefs.

If you need help understanding the photo requirements or want to resize, rotate, or crop your photo, you can use the Department of State's [photo composition tools](#). Please note that we cannot approve your application without your photo.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload



...then upload your photo

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Next

I-765 Completion Guide for STEM Extension

After you have your STEM-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

I-765, Application for Employment Authorization

Getting Started ▼

About You ▼

Evidence ▲

2 x 2 photo of you

Form I-94

Employment Authorization Document

Form I-20

College degree

Institution accreditation

Additional Information ▼

Review and Submit ▼

Read the instructions!

I-94, Arrival And Departure Record

Upload a copy of one of the following:

- Your Form I-94, Arrival-Departure Record (front and back);
- A printout of your electronic Form I-94 ; or
- Your passport or other travel document.

If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the [CBP website](#) to obtain a paper version of an electronic Form I-94. CBP does not charge a fee for this service. Some travelers admitted to the United States at a land border, airport, or seaport, after April 30, 2013, with a passport or travel document, who were issued a paper Form I-94 by CBP, may also be able to obtain a replacement Form I-94 from the CBP website without charge.

If your Form I-94 cannot be obtained from the CBP website, it may be obtained by filing [Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record](#), with USCIS. USCIS does charge a fee for this service.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload



...then upload your I-94

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Next

I-765 Completion Guide for STEM Extension

After you have your STEM-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

I-765, Application for Employment Authorization

Getting Started ▼

About You ▼

Evidence ▲

2 x 2 photo of you

Form I-94

Employment Authorization Document

Form I-20

College degree

Institution accreditation

Additional Information ▼

Review and Submit ▼

Read the instructions!

Employment Authorization Document Or Government ID

Upload a copy of your last Employment Authorization document (EAD) (front and back). If you were not previously issued an EAD, you must upload a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/or fingerprint. The identity document photocopy must clearly show your facial features and contain your biographical information.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload



...then upload scans of your previous EAD card

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Next

I-765 Completion Guide for STEM Extension

After you have your STEM-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

I-765, Application for Employment Authorization

Getting Started 

About You 

Evidence 

2 x 2 photo of you

Form I-94


Employment Authorization Document

Form I-20

College degree

Institution accreditation

Additional Information 

Review and Submit 

Read the instructions!

I-20, Certificate Of Eligibility For Nonimmigrant Student Status

Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status endorsed by the Designated School Official (DSO). For the (c)(3)(B) eligibility category, your DSO must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so, we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

This means that the DSO signature on page 1 of your I-20 cannot be older than 30 days.

Choose or drop files here to upload

...then upload your STEM-endorsed I-20

I-765 Completion Guide for STEM Extension

After you have your STEM-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

I-765, Application for Employment Authorization

Getting Started



About You



Evidence



2 x 2 photo of you

Form I-94

Employment Authorization Document

Form I-20

College degree

Institution accreditation

Additional Information



Review and Submit



Read the instructions!

College Degree

Upload evidence the degree that is the basis for the STEM OPT extension is in one of the degree programs currently listed on the [STEM Designated Degree Program List](#) or a copy of your prior STEM degree.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload



...then upload your STEM-eligible degree

I-765 Completion Guide for STEM Extension

After you have your STEM-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

✘ You do not need to complete this section if your STEM degree is from JMU.

I-765, Application for Employment Authorization

Getting Started



About You



Evidence



2 x 2 photo of you

Form I-94

Employment Authorization
Document

Form I-20

College degree

✘ **Institution accreditation**

Additional Information



Review and Submit



Institution Accreditation

Upload evidence that the institution that granted your STEM degree is currently accredited by the U.S. Department of Education and certified by the Student Exchange and Visitor Program (SEVP), if this STEM OPT extension is based on a previously earned STEM degree.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

I-765 Completion Guide for STEM Extension

After you have your STEM-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

If you have had other SEVIS ID numbers, should be included in this section.

The screenshot shows the 'I-765, Application for Employment Authorization' form. The left sidebar contains a navigation menu with the following items: 'Getting Started', 'About You', 'Evidence', 'Additional Information' (highlighted), and 'Review and Submit'. The 'Additional Information' section is expanded, showing a sub-section 'Additional information'. The main content area is titled 'Additional Information' and contains the following text: 'If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing. If you do not need to provide any additional information, you may leave this section blank.' Below this text are three dropdown menus: 'Section' (set to 'About You'), 'Page' (set to 'Your immigration information'), and 'Question' (set to 'What is your Student and Exchange Visitor Inform...'). Below the dropdowns is a text input field with the placeholder text 'I have also had the following SEVIS ID number(s):'. An orange arrow points from the text below to this input field. The character count '50/500' is visible at the bottom right of the input field.

Type in “I have also had the following SEVIS ID number(s):” and list the other SEVIS ID number or numbers you have had. SEVIS ID numbers start with N00...

I-765 Completion Guide for STEM Extension

After you have your STEM-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.


Carefully review all of your information before you pay the application fee. Once the fee is paid, you cannot make corrections.

I-765, Application for Employment Authorization

- Getting Started
- About You
- Evidence
- Additional Information
- Review and Submit**

Review your application

*This section will also alert you to **missing or incorrect information**.*



If you would like an ISSS advisor to review this, download the “Draft Snapshot” and email it to an ISSS advisor before you click submit.


Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

Your fee


 Your form filing fee is: \$470

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

Alerts and warnings

You have one or more alerts and warnings based on the information you provided in your application.

A red alert means you have incomplete responses or inconsistent data. You cannot submit your application with any alerts.

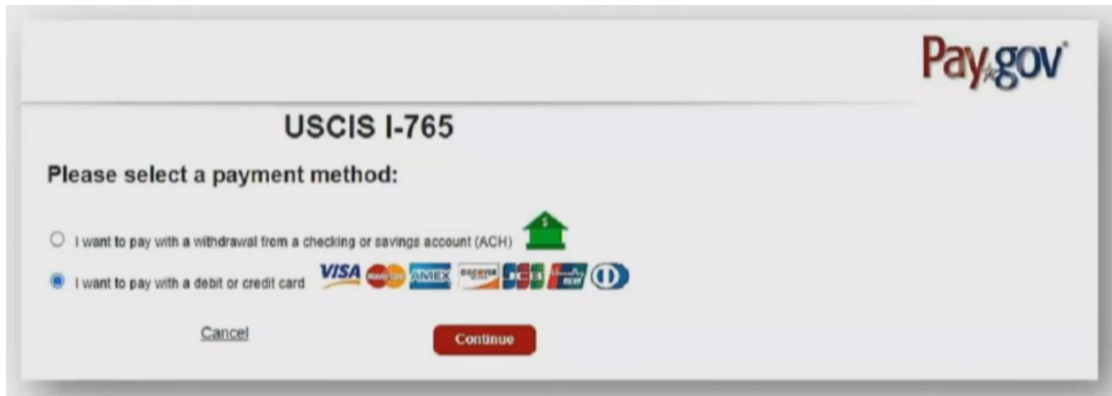
 There are errors in About You: Your name

[Edit my responses](#)

I-765 Completion Guide for STEM Extension

After you have your STEM-endorsed I-20 Form, complete online at <https://myaccount.uscis.gov/>.

After you agree to the **Application Statement**, where you digitally sign and submit the form, you will be directed to pay.gov site, a secure government portal, to pay for the application fee.

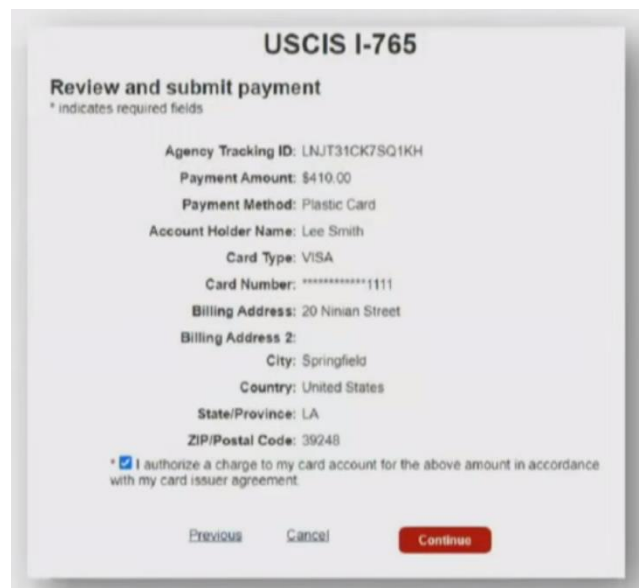


The screenshot shows the Pay.gov interface for USCIS I-765. At the top right is the Pay.gov logo. The main heading is "USCIS I-765". Below it, the instruction reads "Please select a payment method:". There are two radio button options: "I want to pay with a withdrawal from a checking or savings account (ACH)" (with a house icon) and "I want to pay with a debit or credit card" (with logos for VISA, Mastercard, AMEX, Discover, and UnionPay). A "Cancel" button is on the left and a red "Continue" button is on the right.

Enter the payment information. Make note of the form type and agency tracking ID at the top. Once you hit “Continue” to pay the fee, your I-765 Form will be submitted.

You will receive a confirmation message that your form has been submitted.

Click on “Go to My Cases” to see your case information and receipt notice.



The screenshot shows the "Review and submit payment" screen for USCIS I-765. The heading is "USCIS I-765" and "Review and submit payment". A note says "* indicates required fields". The form displays the following information: Agency Tracking ID: LNJT31CK7SQ1KH, Payment Amount: \$410.00, Payment Method: Plastic Card, Account Holder Name: Lee Smith, Card Type: VISA, Card Number: *****1111, Billing Address: 20 Ninian Street, Billing Address 2: City: Springfield, Country: United States, State/Province: LA, ZIP/Postal Code: 39248. At the bottom, there is a checkbox with the text "* I authorize a charge to my card account for the above amount in accordance with my card issuer agreement." and three buttons: "Previous", "Cancel", and a red "Continue" button.

All notices will be posted to your account and mailed to the mailing address that you entered:

- Receipt Notice
- Request for Evidence (RFE) – *if you receive this, let ISSS know immediately!*
- PDF of completed I-765 Form – *email to your ISSS advisor to add to your immigration file.*
- Decision letter

Let ISSS know if you have any questions during this process!

I-983 Completion Guide for STEM Extension

Form found online at <https://www.ice.gov/doclib/sevis/pdf/i983.pdf>. Type into the fields when possible.

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

OMB APPROVAL NO. 1653-0054
EXPIRATION DATE: 03-31-2019

TRAINING PLAN FOR STEM OPT STUDENTS

Science, Technology, Engineering & Mathematics (STEM) Optional Practical Training (OPT)

SECTION 1: STUDENT INFORMATION (Completed by Student)

Student Name (Surname/Primary Name, Given Name):		Student Email Address:	
Name of School Recommending STEM OPT: James Madison University	Name of School Where STEM Degree Was Earned: James Madison University	SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix): WAS214F00214000	
Designated School Official (DSO) Name and Contact Information: Your ISSS Advisor, youradvisorsemail@jmu.edu 800 S. Main St, MSC 5731, Harrisonburg VA, 22807		Student SEVIS ID No.: Found on I-20 form	STEM OPT Requested Period (mm-dd-yyyy): From: Day after current EAD end date To: 2 years later, minus one day
Qualifying Major and Classification of Instructional Programs (CIP) Code: STEM Major listed on page 1 of I-20, with CIP code			
Level/Type of Qualifying Degree: Educational level listed on page 1 of I-20 (e.g. Bachelor's)			
Date Awarded (mm-dd-yyyy): (based on final transcript)			
Based on Prior Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No		Check "no" unless you are applying based on a degree you earned prior to the degree for which you are currently on OPT.	
Employment Authorization Number: USCIS number on EAD card			

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: _____

Printed Name of Student: _____ Date (mm-dd-yyyy): _____

I-983 Completion Guide for STEM Extension

Form found online at <https://www.ice.gov/doclib/sevis/pdf/i983.pdf>. Type into the fields when possible.

Complete with employer information

SECTION 3: EMPLOYER INFORMATION Completed by Employer			
Employer Name: <i>As it appears in the E-Verify system</i>	Street Address:	Suite:	
Employer Website URL:	City:	State:	ZIP Code:
Employer ID Number (EIN): <i>9 digit tax identification number</i>	Number of Full-Time Employees in U.S.:	North American Industry Classification System (NAICS) Code: <i>6 digit code describes the employer's business. Can be found on http://census.gov/eos/www/naics/</i>	
OPT Hours Per Week (must be at least 20 hours/week):	Compensation:		
Start Date of Employment (mm-dd-yyyy): <i>Start date of STEM, see page 1</i>	A. Salary Amount and Frequency: _____		
	B. Other Compensation (Type and Estimated Amount or Value):		
	1. <i>Examples: housing, transportation costs, etc.</i> _____		
	2. _____		
	3. _____		
	4. _____		
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 I training Plan for STEM OPT Students ("Plan") is approved and that:			
<ol style="list-style-type: none"> 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 depart to the DSO (<i>Note: business days do not include federal holidays or weekend days; and an employer should depart when the employer knows the student has left the practical training opportunity, or when the student has training for a period of five consecutive business days without the consent of the employer</i>); and 4. I will adhere to all applicable regulatory provisions that govern this program (<i>see 8 CFR Part 214</i>), which include, following: <ol style="list-style-type: none"> a. The student's practical training opportunity is directly related to the STEM degree that qualifies the student for 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 personnel; c. The employer has sufficient resources and personnel to provide the specified training program set forth in this Plan, 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 conducted pursuant to this Plan complies with all applicable Federal and State requirements relating to employment. 			
<p>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.</p>			
<p style="text-align: center; color: orange;"><i>Signature of an individual within the organization who is familiar with the goals and duties of the position, and who has signature authority for the employer (Human Resources?)</i></p>			
Signature of Employer Official with Signatory Authority: _____			
Printed Name and Title of Employer Official with Signatory Authority: _____			
Date (mm-dd-yyyy): _____ Printed Name of Employing Organization: _____			

NOTE:
Employer should retain a copy of the completed Form I-983. US Immigration and Customs Enforcement may schedule a site visit to review terms of I-983 and confirm employment of the individual.

I-983 Completion Guide for STEM Extension

Form found online at <https://www.ice.gov/doclib/sevis/pdf/i983.pdf>. Type into the fields when possible.

SECTION 5: TRAINING PLAN FOR STEM OPT STUDENTS (Completed by Student and Employer)	
Student Name (Surname/Primary Name, Given Name):	
Employer Name:	
EMPLOYER SITE INFORMATION	
Site Name: <i>Same as Section 3 "employer name" unless employee will work at a site other than the company's street address; in that case, enter name of site name where student will be employed</i>	Site Address (Street, City, State, ZIP): <i>Actual address where STEM training will take place. This may be different than the company's headquarters or main site.</i>
Name of Official: <i>Name of individual who will monitor student's goals and performance. This may or may not be the same person as Sect. 4.</i>	Official's Title:
Official's Email:	Official's Phone Number:
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. <i>Detail the specific duties the student will carry out and explain how they relate to the STEM degree.</i>	
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. <i>Identify the specific training goals and describe how those goals will be met.</i>	
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. <i>How will the student will be supervised?</i>	
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. <i>How will the employer know that the student has achieved new knowledge and skills?</i>	

I-983 Completion Guide for STEM Extension

Form found online at <https://www.ice.gov/doclib/sevis/pdf/i983.pdf>. Type into the fields when possible.

Additional Remarks (optional): Provide additional information pertinent to the Plan.

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(f)(10)(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: Signature of the person listed in Section 5 who conducts periodic evaluations

Printed Name and Title of Employer Official with Signatory Authority: _____

Date (mm-dd-yyyy): _____

PRIVACY ACT STATEMENT

AUTHORITIES: Section 101(a)(15)(F) of the Immigration and Nationality Act of 1952, as amended (INA), 8 U.S.C. 1101(a)(15)(F), Section 641 of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, Div. C, 110 Stat. 3009-546 (codified at 8 U.S.C. 1372), Section 502 of the Enhanced Border Security and Visa Entry Reform Act of 2002, Pub. L. 107-173, 116 Stat. 543 (codified at 8 U.S.C. 1762) and Homeland Security Presidential Directive No. 2 (HSPD-2), authorize U.S. Immigration and Customs Enforcement (ICE) to collect the information requested in this form.

PURPOSE: The information collection on this form is used to assist in the administration of the STEM Optional Practical Training (OPT) extension so that Designated School Officials (DSO) can properly recommend the Student for and review and help coordinate his or her STEM optional 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 as otherwise authorized pursuant to its published Privacy Act system of records notice - Privacy Act of 1974: U.S. Immigration and Customs Enforcement, DHS/ICE-001 Student and Exchange Visitor Information System (SEVIS) System of Records (<https://www.dhs.gov/system-records-notice-sorns>).

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 public 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, providing 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 Office of Management and Budget (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. 20536

*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.

I-983 Completion Guide for STEM Extension

Form found online at <https://www.ice.gov/doclib/sevis/pdf/i983.pdf>. Type into the fields when possible.

EVALUATION ON STUDENT PROGRESS

Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.

Range of Evaluation Dates: From (mm-dd-yyyy): _____ To (mm-dd-yyyy): _____

*The student provides a self-evaluation, which is to be reviewed and signed by the employer. This evaluation should be submitted to the DSO within **12 months of the STEM extension start date**. Both the students and company representative must sign and date this section.*

For further guidance on what details should be included in this self-evaluation, visit the Study in the States STEM OPT Hub at <https://studyinthestate.dhs.gov/stem-opt-hub>

Signature of Student: _____

Printed Name of Student: _____ Date (mm-dd-yyyy): _____

Signature of Employer Official with Signatory Authority: _____

Printed Name of Employer Official with Signatory Authority: _____ Date (mm-dd-yyyy): _____

FINAL EVALUATION ON STUDENT PROGRESS

Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.

Range of Evaluation Dates: From (mm-dd-yyyy): _____ To (mm-dd-yyyy): _____

*The student provides a final self-evaluation, which is to be reviewed and signed by the employer. This evaluation should be submitted to the DSO within **10 days of the end date of the STEM extension period**. Both the students and company representative must sign and date this section.*

For further guidance on what details should be included in this self-evaluation, visit the Study in the States STEM OPT Hub at <https://studyinthestate.dhs.gov/stem-opt-hub>

Signature of Student: _____

Printed Name of Student: _____ Date (mm-dd-yyyy): _____

Signature of Employer Official with Signatory Authority: _____

Printed Name of Employer Official with Signatory Authority: _____ Date (mm-dd-yyyy): _____