

Optional Practical Training (OPT) 24-Month STEM Extension Tutorial

Please note that this tutorial is for instructional purposes only. An OPT I-765 application to USCIS is your own personal application. You alone are responsible for timely filing with full documentation, understanding F-1 rules regarding OPT, and properly maintaining F-1 status. Please review the entire tutorial and ask a BIO adviser if you have questions.

Last updated February 13, 2026. Updates are made frequently; DO NOT download tutorial. Always access the latest version [on BIO's website](#).

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Alert!

Updated USCIS Photo Policy

USCIS Policies have changed as of December 12, 2025 regarding I-765 photos photo requirements.

USCIS policy changes as of December 12, 2025 may require you to attend a Biometric Services Appointment (BSA) at a USCIS Application Support Center (ASC) as part of your application process.

Monitor your online USCIS Case Status!

If a Biometrics appointment is required, you will be notified by USCIS in writing **via your online USCIS account**. FOLLOW ALL INSTRUCTIONS AND REQUIRED RESPONSE DEADLINES. *If you fail to complete this requirement as requested or respond to any RFE, your OPT application will be denied.*

- You may receive 2 separate documents with instructions in your online USCIS account documents: a **Biometrics appointment notice** AND/OR a **Request for Evidence (RFE)**.
- The Biometrics Notice will indicate a date/time/location for an appointment. It also has instructions if you wish to reschedule the appointment or change location.

*** See the Photo section and RFE section of this tutorial for more details.***

Alert: Increased OPT/STEM OPT Scrutiny by DHS

- U.S. Immigration and Customs Enforcement (ICE) has recently applied increased scrutiny to the OPT and STEM OPT programs, resulting in recent arrests for students who reported fraudulent employment with non-existent employers or false employment information.
- Falsifying your OPT employment records or reporting employment that is not legitimate may result in serious repercussions.
- SEVIS may also automatically terminate F-1 records for students who have more than 90 days of unemployment.
- During the STEM period, DHS has the right to conduct a site visit which is part of the agreements included on the I-983
- See [How to Recognize the Signs of Fraudulent Employer](#)
- BIO also notes USCIS benefit, visa, and entry denials related to failure to provide clear evidence of prior self employment or unpaid employment
- Increased scrutiny may also include social media and online review, including whether you have engaged in unauthorized employment in the past. This may include review of social media, LinkedIn, publicly available resumes/CVs, etc.

Alert: Avoid Immigration Scams

- It is very rare for USCIS or SEVP to contact you via phone regarding your application or your SEVIS record. Most notices from SEVP Portal are sent by email, and most notices from USCIS are sent via mail and can be accessed in your online account. They will generally never ask you for money.
- See USCIS's Avoid Scams Initiative website on how to avoid [immigration scams](#), report fraud, and find authorized legal services.

Alert: USCIS Processing Pause & Review for “Travel Ban” Countries

- USCIS has placed a hold on pending benefit requests, including the I-765 OPT/STEM OPT for aliens whose country of birth or country of citizenship is included in 2 different presidential proclamations, pending a comprehensive review.
- The countries subject to USCIS pause are currently: Afghanistan, Angola, Antigua and Barbuda, Benin, Burkina Faso, Burma (Myanmar), Burundi, Chad, Cote d'Ivoire, Cuba, Dominica, Equatorial Guinea, Eritrea, Gabon, Haiti, Iran, Laos, Libya, Malawi, Mali, Mauritania, Niger, Nigeria, Palestinian Authority Travel Documents, Republic of the Congo, Senegal, Sierra Leone, Somalia, South Sudan, Sudan, Syria, Tanzania, The Gambia, Togo, Tonga, Turkmenistan, Venezuela, Yemen, Zambia, Zimbabwe
- Review [BIO's Policy Update January 2026](#)

Can individuals from the impacted countries apply for OPT/STEM OPT?

- YES, you can still apply. BIO cannot predict when the pause will be lifted or how long the OPT/STEM OPT request could be pending.
- Premium Processing will not have any impact on the pause.
- Your F-1 status continues past your I-20 expiration & 60 day grace period if you have a timely filed, pending OPT application with USCIS.
- F-1 12 Month OPT- you cannot begin working until the OPT is approved, and you can only work during the dates listed on your approved EAD card. Days of unemployment do not begin until the start of the approved OPT EAD.
- Talk to a BIO advisor with any questions.

OPT STEM Extension Eligibility

Requirements:

- You must be a recipient of a U.S. Bachelor's, Master's or Doctoral degree in a STEM (science, technology, engineering, or math) designated degree program. [See the current STEM Designated Degree list linked here](#). (You can check the CIP code listed on your I-20.)
- To check if a specific UCB major is STEM eligible, review the [Berkeley International Office UCB Major/CIP Code List](#)
- You are currently authorized for 12-month OPT and have not exceeded 90 days of unemployment.
- You can apply based on any previous STEM degree from an SEVP, accredited U.S. institution within the last 10 years
- You must be employed or have a future job offer [directly related to your STEM field of study](#) from an employer who is registered in the [USCIS E-Verify Program](#).
- Your employer must have an EIN number.
- Your employer is able to fully complete the [Form I-983](#) and abide by all [employer obligations](#), including [Dept. of Homeland Security Site visits](#).
- You are applying no more than 90 days before your 12-month OPT expires and no later than the expiration of your 12-month OPT*.

Two [24-month STEM extensions](#) may be granted per lifetime.

* For E-filed applications, USCIS uses [UTC or Coordinated Universal Time](#) to determine the time/date filed. If you are filing CLOSE to your deadline check the UTC time/date of filing!

Types of Allowable Employment

- Volunteer/Unpaid positions and self employment are NOT allowed by the 24-Month STEM OPT Extension.
- [STEM-eligible employers](#) must have e-Verify & EIN numbers and the student must have a "bona fide employer-employee relationship". To establish a bona fide relationship, the employer may not be the student's "employer" in name only.
- Cannabis Industry- be aware that use and sale of cannabis is illegal at the *federal* level, although it may be legal in some U.S. states. To avoid possible deportation or inadmissibility from the US, students should avoid positions related to federally illegal substances.

According to [USCIS Guidance](#) :

- Under no circumstances would another F-1 student on OPT or a STEM OPT Extension be qualified to train another F-1 student on a STEM OPT Extension.
- The employer that signs the Form I-983 *must be the same entity* that provides the practical training experience to the student.
- The employer has sufficient resources and personnel available to provide appropriate training in connection with the STEM opportunity at the location(s) specified in the Form I-983.
- The "personnel" who provide/supervise the training experience may be either employees of the employer, or contractors who the employer has directly retained to provide services to the employer; they may not be employees or contractors of the employer's clients or customers.
- DHS will review on a case-by-case basis whether the student will be a bona fide employee of the employer signing the Training Plan, and verify that the employer that signs the Training Plan is the same entity that employs the student and provides the practical training experience.

Temp/Staffing Agencies, 3rd Party Worksites

- Staffing and temporary agencies may employ students under the STEM OPT program, but only if they will be the entity that provides the practical training experience to the student and they have and maintain a bona fide employer-employee relationship with the student.
- STEM OPT participants may engage in a training experience that takes place at a site other than the employer's principal place of business as long as all of the training obligations are met, including that the employer has and maintains a bona fide employer-employee relationship with the student.
- A STEM OPT employer may not assign, or otherwise delegate, its training responsibilities to a non-employer third party (e.g., a client/customer of the employer, employees of the client/customer, or contractors of the client/customer).
- According to guidance from the [Student and Exchange Visitor Program](#) If a student uses a temporary or staffing agency to place them in a training opportunity, the agency cannot complete and sign the [Form I-983, "Training Plan for STEM OPT Students."](#) unless:
 - The staffing/placement agency is an E-verified employer of the student,
 - The staffing/placement agency provides and oversees the training.

Unemployment During STEM OPT

- As long as you have submitted a timely filed STEM application to USCIS, you can continue working for up to 180 days after the expiration of your original OPT EAD while you wait for the STEM EAP approval.
- During **12-month OPT** you have a maximum of 90 days of unemployment over the 12 month period. During the STEM period you are allowed an additional 60 days of unemployment.
- **After your STEM OPT Extension approval**, the total allowed unemployment days extends to a maximum of 150 days of unemployment during the entire OPT/STEM period, *beginning from the start of your original OPT EAD card*.
- This is NOT just 150 days at the *beginning* of OPT or STEM. You are only allowed 150 total days over the entire 3 years.
- If you exceed 90 days of unemployment during your original 12-month OPT you are not eligible to apply for the STEM OPT Extension.

Example: OPT EAD Dates: Jan 1-Dec. 31, 2020. STEM EAD Dates: January 1, 2021-December 31, 2022.

You used 60 days of unemployment during your **12 month OPT period** from Jan. 1-Dec. 31, 2020. Your **STEM period** begins on Jan. 1, 2021. You continue your work after Jan. 1, 2021 with Company A. On March 1, 2021 you end your job with Company A. You later apply for a new STEM I-20 authorization for a job with Company B that begins on April 30. You have used another 60 days of unemployment, for a total of 120. You now have only 30 more days of unemployment remaining for the rest of your STEM period until December 31, 2022.

When to Apply

STEM OPT I-20 Timing Considerations:

- You may apply as early as 90 days before your OPT EAD end date.
- You must submit your STEM I-20 request AT LEAST 2 weeks before your current OPT EAD expires.
- USCIS must receive your application before the expiration date of your OPT*. Check your OPT EAD card for the expiration**.
- **Check USCIS's current OPT and STEM OPT processing times.** Select Form: "I-765" Form Category: "Based on a request by a qualified F-1 academic student [(c)(3)]" Service Center: "Service Center Operations (SCOPS)". (Over the years, BIO has observed processing times ranging from 1-5 months, with most processed within 90 days.)
- If you are applying for an OPT STEM Extension *at the same time* you are filing for an **H-1B** employment visa you **MUST** review both the [H-1B & STEM Extension](#) information at the end of this tutorial and the [Cap-Gap webpage](#).

IMPORTANT!

* Your OPT employment authorization will be automatically extended for 180 days after your OPT EAD end date while your OPT STEM application is pending.

** For E-filed applications, USCIS uses [UTC or Coordinated Universal Time](#) to determine the time/date filed. If you are filing CLOSE to your deadline check the UTC time/date of filing!

Application Process Overview

In most cases we recommend beginning the OPT STEM application process 90 days before the expiration of your 12-month OPT period. The following slides will give you detailed information about each step.

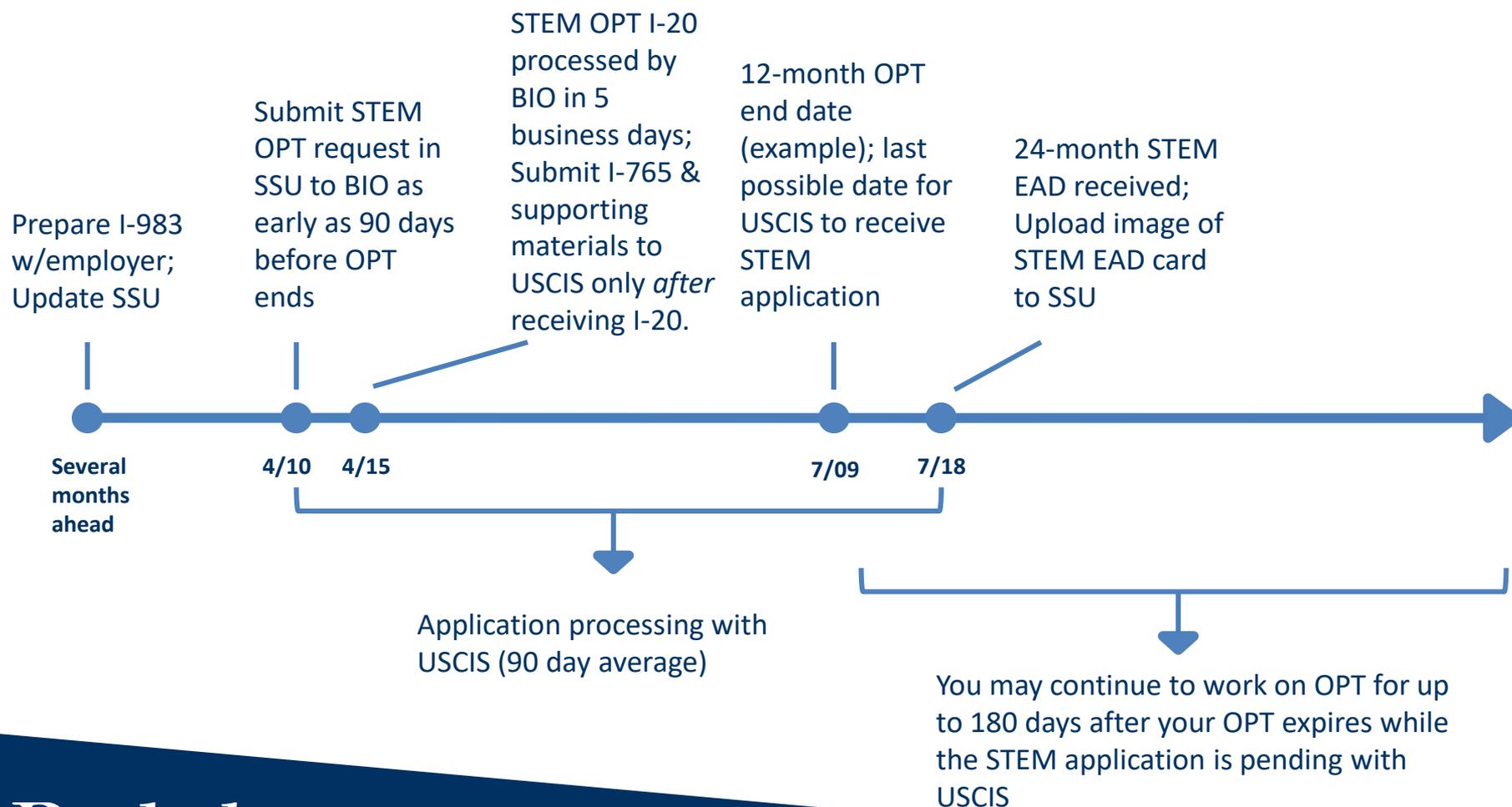
1. **Complete the I-983 & Request Your STEM OPT I-20**
 - **Complete the I-983 with your employer.**
 - **Access [BIO SSU Hub](#) to update employment, complete the Apply for STEM form and pay your BIO Post-Completion Services Fee.**
This step can be completely entirely online in your BIO SSU Hub.
 - **Receive STEM OPT I-20 from BIO.**
The I-20 will be 5 business days after submitting your complete application and payment in SSU, according to your preferred delivery method. (EMAIL RECOMMENDED!) USCIS must receive your application within 60 days of BIO recommending you, which is the date on the school attestation section of your I-20.
2. **Prepare, collect & submit your application materials to USCIS.**
Allow approximately 1 week to gather and organize your materials for submission to USCIS. You can either e-file the application online, or submit a paper application through the mail (NOT RECOMMENDED). A complete application must be received by USCIS before the end date of your current EAD card. You must be physically present in the United States to file the OPT STEM Remember: You may continue to work on OPT for up to 180 days while the STEM application is pending with USCIS.
3. **After Filing With USCIS**
 - **Track Your Case & Issues**
[Check USCIS's current OPT and STEM OPT processing times](#). Select Form: "I-765" Form Category: "Based on a request by a qualified F-1 academic student [(c)(3)]" Service Center: "Service Center Operations (SCOPS)". (Over the years, BIO has observed processing times ranging from 1-5 months, with most processed within 90 days)
 - **Receive your STEM Extension Employment Authorization Document (EAD).**
4. **Maintain your F-1 status while on OPT STEM Extension.**
You must report general address/ employer updates to BIO within 10 days of any change. 24 Month STEM Extension students must also submit a validation report every 6 months and training evaluations each 12 months. Find information about STEM Reporting [here](#). Your I-20 travel endorsement is valid for only 6 months while on OPT STEM. Failure to provide timely updates may result in termination of the F-1 record.

Can I do anything about long USCIS processing times?

There is nothing you can do about the USCIS processing time, other than to apply as early as possible! See [USCIS Issues & Tracking](#) for how to report a case processing longer than the current USCIS processing time.

OPT STEM Application Timeline:

(Example: July 9th 12-month OPT end date)



Step 1: Completing I-983 & Requesting OPT STEM I-20

Step 1: Complete Form I-983

The formal training plan must clearly articulate the OPT STEM learning objectives and affirm the employer's commitment to helping you achieve those objectives. To fulfill this requirement, you and your employer must complete and sign [Form I-983](#) and then **submit pages 1-4* to BIO.**

*Do not upload page 5 of the I-983 at this time. See [Annual Evaluation](#) for when you will submit page 5.

SECTION 1. STUDENT INFORMATION (Completed by Student)

Student Name: _____

Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Signature of Student: _____ Date: _____

SECTION 2. EMPLOYER INFORMATION (Completed by Employer)

Employer Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Signature of Employer: _____ Date: _____

SECTION 3. TRAINING PLAN FOR STEM OPT STUDENTS (Completed by Student and Employer)

Training Objective	How to Measure Progress

Signature of Student: _____ Date: _____

Signature of Employer: _____ Date: _____

SECTION 4. EMPLOYER'S SPECIAL CERTIFICATION

I, the undersigned, certify that the student named above is a full-time student at the time of my signing this form and that the student is currently enrolled in a degree program in a STEM field at the time of my signing this form.

Signature of Employer: _____ Date: _____

Signature of Student: _____ Date: _____

The following slides provide specific details regarding the I-983; please confirm your application follows the requirements, even if your employer plans to prepare the form on your behalf.

Working for UC Berkeley or other University of California campus?

- **If your STEM employer is UC Berkeley-** See the [Hiring Employees on F-1 OPT page](#) for important information about the employer name, EIN, e-verify number, NAICS number, and number of employees
- **If your STEM employer is *another* University of California campus-** Check directly with your UC campus HR team to make sure you are using the CORRECT information as listed in e-Verify for the employer name, EIN, e-verify number, NAICS number, and number of employees

I-983 signed by both you & your employer!

The I-983 requires signatures or digital signatures on pages 1, 2, and 4. The following are acceptable signatures:

- Handwritten- You print the form and sign it and then make a scanned copy.
- Electronic signatures using software programs or applications.
- Electronically reproduced copies of a signature. A digitally reproduced copy may be a scanned image of a physical signature.

Signature of Student: _____

Printed Name of Student: _____

Date (mm-dd-yyyy): _____

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: _____

Complete I-983

Always download the current I-983 from the SEVP website.

USCIS often updates the expiration date. If the expiration date is passed, that's OK- USCIS may be in the process of updating the form

Use the UC Berkeley School code found here, even if your STEM degree was from a different school.

If your STEM Degree is from a different school (NOT UC Berkeley), you will need to enter the name of the school where you obtained your STEM degree

DEPARTMENT OF HOMELAND SECURITY
 U.S. Immigration and Customs Enforcement
TRAINING PLAN FOR STEM OPT STUDENTS
 Science, Technology, Engineering & Mathematics (STEM) Optional Practical Training (OPT)

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

SECTION 1: STUDENT INFORMATION (Completed by Student)		
Student Name (Surname/Primary Name, Given Name): Bear, Oski		Student Email Address: Oski@email.com
Name of School Recommending STEM OPT: University of California, Berkeley	Name of School Where STEM Degree Was Earned: University of California, Berkeley	SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix): SFR214F00615000
Designated School Official (DSO) Name and Contact Information:		Student SEVIS ID No.: STEM OPT Requested Period: (mm-dd-yyyy) From: _____ To: _____
Qualifying Major and Classification of Instructional Programs (CIP) Code: _____		
Level/Type of Qualifying Degree: _____		
Date Awarded: (mm-dd-yyyy) _____		
Based on Prior Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employment Authorization Number: _____		

Complete I-983

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

TRAINING PLAN FOR STEM OPT STUDENTS

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

OMB CONTROL NO. 1663-0054
EXPIRATION DATE: 03/31/2019

Please write in the contact information of our SEVIS Manager, Mikaela, here. **Please fill out this field EXACTLY as it appears here. (DO NOT use a different name).** Please include ALL of the contact information. If there is not enough room, you can write it in by hand.

Note this is NOT the same name as the DSO who produced your I-20.

Your I-983 will be rejected if you write a different name.

SECTION 1: STUDENT INFORMATION (Completed by Student)			
Student Name (Surname/Primary Name, Given Name): Bear, Oski		Student Email Address: Oski@email.com	
Name of School Recommending STEM OPT: University of California, Berkeley	Name of School Where STEM Degree Was Earned: University of California, Berkeley	SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix): SFR214F00615000	
Designated School Official (DSO) Name and Contact Information: Mikaela Auerbach 2150 Shattuck Avenue, Suite 500, Berkeley, CA 94704 510-642-2818 SEVISCoordinator@berkeley.edu		Student SEVIS ID No.: Found on page 1 of your I-20	STEM OPT Requested Period: (mm-dd-yyyy) One day after current 24 months from From: EAD ends _____ To: STEM start date i.e.: - 05/10/2017 i.e.: - 05/09/2019
Qualifying Major and Classification of Instructional Programs (CIP) Code: _____			
Level/Type of Qualifying Degree: _____			
Date Awarded: (mm-dd-yyyy) _____			
Based on Prior Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employment Authorization Number: _____			

Complete I-983

The CIP code is a 6-digit code (XX.XXXX) found on your I-20

- Page 1 if I-20 issued on/after 6/26/2015
- Page 3 if I-20 issued before 6/26/15

Name of School Recommending STEM OPT: University of California, Berkeley	Name of School Where STEM Degree Was Earned: University of California, Berkeley	SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix): SFR214F00615000
Designated School Official (DSO) Name and Contact Information: Mikaela Auerbach 2150 Shattuck Avenue, Suite 500 Berkeley, CA 94704 510-642-2818 SEVISCoordinator@berkeley.edu		Student SEVIS ID No.: Found on page 1 of your I-20
		STEM OPT Requested Period: (mm-dd-yyyy) One day after current EAD From: _____ ends _____ To: _____ i.e.: - 5/15/2019 i.e.: - 05/14/2021
Qualifying Major and Classification of Instructional Programs (CIP) Code: <u>Example: Computer Science, 11.0701</u>		

Department of Homeland Security U.S. Immigration and Customs Enforcement I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038

SEVIS ID: **N0012645978**

SURNAME/PRIMARY NAME Bear	GIVEN NAME Oski	F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME Oski	PASSPORT NAME	
COUNTRY OF BIRTH CHINA	COUNTRY OF CITIZENSHIP CANADA	
DATE OF BIRTH 1 JANUARY 1992	ADMISSION NUMBER 123456789	
FORM ISSUE REASON CONTINUED ATTENDANCE - Updated Form I-20 or Name Conversion	LEGACY NAME	
SCHOOL INFORMATION		

SCHOOL NAME University of California at Berkeley University of California at Berkeley	SCHOOL ADDRESS Berkeley International Office, 2299 Piedmont, Berkeley, CA 94720
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Isela Pena-Rager International Student Advisor	SCHOOL CODE AND APPROVAL DATE SFR214F00615000 27 JANUARY 2003

PROGRAM OF STUDY		
EDUCATION LEVEL MASTER'S	MAJOR 1 Chemical Engineering 14.0701	MAJOR 2 None 00.0000
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	EARLIEST ADMISSION DATE 20 JULY 2015
START OF CLASSES 19 AUGUST 2015	PROGRAM START/END DATE 19 AUGUST 2015 - 13 MAY 2016	

FINANCIALS	
ESTIMATED AVERAGE COSTS FOR: 12 MONTHS	STUDENT'S FUNDING FOR: 12 MONTHS
Tuition and Fees \$ 31,395	Personal Funds \$ 0
Living Expenses \$ 18,000	Funds From This School \$
Expenses of Dependents (0) \$	Family Support \$ 49,395
Other \$	On-Campus Employment \$

What are CIP Codes? Classification of Instructional Programs (CIP) codes are published by the National Center for Education Statistics (NES) & are used by SEVIS to designate a student's major. Your CIP code determines whether your major has been designated as a STEM degree.

Complete Form I-983

See [SEVP's Overview and instructions](#) information on completing the rest of the I-983.

Page 2 Common questions:

- What is the start date of employment? Technically the I-983 instructions state this is the start date of the STEM period employment. But BIO will accept either your STEM period employment start date *or* the original start date of the employment
- What is my company's NAICS number? Your company can find this information in their "My Company Profile" in [the e-Verify system](#).

Pages 3-4 contain the details of the required Training Plan to be determined by you and your employer. To avoid rejection of your application, think carefully about each question and answer fully and completely. *Imagine this is an essay exam to be graded- have you and your employer addressed all parts of each question, clearly and specifically? See the next 2 slides for more details.*

Other points for consideration:

- Please ensure all responses are visible and upload fully complete I-983. (If you don't have enough room, please submit an attachment.)
- Please upload all pages as a single pdf file! (Not as 4 separate files.)

I-983 Training Plan Section 5

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.

- Responses that don't include the name of your STEM degree and a description of the relationship between your role and your degree will be rejected.
- Example of response: [Description of role]. The student's role enhances their knowledge related to their [STEM Degree] by [describe relationship].

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.

- Responses that don't include learning objectives or how they will be achieved will be rejected.
- Example of response: The student's work-based learning goals/work objectives related to their STEM degree are [describe goals & relation to degree] and they will be achieved by [describe methods].

I-983 Training Plan Section 5

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.

- Responses that do not include a specific description of method(s) of oversight and supervision will be rejected.
- Example of response: The employer provides oversight and supervision through [describe methods].

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.

- Responses that do not include description of how knowledge and/or skills are assessed will be rejected.
- Example of response: The employer will measure and assess the student's new knowledge and skills by [describe methods].

Step 2: Update BIO SSU Hub

Log in to your [BIO Student SEVIS Update \(SSU\) Hub](#) account in order to submit your STEM I-20 request. (*Note: most processing delays are due to failure to update all new required fields in SSU.*)

Before applying for STEM, you must:

1. Update your current address/email/phone
2. Update all current & previous OPT employment
3. Upload a copy of your OPT EAD (if you haven't already)

After you have done this, click the "[Apply for STEM OPT Extension](#)" link in the Other Requests and Reporting Forms section, near the bottom of the screen.



See next slide for instructions...

Step 1: Update SSU (Apply for STEM)

On the STEM OPT Application page SSU Indicate with which employer you will be applying for your STEM Extension

- If applying with a **current employer**, select the employer, and click “Apply with this Employer”
- If applying with a **new employer**, click “Add New Employer and Apply”

Employers:			
Batch Number	Employer Name	Start Date	Select
22800	SAP America, Inc (employed by SAP Labs LLC)	02/27/2017	<input checked="" type="radio"/> Apply with this Employer
59724	Microsoft Corporation	07/23/2018	<input type="radio"/>

Applying with current employer (red text and arrow pointing to the selected radio button)

Applying with new employer (orange text and arrow pointing to the "Add New Employer and Apply" button)

This will lead you to the Employer Information form.

Select the answer to next questions indicating “I am requesting my 24-month STEM OPT Extension I-20 ”

Step 1: Update SSU (Employer info)

Employer Information

IF YOU ARE UPDATING AN EXISTING EMPLOYER- Go back to the SSU main page and select the employer you wish to edit.

IF YOU ARE ADDING A NEW EMPLOYER, please do not over-write a previous employer's information below. If you see employment information below and wish to add a new employer, go back to the SSU main page and select "Employer" from the list.

1. Name of Company

This is a required field.

2. Start Date - The date you started your employment with this company

This is a required field.

3. End Date - The date your employment ended with this company.

4. Your Optional Practical Training is intended to further the knowledge gained in your area of study while you attended UC Berkeley. Please explain, in your own words, how this employment opportunity is related to the Major Field of Study listed on your OPT I-20.

*Limit 1000 Characters

5. Employer Address Line 1 - Street Address (e.g. 123 Sample St)

This is a required field.

6. Employer Address Line 2 - Unit number (e.g. Suite 6, Floor 10, etc...)

7. Employer Address City

This is a required field.

8. Employer Address State

9. Employer Address ZIP

This is a required field.

10. Job Title

This is a required field.

11. Do you work more or less than 20 hours a week?

- 20 or more hours a week
 Less than 20 hours a week

12. Please indicate whether you are pursuing contract work or have started your own business.

- Self-Employed
 Volunteer/Unpaid
 Employment through a Temp Agency or Consulting Firm
 None of the Above

For Current Employer: Edit or update any information that has changed. You'll also be asked to complete the extra STEM section of this form (see next slide)

For New Employer: you'll be asked to complete all fields

Employer Name: Should be the name as it is listed on your I-983 AND in e-Verify

Address: This should match the Site Address on page 3 of your I-983. If you are working remotely, this should reflect your remote work location.

We recommend that you verify the standard formatting of your employer's address by using the "look up a ZIP code" feature on USPS.com.

Address Street 1 should NOT contain the suite or office number. Please enter that in the field *Address Street 2*.

Step 1: Update SSU (Employer info)

For your STEM employer, please also complete sections 13-18. This information is required for STEM reporting.

13 24-MONTH STEM REQUESTS ONLY. THE FOLLOWING QUESTIONS ARE REQUIRED FOR ANYONE ON /REQUESTING A 24-MONTH STEM EXTENSION AND SHOULD MATCH THE INFORMATION AS LISTED ON YOUR FORM I-983.

IF YOU ARE ON A 12-MONTH OPT & HAVE NO SUBMITTED A STEM REQUEST THESE QUESTIONS ARE OPTIONAL AND YOU DO NOT NEED TO FILL OUT A FORM I-983.

Enter the Company's E-Verify Number



14 Enter the company's Employer Identification Number (EIN).



15 Company Official's First Name (See I-983 Form section 5 for your Company Official's name & contact information)



16. Company Official's Last Name

17 Company Official's Phone Number

18 Company Official's Email Address

Employer's E-Verify Company Identification Number: Your employer should be able to provide you with this information. DO NOT LOOK IT UP YOURSELF. If your employer isn't sure, see: [Where can my employer find their e_Verify number?](#) See here for general *information about the E-Verify program.*

Employer Identification Number (EIN): Your employer should be able to provide you with this information.

Company Official Information: This should match the information you listed on I-983 form section 5.

On the next pages, you will be given some instructions and asked to upload your I-983.

Step 1: Update SSU (Upload I-983)

Upload Documents

Please upload your **completed** I-983(s) following the instructions below.

Important Points for consideration:

- The I-983 is a 5-page form and must be uploaded in ONE FILE, not as individual pages.

- The I-983 requires signatures or electronic signatures.

The following are acceptable signatures:

- Handwritten-You print the form and sign it and then make a scanned copy.
- Electronic signatures using software programs or applications.
- Electronically reproduced copies of a signature. A digitally reproduced copy may be a scanned image of a physical signature.

- Please: **Mikaela Auerbach** *so if your text exceeds the space allowed, please submit a separate attachment.*

- Do not: **2150 Shattuck Avenue, Suite 500,** *do not edit it before uploading.*

Berkeley, CA 94704
510-642-2818 SEVISCoordinator@berkeley.edu

Berkeley, CA 94704
510-642-2818 SEVISCoordinator@berkeley.edu

TO UPLOAD:

- Click the green Add Files button
- Select the correct file to upload
- Once file has been uploaded, identify your document by selected an option in the drop down menu under "Type of Document" on the right
- Repeat this process for all required documents. You may upload more than one type of each document, if necessary
- To finish the process, click Submit Uploads. You will not be able to make changes after you click Submit

According to your profile information, Skelly, Erin, we need the following documents from you:

- Additional I-983(s)

Note: Maximum File Size limit is 10MB

+ Add files...

Log Out

Please select an option

Add any comments for the Advisor:

Comments upto 500 characters

(No HTML)

+ Add files...

Click for Download:



Click for Preview:

files1.jpeg

10.45 KB

Type of Document:

--Select--

Delete

Select I-983

Step 1: Submit Your SSU Form

Summary

[← Go Back](#)

⚠ Warning! Your application is not complete until you review your information and click "Submit" below ⚠

[STEM Post Completion Services Payment Instructions \(click here to edit this section\)](#)

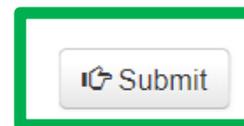
The STEM OPT Post-Completion Services fee pays for all services related to your F-1 24-month STEM Optional Practical Training (OPT) visa status maintenance provided by BIO as required by DHS federal regulations.

The STEM OPT Post-Completion Services Fee is required only for students applying for F-1 24-Month Optional Practical Training (STEM OPT).

Note: This payment is **not** the only part of your STEM OPT I-20 Request. You must submit all your STEM Application materials via SSU Hub as instructed on our [STEM OPT webpage](#).

STEM I-20 Requests will not be processed without payment or a complete application.

At the end, you will reach the summary page. Review your information and click Submit at the bottom of the page.



Lastly, you will get to the Submission Confirmation page

Submission Confirmation



✓ You have successfully submitted this form.

Step 1: Submit STEM OPT Post-Completion Services Fee Payment

The STEM OPT Post-Completion Services fee pays for all BIO services related to your F-1 24-month STEM OPT period visa status maintenance provided by BIO as required by DHS federal regulations.

*STEM I-20 requests will not be processed without payment or a complete application. **This fee is non-refundable.***

In your SSU Hub, submit your \$595 Post-Completion Services Fee to Berkeley International Office via credit/debit card by clicking "**Submit your STEM OPT Payment**" link at the bottom of the SSU Hub homepage.

You will receive a receipt via email.

Other Request & Reporting Forms

- [Apply For STEM OPT Extension](#)
- [H-1B Cap Gap Extension I-20 Request](#)
- [J-1 Academic Training Final Evaluation \(for J-1 students ONLY\)](#)
- [Report EARLY End of OPT/Academic Training](#)
- [Submit STEM OPT Post-Completion Fee Payment \(](#)

Receive your I-20 and check it for accuracy

STEM OPT I-20 processing time is 5 business days. Your I-20 will be emailed to you by the end of the 5th business day.

(If your application contains errors, this may delay your I-20 completion and delivery)

Check your I-20 and notify BIO immediately if there are any errors with your I-20.

School Attestation

Make sure there is a BIO advisor signature. Check the date – USCIS must receive your application within 60 days of the ISSUE Date listed on page 1.

Student Attestation

You should sign & date I-20. Students 18 and over do not need a parent’s signature.

Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038	
SEVIS ID: N0012645978			
SURNAME/PRIMARY NAME Bear		GIVEN NAME Osk1	Class of Admission <h1 style="font-size: 2em; margin: 0;">F-1</h1>
PREFERRED NAME Osk1		PASSPORT NAME	
COUNTRY OF BIRTH CHINA		COUNTRY OF CITIZENSHIP CANADA	
DATE OF BIRTH 1 JANUARY 1992		ADMISSION NUMBER 123456789	
FORM ISSUE REASON CONTINUED ATTENDANCE - Updated Form I-20 or Name Conversion		LEGACY NAME	
SCHOOL INFORMATION			
SCHOOL NAME University of California at Berkeley University of California at Berkeley		SCHOOL ADDRESS Berkeley International Office, 2299 Piedmont, Berkeley, CA 94720	
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Isela Pena-Rayer International Student Advisor		SCHOOL CODE AND APPROVAL DATE SF214F00615000 27 JANUARY 2003	
PROGRAM OF STUDY			
EDUCATION LEVEL MASTER'S	MAJOR 1 Chemical Engineering 14.0701	MAJOR 2 None 00.0000	
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	EARLIEST ADMISSION DATE 20 JULY 2015	
START OF CLASSES 19 AUGUST 2015	PROGRAM START/END DATE 19 AUGUST 2015 - 13 MAY 2016		
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR: 12 MONTHS		STUDENT'S FUNDING FOR: 12 MONTHS	
Tuition and Fees \$ 31,395	Personal Funds \$ 0		
Living Expenses \$ 18,000	Funds From This School \$		
Expenses of Dependents (0) \$	Family Support \$ 49,395		
Other \$	On-Campus Employment \$		
TOTAL \$ 49,395	TOTAL \$ 49,395		
REMARKS			
SCHOOL ATTESTATION I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(D)(6). I am a designated school official of the above named school and am authorized to issue this form. X <i>Advisor Signature</i> DATE ISSUED 03 June 2017 PLACE ISSUED Berkeley, CA ADVISOR: Isela Pena-Rayer, International Student Advisor			
STUDENT ATTESTATION I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18. X <i>Student Signature</i> MM/DD/YYYY SIGNATURE OF: Osk1 Bear DATE			
NAME OF PARENT OR GUARDIAN	SIGNATURE	ADDRESS (city/state or province/country)	DATE

Check your OPT I-20 for accuracy

I-20, Page 2

Employment Authorization Dates

Check 24-month STEM OPT start and end dates. Verify employer name for accuracy.



Travel Endorsements

Check for adviser signature. Endorsements are good for 6-month periods.

You will receive a new travel signature at the time you request your OPT STEM I-20.

Please note: USCIS must receive your application within 60 days of the DATE ISSUED date on PAGE 1, *not* the travel signature date. (The travel signature may be a later date.)



Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: **N0012645978 (F-1)** NAME: **Bear Oski**

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	APPROVED	15 JUNE 2016	14 JUNE 2017
STEM OPT	FULL TIME	REQUESTED	15 JUNE 2017	15 JUNE 2019

EMPLOYER INFORMATION

TYPE	AUTHORIZATION DATES		
POST-COMPLETION OPT	15 JUNE 2016 - 14 JUNE 2017		
EMPLOYER NAME	START DATE	END DATE	CITY & STATE
Berkeley International Office	22 AUGUST 2016		Berkeley, CA

TYPE	AUTHORIZATION DATES		
STEM OPT	15 JUNE 2017 - 15 JUNE 2019		
EMPLOYER NAME	START DATE	END DATE	CITY & STATE
Berkeley International Office	15 JUNE 2017		Berkeley, CA

CHANGE OF STATUS/CAP-GAP EXTENSION

AUTHORIZED REDUCED COURSE LOAD

CURRENT SESSION DATES

CURRENT SESSION START DATE	CURRENT SESSION END DATE
24 AUGUST 2016	13 MAY 2016

TRAVEL ENDORSEMENT

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
Adviser Name	D SO Berkeley, CA	X <i>Adviser Signature</i>	MM/DD/YYYY	
		X		
		X		
		X		

Step 2:
Prepare & Submit
Your Application Materials to USCIS

Can I file my USCIS OPT/STEM OPT Extension online?

This tutorial provides instructions for submitting the OPT or STEM OPT application by **e-filing with USCIS**. It's also possible to file by mail. **E-filing is RECOMMENDED**. See the [USCIS e-filing website](#) for more information.

What is e-filing?

USCIS e-filing allows you to:

- Create a USCIS account
- Pay the USCIS I-765 fee online
- Complete the I-765 form online and upload documents

USCIS will send all notifications to you via your online account. These include pending notices, requests for evidence, denials and approvals. USCIS will also send you these notices in paper form through the mail.

If you encounter problems, check with BIO and we will do our best to direct you to resources for support. The [USCIS Ombudsman has a helpful website](#) with a [detailed Q&A about I-765 e-filing](#) questions which may be helpful to you.

Options to Submit OPT STEM Application (USCIS Form I-765)

E-filing: Filing Online (recommended)

Continue to the next slides in the tutorial for instructions specific to filing your OPT application with USCIS online.

Online Filing Benefits:

- Simpler and has less risk of application documents lost in the mail, or mail delays.
- Immediate receipt number upon submitting application.
- Lower risk of rejection due to payment issues, mistakes in filling out the application or forgotten documents
- You can receive and respond to requests for evidence or other problems online
- You can communicate with USCIS via your online account
- USCIS will send all notifications to you via your online account. These include pending notices, requests for evidence, denials and approvals. USCIS will also send you these notices in paper form through the mail. See the [USCIS e-filing website](#) for more information.

Filing by Mail

If you choose to file by mail (**not recommended**):

1. You can request basic instructions from a BIO advisor on how to file the I-765 by mail. BIO no longer provides step by step paper I-765 instructions.
2. You will mail the complete paper Form I-765 and copies of required documentation to USCIS.
3. Continue in this tutorial to [Section 3: After Filing & OPT STEM Issues](#)

Why is filing by Mail NOT recommended?

- This application process is slower due to mailing
- You will not receive receipt notices or request for evidence electronically
- Higher risk of lost application, denial due to incorrect fee payment, late applications

Required documents for e-filed OPT I-765 application

- Photo meeting USCIS I-765 Passport-style Photo Requirements*
 - USCIS Fee - See the [USCIS I-765 page](#) for current filing fee.
 - Form I-765- You will submit this form online. See the [USCIS I-765 page](#). DO NOT submit the I-765 before you have *received* your OPT I-20!
 - Copy of STEM OPT I-20 (pages 1-3) issued by BIO within the past 60 days. Don't forget to sign it!
 - Copy of your previous OPT and/ or previous STEM OPT I-20s.
 - Copy of any previous OPT EAD or STEM EAD. If you still have the approval notice (form I-797), attach a copy as well.
 - Copy of currently valid passport biographical page and F-1 visa stamp, if applicable.
 - Copy of expired passport biographical page if you used that document to enter the U.S. most recently
 - Printout of [electronic I-94 record](#) or copy of paper Form I-94 (both sides).
 - Proof of final STEM degree: Final Transcript and/or copy of your diploma showing the major and degree level that makes you eligible for the STEM extension.
 - RARE:** If the OPT STEM extension is [based on a prior degree](#) (not the degree listed on your current OPT I-20) include:
 - the I-20 from your previous school. If the I-20 is not available, request a screenshot of your SEVIS record
 - Evidence that the previous school is [currently accredited by the U.S. Department of education](#) and is [certified by SEVP](#)
 - Additional Documents- Check the [BIO STEM webpage](#) “Additional STEM OPT Extension Documents” to see if you should submit additional support letters with your STEM application
 - [CIP Code/Major Name Mismatch Letter](#)- UC Berkeley Major Name on your transcript/diploma does not match the CIP Code name listed on page 1 of your I-20
 - [Concurrent H1-B filing Letter](#)- May be needed if your employer has filed for H1-B prior to the STEM filing
- *Due to changes in USCIS photo policies, you may also receive a notification in your USCIS account to attend a biometrics/photo appointment at [a USCIS Application Support Center \(ASC\)](#). See the [Photo section](#) for more details.

No documents are required for F-2 dependents.

Gather the required documentation: Photos

Photo Requirements

The I-765 requires you to submit photos. USCIS Photo [Policies have changed](#) as of December 12, 2025. Photos for the OPT application must meet the specifications of U.S. style passports. To see a full description of these specifications, go to the [U.S. Department of State](#) website.

E-FILING: Follow all instructions in the online I-765 form to submit photos, as USCIS has specific requirements. *The form instructs you to upload photos, but you will likely still be required to attend a biometrics/photo appointment later.*

USCIS Biometrics or Photo Appointment Requirement

- [USCIS policy changes as of December 12, 2025](#) may require you to attend a Biometric Services Appointment (BSA) at [a USCIS Application Support Center \(ASC\)](#)
- **Monitor your USCIS case status!** If a Biometrics appointment is required, you will be notified by USCIS in writing via your online USCIS account. FOLLOW ALL INSTRUCTIONS AND REQUIRED RESPONSE DEADLINES. *If you fail to complete this requirement as requested or respond to any RFE, your OPT application will be denied.*
 - You may receive 2 separate documents with instructions in your online USCIS account documents: a **Biometrics appointment notice** AND/OR a **Request for Evidence (RFE)**.
 - The Biometrics Notice will indicate a date/time/location for an appointment. It also has instructions if you wish to reschedule the appointment or change location.
- If you have legal concerns regarding attending a Biometrics appointment at a USCIS facility, contact BIO or an immigration attorney.

Preparing your USCIS fee payment method: Filing online

Filing online

- If you file the form I-765 online, the online form will automatically calculate the correct fee and you will pay online when you submit the e-filed application.
- You must pay with a valid credit or debit card, or provide your bank routing and checking account numbers to have money taken directly from your U.S. bank account.
- Check the [USCIS I-765 website](#) for the current filing fee.
- DO NOT complete the submission of your I-765 or pay the fee until you have your OPT STEM I-20 and all other required documents!

Gather the required documentation

Photocopy of UCB OPT STEM I-20 (all 3 pages):

- Must be received by USCIS within 60 days of DATE ISSUED on page 1.
- Original must be signed by a BIO advisor, either *by hand or electronically*.
- Original must be signed *by hand* by the student at the bottom of page 1 *before copying*. If you received an electronic copy of your I-20, you must print it out and sign it by hand.
- The requested OPT start and end dates will appear on page 2. CHECK THE OPT STEM RECOMMENDATION ON PAGE 2!

Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038	
SEVIS ID: N			
SURNAME/PRIMARY NAME	GIVEN NAME	CLASS	
PREFERRED NAME	PASSPORT NAME	F-1	
COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP		
DATE OF BIRTH	ADMISSION NUMBER	ACADEMIC AND LANGUAGE	
FORM ISSUE REASON CONTINUED ATTENDANCE	LEGACY NAME		
SCHOOL INFORMATION		SCHOOL ADDRESS	
SCHOOL NAME University of California at Berkeley University of California at Berkeley		Berkeley International Office, Berkeley, CA 94720	
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL International Student & Scholar Advisor		SCHOOL CODE AND APPROVAL DATE SPR214F00615000 27 JANUARY 2003	
PROGRAM OF STUDY			
EDUCATION LEVEL DOCTORATE	MAJOR 1 Political Science and Government, General 45.1001	MAJOR 2 None 00.0000	
NORMAL PROGRAM LENGTH 48 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	
PROGRAM START DATE 21 JANUARY 2014	PROGRAM END DATE 18 DECEMBER 2015		
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR: 12 MONTHS		STUDENT'S FUNDING FOR: 12 MONTHS	
Tuition and Fees	\$ 30,903	Personal Funds	\$ 0
Living Expenses	\$ 18,000	Dept. Support	\$ 48,903
Expenses of Dependents (0)	\$ 0	Funds From Another Source	\$
Other	\$	On-Campus Employment	\$
TOTAL	\$ 48,903	TOTAL	\$ 48,903
REMARKS			
SCHOOL ATTESTATION			
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.			
SIGNATURE OF: Scholar Advisor	DATE ISSUED 05 October 2014	PLACE ISSUED Berkeley, CA	
STUDENT ATTESTATION			
I have read and agree to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.			
SIGNATURE OF:	DATE		
NAME OF PARENT OR GUARDIAN	X SIGNATURE	ADDRESS (city/state or province/country)	DATE
ICE Form I-20 (3/31/2018)		Page 1 of 3	

Gather the required documentation

**CHECK TO BE SURE
YOUR STEM OPT
RECOMMENDATION
IS ON PAGE 2!**

Department of Homeland Security I-20, Certificate of Eligibility for Nonimmigrant Student Status
U.S. Immigration and Customs Enforcement OMB NO. 1653-0038

SEVIS ID: N0012645978 (F-1) NAME: Bear Oski

EMPLOYMENT AUTHORIZATIONS				
TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	APPROVED	15 JUNE 2016	14 JUNE 2017
STEM OPT	FULL TIME	REQUESTED	15 JUNE 2017	15 JUNE 2019

EMPLOYER INFORMATION			
TYPE	AUTHORIZATION DATES		
POST-COMPLETION OPT	15 JUNE 2016 - 14 JUNE 2017		
EMPLOYER NAME	START DATE	END DATE	CITY & STATE
Berkeley International Office	22 AUGUST 2016		Berkeley, CA

TYPE	AUTHORIZATION DATES		
STEM OPT	15 JUNE 2017 - 15 JUNE 2019		
EMPLOYER NAME	START DATE	END DATE	CITY & STATE
Berkeley International Office	15 JUNE 2017		Berkeley, CA

Gather the required documentation

Photocopy of PREVIOUS OPT I-20 (all pages):

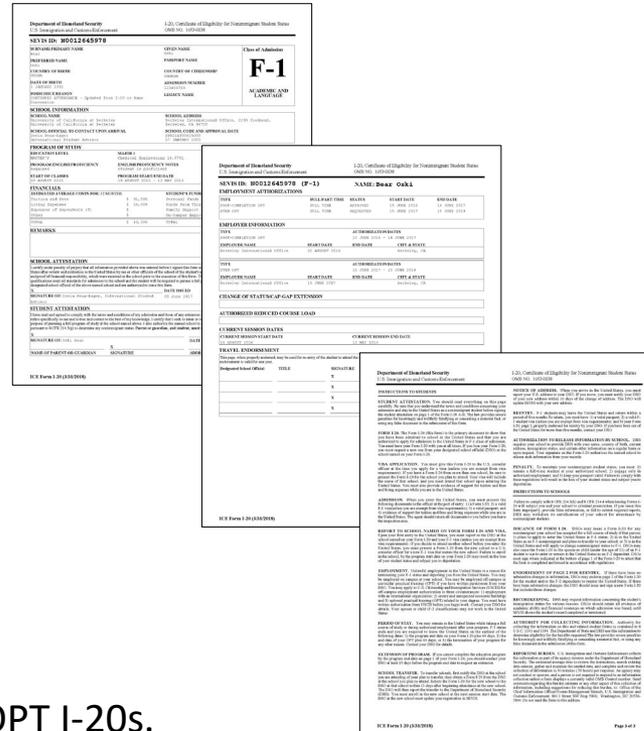
Page 2 should show your initial 12-month OPT authorization.

Do I need copies of my previous CPT I-20s?

No! USCIS doesn't need to review your previous CPT usage. They only need to review your **prior OPT and STEM authorizations.**

You may need to request copies of any lost OPT/STEM OPT I-20s.

- UCB I-20s : [Email BIO](#) for an I-20 Copy request form.
- Previous School I-20s: contact them directly



Gather the required documentation

Photocopy of I-94 Information:

The I-94 can be *either*:

- An electronic I-94 record. Visit: <https://i94.cbp.dhs.gov> to access and print your record. Select “Get Most Recent I-94”.

OR (less common)

- A paper I-94 card stapled into your passport. Include a copy of both sides, even though the back side may be blank.

OR (less common)

- A copy of an I-797 Change of Status Approval Notice which includes a new I-94.

U.S. Customs and Border Protection
Securing America's Borders

Most Recent I-94

Admission (I-94) Record Number :

Most Recent Date of Entry: 2017 March 06

Class of Admission : F1

Admit Until Date : D/S

Details provided on the I-94 Information form:

Last/Surname :

First (Given) Name :

Birth Date :

Passport Number :

Country of Issuance :

► Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(d).

► If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.

► Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

Electronic I-94 Record

DEPARTMENT OF HOMELAND SECURITY
U.S. Customs and Border Protection

CBP No. 8888-8888

Departure Record

Admission Number:
123456789 01

18. Family Name: _____

19. First (Given) Name: _____ 20. Birth Date (DD/MM/YY): _____

21. Country of Citizenship: _____

CBP Form I-94

Paper I-94 (front)

Warning A nonimmigrant who accepts unauthorized employment is subject to deportation.
Important Retain this permit in your possession, *you must surrender it when you leave the U.S.* Failure to do so may delay your entry into the U.S. in the future. You are authorized to stay in the U.S. only until the date written on this form. To remain past this date, without permission from Department of Homeland Security authorities, is a violation of the law.
Surrender this permit when you leave the U.S.:
- By sea or air, to the transportation line;
- Across the Canadian border, to a Canadian Official;
- Across the Mexican border, to a U.S. Official.
Students planning to reenter the U.S. within 30 days to return to the same school, see "Arrival-Departure" on page 2 of Form I-20 prior to surrendering this permit.

Record of Changes

Port: _____ Departure Record

Date: _____

Carrier: _____

Flight # / Ship Name: _____

Paper I-94 (back)

Gather the required documentation

Photocopy of Diploma or Official Transcripts

- Your diploma or official transcripts must show the major and degree level that makes you eligible for the STEM extension. Final Transcripts are preferred.
- See here for information on how to obtain your [UC Berkeley Diploma or Transcript](#)



Gather the required documentation

Special Case: Previous Degrees or Previous STEM Extensions

- If the OPT STEM Extension is based on a **previously earned STEM degree** (NOT the degree listed on your current 12- Month OPT) you must also include:
 - A copy of your I-20 from the previous school. If the I-20 is not available, either request 1) a screenshot of your F-1 SEVIS record from the previous school OR 2) a letter from your previous international office stating your name, SEVIS ID, the dates of your attendance, and your STEM major and CIP code.
 - Evidence that the previous school is [currently accredited by the U.S. Department of education](#)
 - Evidence that the previous school is [certified by SEVP](#)
- YOU DO NOT NEED TO SUBMIT THIS IF YOU ARE APPLYING FOR STEM WITH YOUR MOST RECENTLY EARNED DEGREE FROM UC BERKELEY, WHICH IS LISTED ON YOUR OPT I-20!

Gather the required documentation

Additional STEM OPT Documents:

CIP Code/Major Name Mismatch Letter

- In some cases, your UC Berkeley Major Name on your transcript/diploma is extremely different than the CIP Code name listed on page 1 of your I-20. (Example: Your Major title is “Journalism” the designated CIP code for the Journalism degree at UC Berkeley is 09.0702— Digital Communication and Media/Multimedia.)
- BIO recommends that students in these “CIP Code/Major Name Mismatch” programs submit a letter of explanation with the STEM application to avoid any confusion by USCIS.
- Review the **Additional STEM OPT Documents, CIP Code/Major Name Mismatch** section of the [STEM webpage](#) to see if a letter is recommended for your major.

What are CIP Codes? Classification of Instructions Programs (CIP) codes are published by the National Center for Education Statistics (NES) & are used by SEVIS to designate a student’s major. Your CIP code determines whether your major has been designated as a STEM degree.

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N012645978

SURNAME/PRIMARY NAME Bear	GIVEN NAME Oski	Class of Admission F-1 ACADEMIC AND LANGUAGE	
PREFERRED NAME Oski	PASSPORT NAME		
COUNTRY OF BIRTH CHINA	COUNTRY OF CITIZENSHIP CANADA		
DATE OF BIRTH 1 JANUARY 1992	ADMISSION NUMBER 123456789		
FORM ISSUE REASON CONTINUED ATTENDANCE - Updated Form I-20 or Name Conversion	LEGACY NAME		
SCHOOL INFORMATION			
SCHOOL NAME University of California at Berkeley		SCHOOL ADDRESS Berkeley International Office, 2299 Piedmont, Berkeley, CA 94720	
SCHOOL OF FIRST CONTACT UPON ARRIVAL Ireola Pena-Rager, International Student Advisor		SCHOOL CODE AND APPROVAL DATE SEF214F00615000 27 JANUARY 2003	
PROGRAM OF STUDY			
EDUCATION LEVEL MASTER'S	MAJOR 1 Chemical Engineering 14.0701	MAJOR 2 None 00.0000	
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	EARLIEST ADMISSION DATE 20 JULY 2015	
START OF CLASSES 19 AUGUST 2015	PROGRAM START/END DATE 19 AUGUST 2015 - 13 MAY 2016		
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR: 12 MONTHS		STUDENT'S FUNDING FOR: 12 MONTHS	
Tuition and Fees	\$ 31,395	Personal Funds	\$ 0
Living Expenses	\$ 18,000	Funds From This School	\$
Expenses of Dependents (0)	\$	Family Support	\$ 49,395
Other	\$	On-Campus Employment	\$
TOTAL	\$ 49,395	TOTAL	\$ 49,395
REMARKS			
SCHOOL ATTESTATION			
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(d)(6). I am a designated school official of the above named school and am authorized to issue this form.			
SIGNATURE OF: Ireola Pena-Rager, International Student Advisor	DATE ISSUED 03 June 2017	PLACE ISSUED Berkeley, CA	
STUDENT ATTESTATION			
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.			
SIGNATURE OF: Oski Bear	DATE		
NAME OF PARENT OR GUARDIAN	SIGNATURE	ADDRESS (city/state or province/country)	
		DATE	

Gather the required documentation

Additional STEM OPT Documents: Concurrent H-1B & STEM Application Letter

There are two ways to apply for H1B: via change of status and via consular processing. When an employer files an H1-B I-129 petition via Change of Status application and at the same time and STEM OPT application is concurrently filed with USCIS, this can sometimes cause complications in your SEVIS record. We have prepared a supplementary letter for you to add to your STEM application and help USCIS avoid these complications.

Review detailed [H-1B & STEM Extension](#) information at the end of this tutorial.

- Submit your OPT STEM application on time, before the original 12 month EAD expires.
 - [STEM/H1B Letter](#): Include this letter if 1) a Cap Gap Extension appears on your I-20 on page 2 OR 2) if your employer is *concurrently filing for H1-B at the same time that your STEM OPT application is processing* with USCIS.
1. Upload this letter in the *Evidence– I-20* section of the I-765

You DO NOT need to include any additional H1-B letter if:

- **Consular Processing**- Your employer will or has already filed an H1B application for you and has requested *H1B via consular processing*.

Application Deadline

USCIS must receive the OPT STEM application:

- No later than **60 days after the OPT STEM I-20 ISSUE DATE** on page 1.
 - The issue date is located next to the advisor's signature on page 1 of the OPT STEM I-20.
- No later than the **end date** of your current 12-month OPT EAD. (If filing by mail, account for mailing time.)
- If you have received a [Cap-Gap Extension](#) of your I-20, you must still submit your STEM application to USCIS *before* the expiration of your 12 month EAD
- You may apply up to 90 days before your current OPT end date.
- E-filed applications are immediately receipted on the day you fully submit the online request.
- For E-filed applications, USCIS uses [UTC or Coordinated Universal Time](#) to determine the time/date filed. If you are filing CLOSE to your deadline check the UTC time/date of filing!
- Track the status of your application to be certain it was submitted on time.

We recommend that you apply early.

Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038	
SEVIS ID:			
SURNAME/PRIMARY NAME	GIVEN NAME	CLASS	
PREFERRED NAME	PASSPORT NAME	F-1 ACADEMIC AND LANGUAGE	
COUNTRY OF BIRTH	COUNTRY OF CITIZENSHIP		
DATE OF BIRTH	ADMISSION NUMBER		
FORM ISSUE REASON CONTINUED ATTENDANCE	LEGACY NAME		
SCHOOL INFORMATION			
SCHOOL NAME University of California at Berkeley University of California at Berkeley	SCHOOL ADDRESS Berkeley International Office, Berkeley, CA 94720		
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL International Student & Scholar Advisor	SCHOOL CODE AND APPROVAL DATE 8FR214F00615000 27 JANUARY 2003		
PROGRAM OF STUDY			
EDUCATION LEVEL BACHELOR'S	MAJOR 1 Computer Science 11.0701	MAJOR 2 None 00.0000	
NORMAL PROGRAM LENGTH 24 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	
PROGRAM START DATE 23 AUGUST 2012	PROGRAM END DATE 19 DECEMBER 2014		
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR: 6 MONTHS		STUDENT'S FUNDING FOR: 6 MONTHS	
Tuition and Fees	\$ 18,767	Personal Funds	\$ 0
Living Expenses	\$ 9,000	Funds From This School	\$
Expenses of Dependents (0)	\$	Family Support	\$ 27,767
Other	\$	On-Campus Employment	\$
TOTAL	\$ 27,767	TOTAL	\$ 27,767
REMARKS			
SCHOOL ATTESTATION			
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be admitted to the full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to sign this form.			
SIGNATURE OF: <i>Advisor Signature</i>	DATE ISSUED 05 October 2015	PLACE ISSUED Berkeley, CA	
STUDENT ATTESTATION			
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.			
SIGNATURE OF: _____	DATE _____		
NAME OF PARENT OR GUARDIAN _____	SIGNATURE _____	ADDRESS (city/state or province/country) _____ DATE _____	

Your application must be submitted to USCIS from within the U.S. If you exit the U.S. and do not re-enter and file BEFORE your OPT EAD end date you cannot return and will lose your option for STEM OPT.

Online Form I-765

If you don't already have an account, you should create a USCIS account:

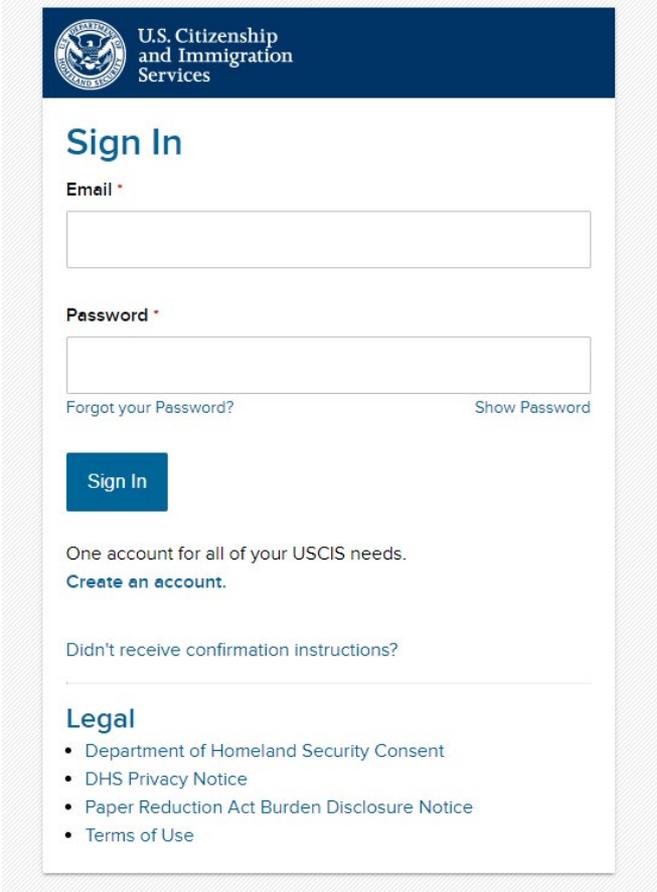
<https://myaccount.uscis.gov/>

USCIS online filing allows you to:

- Create a USCIS account
- Pay the USCIS I-765 fee online
- Complete the I-765 form online and upload documents

See instructions on [how to create a USCIS online account](#)

If you already have a USCIS account, you can just log in!



The screenshot shows the USCIS Sign In page. At the top, there is a dark blue header with the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below the header, the page title "Sign In" is displayed in a large, bold, blue font. Underneath, there are two input fields: "Email" and "Password", both marked with an asterisk. Below the password field, there are two links: "Forgot your Password?" and "Show Password". A blue "Sign In" button is positioned below the input fields. Below the button, there is a message: "One account for all of your USCIS needs. [Create an account.](#)". Below this message, there is a link: "Didn't receive confirmation instructions?". At the bottom of the page, there is a "Legal" section with a list of links: "Department of Homeland Security Consent", "DHS Privacy Notice", "Paper Reduction Act Burden Disclosure Notice", and "Terms of Use".

Online Form I-765

After logging in

- select “File form online”



- Select I-765, Application for Employment Authorization, click ‘Start form’ button
- Review the information, click ‘Next’
- Review ‘Completing Your Form Online’

Online Form I-765

Would you like to request Premium Processing Service?

Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence or open an investigation for fraud or misrepresentation) on your Form I-765 within 30 days.

If you request premium processing, you will be asked to complete the Form I-907 after you sign your Form I-765. You will then be able to pay for and submit both forms at the same time.

- Yes
 No

Getting Started

- **Basic of eligibility**
 - **What is your eligibility category?** Select eligibility category: (c)(3)(C) STEM Extension
 - **What is your degree?** Indicate your degree level AND the name of your UC Berkeley STEM-qualifying Major as it appears on your transcript or diploma (Note that for some programs, the name of your Major differs from the way it appears on your I-20. This will be addressed LATER in the Additional Evidence section of the-765.)
 - **What is your employer's name *as listed in E-Verify*?** This should also match what is in SSU Hub, on your I-983, and on your STEM I-20
 - **What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?**
- **Reason for applying**
 - What is your reason for applying? Select 'Initial permission to accept employment'
 - Have you previously filed Form I-765? Select 'Yes'
- **Preparer and interpreter information**
 - **Is someone assisting you with completing this application?** This is asking if an attorney or translator has assisted you. Select '**No**'. Then Next. If your employer's immigration legal counsel is assisting you with the STEM filing, ask them how to complete this question.
- **Premium Processing-**
 - Choose if you wish to upgrade to [Premium Processing](#)

Online Form I-765

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)

Have you used any other names since birth?

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

Yes

No

About You

Your name

- **What is your current legal name?**

- Enter your name exactly as it appears in the Surname/Family Name and Given Name fields *on your I-20*.
- Note your I-20 DOES NOT use the Middle Name field. Leave the Middle Name field **blank**.

- **Have you used any other names since birth?**

- If you select 'Yes', enter your previous names, including nicknames you have used in official records or documentation.
- If your **I-20 Preferred Name** is different then the names you wrote for #1, include that here. Click Next.

Your contact information

- **How may we contact you?**

- Provide 'Daytime telephone number', 'Mobile telephone number' (if different from Daytime telephone number) and 'Email address'.

- **What is your current U.S. mailing address?**

- Enter your mailing address.
- If the address belongs to someone other than yourself, put their full name (First Name Last Name). This person **MUST** be listed as a resident of the address with the U.S. Postal Service.

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

- If 'No', enter your physical 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.

In care of name (if any)

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

No

Online Form I-765

The responses to these questions should be straightforward.

Please complete them accurately.

- **Describe yourself**
 - What is your gender?
 - What is your marital status?
 - When and where you were born
 - What is your city, town, or village of birth?
 - What is your state or province of birth?
 - What is your country of birth?
 - What is your date of birth?

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

What is your marital status?

- Single
 Married
 Divorced
 Widowed

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

What is your state or province of birth?

What is your country of birth?

What is your date of birth?

Online Form I-765

Your Immigration Information

- **What is your country of citizenship or nationality?**
 - List *all countries* where you are currently a citizen or national.
- **What is your Form I-94 Arrival-Departure Record Number (if any)?**
 - Enter your [current I-94 number](#). This is at the number found on the electronic I-94 record or on the top left corner of the paper Form I-94 card.
- **When did you last arrive in the United States?**
 - List your arrival date (your most recent entry date found on your passport admission stamp, electronic I-94 record or paper I-94 card), place of arrival (choose 'San Francisco Intl' if entered via SFO Airport), and visa status at arrival.
- **What is the passport number of your most recently issued passport?**
 - Passport information should match the country on your I-20
- **What is your travel document number (if any)?**
 - Leave blank. (You have a *passport*, not a travel document!)
- **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?**
 - Current status should be "F-1 student." If not, talk to a BIO advisor, **and** this status *should be reflected in your current I94*.
- **What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?**
 - Use the "Additional Information" section later to *include all previously used SEVIS numbers*, if you had any *previous* F-1 or J-1 record.

What is your country of citizenship or nationality?

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

+ Add country

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

When did you last arrive in the United States?

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

Date of arrival

MM/DD/YYYY

Place of arrival

SAN DIEGO, CA
 SAN FERNANDO VALLEY
 SAN FRANCISCO ASYLUM OFFICE
SAN FRANCISCO INTL
 SAN FRANCISCO, CA
 SAN JOSE, CA
 SAN JUAN, PR
 SAN LUIS OBISPO, CA

Online Form I-765

Other Information

• What is your A-Number?

- Check box 'I do not have or know my A-Number' if you have never received an EAD before
- If you have previously had a USCIS EAD, you should note the USCIS number on the previous EAD card.

• What is your USCIS Online Account Number?

- Provide your USCIS Online Account Number (OAN) if you already have one

• What is your U.S. Social Security Number (SSN)

- Provide your SSN if you have one

If you don't already have a Social Security Number and card, you'll have to apply later after receiving your OPT STEM EAD card.

You can apply for an SSN **NO EARLIER** than the start date of your approved OPT STEM EAD card. See [How to Apply for an SSN](#)

What is your A-Number?

I do not have or know my A-Number.

Provide a 7, 8, or 9-digit number. If the A-Number is fewer than 9 digits, the system will automatically add zero(s) after the "A" and before the first digit so there is a total of 9 digits, for example: A-001234567.

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.

Provide a 12-digit Online Account Number.

What is your U.S. Social Security number (SSN)?

I do not have or know my U.S. Social Security number.

Provide a 9-digit Social Security number.

Online Form I-765

I-765, Application for
Employment
Authorization

Getting Started

About You

Evidence

2" x 2" photo of you

Form I-94 or passport

Employment Authorization
Document

Form I-20

College degree

Institution accreditation

Additional Information

Review and Submit

You must complete all fields with an asterisk (*) to submit this form.

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.
- Upload no more than one document at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

Choose or drop files here to upload

Evidence

Upload supporting documents

2 x 2 Photo of You - Review descriptions for photo file eligibility requirement and file requirements for uploading

I-94, Arrival and Departure Record

- Upload I-94 only

Employment Authorization Document or Government ID

- Upload front/back copies of any previously issued OPT/STEM EAD card.
- Upload a copy of passport and visa
- Upload I-20 copies of any *previously authorized OPT/STEM OPT*
- . See next slide: Additional Information section.

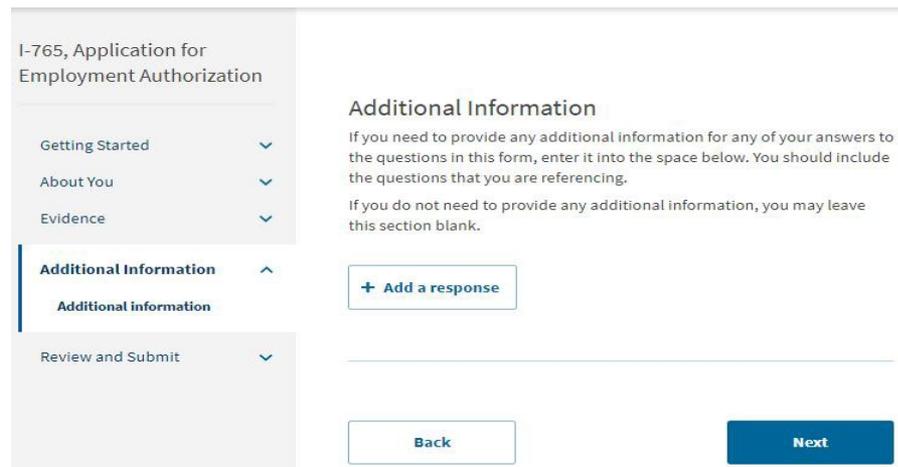
Form I-20 – Upload a copy of the current **STEM OPT I-20 (all 3 pages)**, no later than 60 days after the I-20 ISSUE DATE on page 1.

College Degree - Final Transcript and/or copy of your diploma showing the major and degree level that makes you eligible for the STEM extension.

- **Optional Upload Letter: If your diploma major name is *very different* from your STEM I-20 Major name- Upload a CIP code mismatch letter for your degree (These letters can be found on [our STEM OPT page](#) > Stage 2 > Additional STEM OPT Extension Documents > CIP Code / Major Name Mismatch Letters.)**

Institution Accreditation – RARE: If the OPT STEM extension is based on a *prior degree* (not the degree listed on your current STEM OPT I20 from BIO), include I-20 from your previous school. If the I-20 is not available, request a screenshot of your SEVIS record. Provide an additional explanation in the Additional Information section.

Online Form I-765: Additional Information



The screenshot shows the 'Additional Information' section of the I-765 online form. On the left is a navigation menu with the following items: 'Getting Started', 'About You', 'Evidence', 'Additional Information' (which is highlighted with a blue bar and an upward arrow), and 'Review and Submit'. 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.' and 'If you do not need to provide any additional information, you may leave this section blank.' Below this text is a button labeled '+ Add a response'. At the bottom of the form are two buttons: 'Back' and 'Next'.

There are some circumstances when it is important to clarify or add additional information to your application. These are:

- **ALL STEM STUDENTS:** Your Major Name on your diploma may differ in SEVIS from what is listed on your I-20. You will confirm your I-20 major name & CIP here.
- **ALL STEM STUDENTS-** You have completed Form I-765 previously
- **OPTIONAL-** When you most recently entered the US on a passport that was valid at that time but is now expired
- **OPTIONAL-** When you have had previous SEVIS IDs from previous F, J or M statuses

On the following two slides, we offer guidance on how to explain these situations to USCIS.

Online Form I-765: Additional Information (All STEM Students)

STEM Degree Name (All STEM Students, optional letter upload)

1. In the Additional Information section, click **Add Response**.
2. Indicate that you are adding additional information about this question: Getting Started > Basics of Eligibility > What is your degree?
3. Locate your Major name and CIP code on your I-20
4. Write the following sentence, filling in your information in the xxx and ##: *Name of major in SEVIS is xxx. University of California, Berkeley major name and CIP code: xxx and ##.####. See attached I-20 and diploma or transcript.*
5. **Optional Upload Letter: If your diploma major name is very different from your STEM I-20 Major name- Upload a CIP code mismatch letter for your degree in the previous College Degree section. (These letters can be found on [our STEM OPT page](#) > Stage 2 > Additional STEM OPT Extension Documents > CIP Code / Major Name Mismatch Letters.)**

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

SEVIS ID: N0012645978

SURNAME/PRIMARY NAME Bear		GIVEN NAME Oski	Class of Admission F-1 ACADEMIC AND LANGUAGE
PREFERRED NAME Oski		PASSPORT NAME	
COUNTRY OF BIRTH CHINA		COUNTRY OF CITIZENSHIP CANADA	
DATE OF BIRTH 1 JANUARY 1992		ADMISSION NUMBER 123456789	
FORM ISSUE REASON CONTINUED ATTENDANCE - Updated Form I-20 or Name Conversion		LEGACY NAME	
SCHOOL INFORMATION			
SCHOOL NAME University of California at Berkeley		SCHOOL ADDRESS Berkeley International Office, 2299 Piedmont, Berkeley, CA 94720	
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL Heela Kumaraguru International Student Advisor		SCHOOL CODE AND APPROVAL DATE S282140915000 27 JANUARY 2003	
PROGRAM OF STUDY			
EDUCATION LEVEL MASTER'S	MAJOR 1 Chemical Engineering 14.0701	MAJOR 2 None 00.0000	
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient	EARLIEST ADMISSION DATE 20 JULY 2015	
START OF CLASSES 19 AUGUST 2015	PROGRAM START/END DATE 19 AUGUST 2015 - 13 MAY 2016		
FINANCIALS			
ESTIMATED AVERAGE COSTS FOR: 12 MONTHS		STUDENT'S FUNDING FOR: 12 MONTHS	
Tuition and Fees	\$ 31,395	Personal Funds	\$ 0
Living Expenses	\$ 18,000	Funds From This School	\$
Expenses of Dependents (0)	\$	Family Support	\$ 49,395
Other	\$	On-Campus Employment	\$

Online Form I-765: Additional Information (All STEM students)

Previous I-765 (ALL STEM STUDENTS)

1. In the Additional Information section, click **Add Response**.
2. **Indicate that you are adding additional information about this question:**
Getting Started– Reason for Applying--Have you previously filed Form I-765?)
3. Write the following sentence: “ I have previous OPT/STEM Authorization. See attached documentation for previous OPT or STEM authorization(s). ” and then list your previous OPT and STEM OPT start & end dates and receipt numbers. (Example: “OPT 07/10/2021-07/09/2022. Receipt number: IOE1234567890”) Upload copies of all previous and OPT/STEM I-20s and EAD card(s) to the Evidence – Employment Authorization section.
 - Not common: If your previous OPT application was rejected or denied, enter “See attached documentation for previous I-765 OPT denial.” Upload a copy of the previous denial, etc.

Online Form I-765: Additional Information (Special Cases)

Expired passport

You entered the US on a passport that has expired, and now have a new passport.

1. In the Additional Information section, click **Add Response**.
2. **Indicate that you are adding additional information about this question:** *About You– Your Immigration Information-- What is the passport number of your most recently issued passport?*
3. **If you most recently entered the US on a passport that is no longer valid and you now have a renewed passport, write the following, filling in your own details for the date and numbers :** *“I most recently entered the US on MM-DD-YYYY with passport ##### and was issued I-94 #####. Since this date, I have renewed my passport. My new passport number is #####. See attached copies of both passports”.*
4. **Upload** copies of new and old passports to the Evidence section associated with the passport.

If you have had previous SEVIS IDs from previous F, J or M statuses:

1. In the Additional Information section, click **Add Response**.
2. **Indicate that you are adding additional information about this question:** *About You–Your Immigration Information--What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?*
3. If you have previously had *other* F or J SEVIS ID numbers, list previous SEVIS IDs write them in the response here. N00XXXXXXX

Online Form I-765

I-765, Application for Employment Authorization

- Getting Started ▼
- About You ▼
- Evidence ▼
- Additional Information ▼
- Review and Submit** ▲
- Review your application
- Your application summary
- Your statement

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

i Your form filing fee is: \$410

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.

Applicant's statement

You must read and agree to the statement below.

I can read and understand English, and have read and understand every question and instruction on this application, as well as my answer to every question.

Back
Next

I have read and agree to the applicant's statement

You must provide your digital signature below by typing your full legal name. We may deny your application if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your application.

Oski Bear

Review and Submit

- Review your information and uploaded evidence for accuracy and completeness. The form filing fee and warning about incomplete sections in your application will be listed on this page.
- Next page, check your **application summary**, print for personal record.
- Next page, **read and agree to the statement** by checking the box.
- Next page, review **Applicant's Declaration and Certification**, check box "I have read and agree to the applicant's statement", and type your digital signature.
- Next page, **pay for filing fee and submit your application** electronically. Once paid and submitted your application successfully, you should receive the receipt number. Keep this for your personal record.

TOP 4 MOST COMMON OPT STEM DENIAL REASONS

1. Online filing *without OPT STEM I-20*

- Be sure to include the OPT STEM I-20 before fully submitting online application.

2. Submitted STEM OPT Application after deadline*

- Your OPT STEM application must be received by USCIS *before* the expiration of your OPT EAD card.

3. Applied for the wrong I-765 category

- You are applying for category: **(c)(3)(C) STEM Extension**
- Watch out for drop-down menu errors!

4. Copy of OPT STEM I-20 (pages 1-3) is TOO OLD

- **New STEM OPT applications:** USCIS must **receive** your complete OPT application no later than 60 days* after the ORIGINAL OPT STEM I-20 ISSUE DATE on page 1 of the I-20.
- **Resubmission after OPT Rejection or Denial-** If your OPT STEM is REJECTED OR DENIED you must NOTIFY BIO. You may need to request a NEW STEM OPT I-20 recommendation FROM BIO **before** you resubmit your OPT STEM application. Again- USCIS must **receive** your new, complete OPT re-application no later than 60 days after the OPT I-20 ISSUE DATE on page 1 of the I-20 and *before* the expiration of your OPT EAD.

* For E-filed applications, USCIS uses [UTC or Coordinated Universal Time](#) to determine the time/date filed. If you are filing CLOSE to your deadline check the UTC time/date of filing!

Applications may be rejected or denied for other reasons. These are the most common reasons as observed by BIO advisers. If your application is rejected or denied you might still be able to re-apply to USCIS before the end of your OPT EAD. If you receive a Rejection or Denial (or Request for Evidence) notify BIO *immediately*, and ask for advice before your response. BIO sees many re-application denials which could have been avoided by consulting an adviser before response.

Step 3: After Filing & STEM OPT Application Issues

I-797C Notice of Action

Mail: You should receive the notice by mail within 2-4 weeks after mailing the OPT application to USCIS.

E-file: You will receive a receipt notice immediately via your USCIS online account, and later receive the paper receipt notice by mail.

- **The I-797C is very important.**
If you lose the receipt, it may be very difficult to replace it.
- **The I-797C is necessary if you want to:**
 1. inquire about the status of your OPT application.
 2. travel outside the U.S. while your OPT is pending.

Receipt Number

The case number for the OPT STEM application at USCIS. Check the status of the case via your USCIS account or at uscis.gov

Received Date

Date when USCIS begins processing the application. (It may not be the actual the application was received, but it is when the case was entered into the system.)

Address Information

Verify your name, date of birth, and address on the I-765 receipt notice. (Date of birth does not appear on e-filed notices.)

If incorrect, contact BIO immediately.

Contacting USCIS

If you have any problems or questions with the OPT application, contact a BIO advisor before contacting USCIS Customer Service.

Department of Homeland Security
U.S. Citizenship and Immigration Services

THIS NOTICE DOES NOT GRANT ANY IMMIGRATION STATUS OR BENEFIT.

Form I-797C, Notice of Action

NOTICE TYPE Receipt	RECEIVED DATE April 11, 2012	NOTICE DATE April 13, 2012
CASE NUMBER I-765 Application for Employment Authorization		USCIS ALIEN NUMBER
RECEIPT NUMBER WAC...		PAGE 1 of 1
		DATE OF BIRTH December 19, 1987

Your Name
Mailing Address Listed on your I-765
Berkeley, CA

APPLICANT/PETITIONER NAME AND MAILING ADDRESS

The above application/petition has been received by our office and is in process.
Please verify your personal information listed above and immediately notify the USCIS National Customer Service Center at the phone number listed below if there are any changes.
Please note that if a priority date is printed on this notice, the priority does not reflect earlier retained priority dates.

If you have questions about possible immigration benefits and services, filing information, or USCIS forms, please call the USCIS National Customer Service Center (NCSC) at **1-800-375-5283**. If you are hearing impaired, please call the NCSC TDD at **1-800-767-1833**. Please also refer to the USCIS website: www.uscis.gov.

If you have any questions or comments regarding this notice or the status of your case, please contact our customer service number. You will be notified separately about any other case you may have filed.

USCIS Office Address:
USCIS
California Service Center
P.O. Box 30111
Laguna Nigel, CA 92607-0111

USCIS Customer Service Number:
(800)375-5283

Form I-797C, Lockbox (LB) 01/02/12 Y

USCIS Issues & Tracking Your Case

E-Filing:

You can use your [USCIS online account](#) to:

- Get your current case status and the history of your case;
- Respond to Requests for Evidence (RFEs);
- Access every notice USCIS sends you; and
- Send USCIS secure messages and get answers.

Address Changes:

If your address changes, you can update it online through your existing [USCIS online account](#) if you filed your form online

Keep in mind that address changes can take time to process, and could jeopardize your OPT EAD delivery. We recommend keeping the same address for your entire OPT processing, if possible.

Filing by Mail?

- **Sign up for an account** at <https://www.uscis.gov>. This will allow you to receive automatic updates and monitor your case. Click “Check Your Case Status” and then select “Sign Up.”
- [Add your paper-filed case to your account](#) (Step 13)
- **General Case Tracking:**
If you don't sign up for an account (NOT RECOMMENDED), you can still track your case using the “Check Your Case Status” Tool.

The screenshot shows the top navigation bar of the USCIS website with links for NEWS, CITIZENSHIP, U.S. Citizenship and Immigration Services (with the USCIS seal), GREEN CARD, and TOOLS. Below this is the 'CASE STATUS ONLINE' section, which includes a text input field for 'Enter a Receipt Number' with a help icon, a 'CHECK STATUS' button, and a link to the 'PRIVACY ACT STATEMENT'. At the bottom of this section is the USCIS logo. Below the main content area, there is a question 'Why sign up for an account?' with a 'Click Here' link and two buttons: 'ACCOUNT LOGIN' and 'SIGN UP'.

The screenshot shows the 'RELATED TOOLS' section with four tool cards, each featuring a photo of a person and a plus sign in the top right corner:

- MAKE UPDATES**: Change of Address (photo of a woman and a child)
- GET HELP**: Submit a Case Inquiry (photo of a smiling woman)
- INQUIRE**: USCIS Processing Times Information (photo of a man)
- LOCATE**: USCIS Office Locations (photo of a smiling woman)

Premium Processing

Premium Processing is now available for the I-765 form.

What is premium processing?

- USCIS will process your OPT/STEM I-765 request **within 30 business days** of submission of the fully completed I-907 form.

How much does it cost?

- It's expensive! See the current Premium Processing for Form I-765 under the "Filing Fee" section on the [Form I-907](#) website.

How can I request premium processing

- You can either file at the same time you complete your I-765 application. Or you can file the [Form I-907 online](#) *later* and "upgrade" your already pending OPT application. (The 30 business day processing guarantee only starts from when you pay the I-907 premium fee.)
- For more information see [How Do I Request Premium Processing?](#)

Is it worth it?

- [Check current USCIS Processing times](#) for "I-765" "Based on a request by a qualified F-1 academic student [(c)(3)]" with "Service Center Operations (SCOPS)"
- **Premium processing doesn't guarantee OPT STEM approval! It also doesn't guarantee you will receive your EAD card within 30 days because mailing isn't included. You will just be guaranteed an *adjudication* within 30 business days: either an approval, denial, request for additional evidence, or in some rare cases routing to administrative processing.**

USCIS Issues: Case Inquiries & Expedites

Case Inquiries & Processing times:

You can submit inquiries and requests about your case using the Case Inquiry tool for these issues:

- If you don't receive your receipt notice, EAD or other notifications
- If there is an error on your receipt notice or EAD card
- If your case is pending **longer than the normal processing time**. [Check current USCIS Processing times](#) for "I-765" "Based on a request by a qualified F-1 academic student [(c)(3)]" with "Service Center Operations (SCOPS)"
 - Scroll down the page, enter your receipt date and select "Get Inquiry Date". This will advise you on if your case is being processed within normal timeframes, and provide you the first date you can make an inquiry.

Expedites (*without* paying Premium Processing):

USCIS *almost always denies* F-1 expedite requests for OPT. USCIS may consider expediting if the request meets one or more of the expedite criteria below. See [expedite criteria & instructions here](#)

- Severe financial loss to a company or person, if expedite is not due to applicant's failure: (1) to file the benefit request in a reasonable time frame; or (2) to respond to any RFE in a timely manner;
- Urgent humanitarian reasons;
- Compelling U.S. Government interests (such as urgent cases for the Department of Defense or DHS, or other public safety or national security interests); or
- Clear USCIS error.

NOTE: 1) Severe financial loss to a company means the **company would be at risk of failing**. 2) The need to obtain employment authorization, standing alone, **without evidence of other compelling factors**, does not warrant expedited treatment

Application Problems: RFE, Rejection, Denial

USCIS WILL NOTIFY YOU VIA YOUR USCIS ACCOUNT (AND BY MAIL) OF ANY REQUESTS FOR EVIDENCE OR NOTICE OF DENIAL. CHECK THE CASE STATUS AND DOCUMENTS SECTIONS OF YOUR USCIS ACCOUNT.

Request for Evidence (RFE)

If there is a problem with your application, USCIS may send you a notice called a “**Request for Evidence (RFE)**.” An RFE does not mean that your application has been rejected. It means that you need to send in additional documents before a decision can be made.

- If you do not respond, the application will be denied.
- Getting an RFE will delay the processing of your application.
- You may receive an RFE related to USCIS photo requirements for Biometrics.
- Follow all instructions to respond by the deadline! You should respond either:
1) ONLINE (preferred) via your online USCIS account OR 2) by mail.

Denial, Rejections– Denials are usually the result of the student not fulfilling the eligibility requirements, e.g. application not received within 60 days of program completion date*. Denials are issued by adjudicators.

- If you are denied before the end of your filing grace period, you could re-apply. If this happens, you must make corrections and submit a new application. You **MUST** need to request a NEW OPT I-20 recommendation from BIO **before** resubmitting your OPT application. USCIS must receive your new, complete OPT re-application no later than 30 days after the OPT I-20 ISSUE DATE on page 1 of the I-20 and before the end date of your 60-day grace period*.

* For E-filed applications, USCIS uses [UTC or Coordinated Universal Time](#) to determine the time/date filed. If you are re- filing CLOSE to your deadline check the UTC time/date of filing!

U.S. Department of Homeland Security U.S. Citizenship and Immigration Services		Notice of Action
AN	Application/Petition I-131E Petition for Alien Relative	
Receipt #	Applicant/Petitioner	
LIN	Beneficiary	
Notice Date	Page	
JUNE 23, 2006	1 of 3	
		Request for Evidence
<p><small>IMPORTANT: WHEN YOU HAVE COMPLIED WITH THE INSTRUCTIONS ON THIS FORM, RESUBMIT THIS NOTICE ON TOP OF ALL REQUESTED DOCUMENTS AND/OR INFORMATION TO THE ADDRESS BELOW. THE OFFICE HAS RETAINED YOUR PETITION/APPLICATION WITH SUPPORTING DOCUMENTS.</small></p> <p><small>THE INFORMATION REQUESTED BELOW MUST BE RECEIVED BY THIS OFFICE NO LATER THAN EIGHTY (80) DAYS FROM THE DATE OF THIS NOTICE. IF YOU DO NOT PROVIDE THE REQUESTED DOCUMENTATION WITHIN THE TIME ALLOTTED, YOUR APPLICATION WILL BE CONSIDERED ABANDONED PURSUANT TO 8 C.F.R. 101.11(b)(1) AND, AS SUCH, WILL BE DENIED.</small></p> <p>CSC DIV V</p> <p>RETURN THIS NOTICE ON TOP OF THE REQUESTED INFORMATION LISTED ON THE ATTACHED SHEET.</p> <p>Note: You are given until SEPTEMBER 23, 2006 in which to submit the information requested.</p> <p>Pursuant to 8 C.F.R. 103.2(b)(11) failure to submit ALL evidence requested at one time may result in the denial of your petition.</p> <p>For more information, visit our website at WWW.USCIS.gov</p> <p>Or call us at 1-800-375-5283</p> <p>Telephone service for the hearing impaired: 1-800-767-1833</p> <p>You will be notified separately about any other applications or petitions you filed. Save a photocopy of this notice. Please enclose a copy of it if you write to us about this case, or if you file another application based on this decision. Our address is:</p>		
<p>U.S. CITIZENSHIP AND IMMIGRATION SERVICES CALIFORNIA SERVICE CENTER P.O. BOX 10590 LAGUNA HILLS, CA 92607-0590 (949) 831-8427</p>		Bar Code Label Here
Form I-797 (1/06)		Please see additional information on the back.

Tips: To avoid delays, review your application materials for completeness and sign all the forms before submitting them to the USCIS.

Contact BIO IMMEDIATELY if you receive a non-Biometrics related RFE, Rejection, or Denial Notice for assistance!
(If you have questions about a biometrics RFE, please contact BIO for assistance.)

Application Problems: RFE, Rejection, Denial

How will I receive an RFE, Denial, or Rejection?

- **E-File:** You will receive all notices in your USCIS online account Documents section, and will receive a copy by mail as well.
- **Filing by Mail-** You will receive all notices by mail. If you've added paper-filed applications to your online USCIS account, you may be able to access notices there.

The Employment Authorization Document (EAD)

- **USCIS takes approximately 3 months for processing. The observed average processing time at USCIS is 90-120 days, but processing can take longer in some cases.**
[Check current USCIS Processing times](#) for “I-765” “Based on a request by a qualified F-1 academic student [(c)(3)]” with “Service Center Operations (SCOPS)”

While waiting, keep these things in mind.

- Your F-1 status & employment authorization will be **automatically extended** for up to 180 days while your OPT STEM application is pending. You may work during this time.
- A change in employment will require a new BIO 24-Month STEM request AND a new I-983 with the new employer.
- You must work full time in your field of study while on your OPT STEM Extension
- You may accumulate up to 150 days of unemployment on OPT STEM inclusive of any time used during 12-month OPT.
- If you decide to return to school as a full-time student, you must request a [transfer or a change of level from Berkeley International Office](#) within 60 days of your EAD expiration date.



- Review card to make sure the information is accurate. If not, contact a BIO advisor.
- Present your EAD to employers as proof of your legal work authorization in the US.
- The EAD is a required document for entry to the U.S. during STEM OPT.
- Upload a copy of your EAD card at io.berkeley.edu/ssu

Driver License Applications & Renewal

- If your [California Driver License](#) has expired, you can only renew the license *after* your STEM OPT EAD has been approved.
- This is because your OPT EAD will expire, and without proof of the STEM OPT approval (and continuing F-1 status) you won't qualify to renew the license.
- If you live in a state other than California, check with the local DMV regarding requirements for renewal



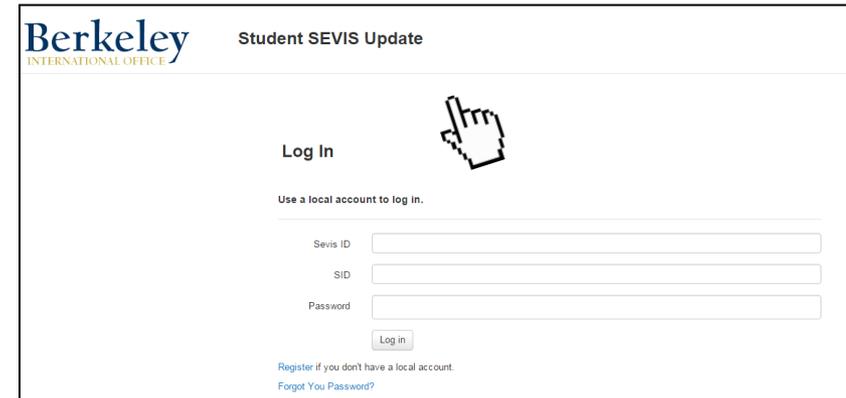
Avoiding Immigration Scams

- It is very rare for USCIS or SEVP to contact you via phone regarding your application or your SEVIS record. Most notices from SEVP Portal are sent by email, and most notices from USCIS are sent via mail. They will generally never ask you for money.
- See USCIS's Avoid Scams Initiative website on how to avoid [immigration scams](#), report fraud, and find authorized legal services.

Step 4: Maintaining Your F-1 Status & STEM Reporting Requirements

Reporting Requirements

- Submit updates online at io.berkeley.edu/ssu
- You must report any changes to your employment, address, and/or name within 10 days.
- Complete 6 Month validation with BIO.
- Report Material Changes to your I-983 to BIO within 10 days.
- Annual Evaluation of Student Progress due at 12 and 24 Months



The screenshot shows the Berkeley International Office Student SEVIS Update login page. The page features the Berkeley International Office logo at the top left. The main heading is "Student SEVIS Update". Below this, there is a "Log In" button with a hand cursor icon. Underneath, it says "Use a local account to log in." followed by three input fields for "Sevis ID", "SID", and "Password". A "Log in" button is located below the password field. At the bottom, there are links for "Register if you don't have a local account." and "Forgot Your Password?".

See [STEM Reporting Requirements](#) for instructions on how to submit updates, validations, and evaluations.

Reporting Your Information

While on OPT STEM, you must update the Berkeley International Office **within 10 days** of any changes to the following information:

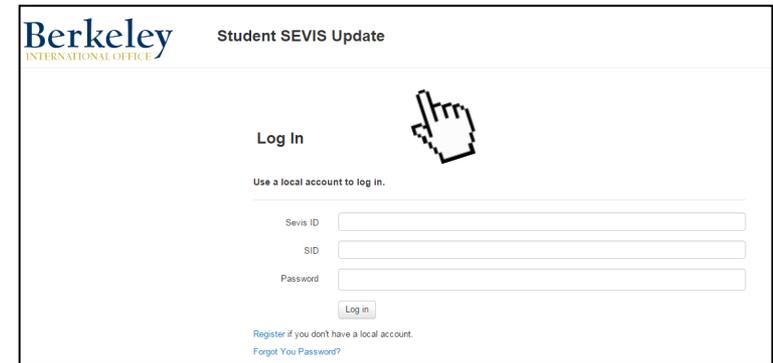
- Your Name
- Your Residential Address
- Your Phone & Email Address
- Employer Name or Address
- Starting or Ending Employment
- Date of departure from the U.S. if you leave prior to OPT STEM end date and want to end your OPT.
- Change of status to another visa category

We recommend saving the website page showing your updated information.

In order to update your information, you will need your UC Berkeley Student ID # and SEVIS # (found on your I-20; starts with N00...).

Reporting Requirements: BIO SSU HUB (MANDATORY)

- ALL STUDENTS ON OPT/STEM ARE REQUIRED TO USE THE [BIO SSU HUB](#) TO SUBMIT OPT UPDATES. BIO SSU Hub is a BIO system.
- Submit updates online at io.berkeley.edu/ssu.



Berkeley INTERNATIONAL OFFICE

Student SEVIS Update

Log In

Use a local account to log in.

Sevis ID

SID

Password

Log in

[Register if you don't have a local account.](#)

[Forgot Your Password?](#)

SEVP Portal (OPTIONAL)

- The Student Exchange Visitor Program (SEVP) has its own “SEVP Portal” for students on OPT/STEM. On day 1 of your approved OPT, you will receive an email from SEVP with instructions on how to create an account. This email will come from do-not-reply.sevp@ice.dhs.gov.
- Be aware of scams: SEVP will NEVER ask you for a payment to register for the optional SEVP Portal.
- Registration for SEVP Portal is OPTIONAL. BIO WILL NOT USE the SEVP Portal for OPT reporting purposes. BIO recommends using SEVP Portal as “view-only.”

Changing Employment While on STEM OPT Extension

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 a BIO advisor for more information.)

Log into [SSU](#) and do the following:

1. Update your address/phone/email.
2. Add the new employer information and upload a new [I-983 form](#) for the new employer. You will choose the delivery method for your new I-20.
3. Edit your previous employer and add end date and upload the Final Evaluation [I-983 page 5](#).
4. Upload a copy of your STEM EAD (if we don't have it already).

Report Material Changes to Form I-983

Material changes may include, but are not limited to:

- Change in employer address or supervisor.
- Any change of the employer's Employer Identification Number, (i.e., the company's Federal Tax ID number) resulting from a change in the employer's ownership or structure.
- Any reduction in your compensation that is not tied to a reduction in hours worked.
- Any significant decrease in hours per week that you engage in a STEM training opportunity.
- Changes to the employer's commitments or your learning objectives as documented on the Form I-983.
- Updated Material Changes via a revised I-983 needs to be submitted to BIO within 10 business days.

6-Month Validations & Annual/Final Evaluations

- STEM OPT students must submit a validation report to BIO every six months starting from the date the 24-month extension begins and ending when the student's F-1 status ends.
- 4 validations in total over 24-month OPT STEM Extension time.
 - 2 6-Month Validation Reports (at 6 and 18 months)
 - 2 Annual or Final Evaluation reports (at 12 and 24 months)
- Check your STEM OPT start date and mark your calendar for each 6 month interval of your STEM Extension for your reporting deadlines.
Example: Your STEM Extension Starts January 1, 2017.
 - You must submit 6-Month Validations on July 1, 2017 and on July 1 2018
 - You must submit an Annual Evaluation on January 1, 2018 and a Final Evaluation on Jan 1, 2019 .)
- Your F-1 record may be terminated if you fail to report each 6 months.
- Be sure to check email reminders from BIO.

Annual and Final Evaluations

- You must submit Form I-983 page 5 [“Evaluation of Student Progress”](#) to BIO *each at 12 and 24 months and/or any time you leave an employer.*
- Your employer must review and sign the self evaluation to attest to the accuracy.
- Check your STEM start date and mark your calendar for each 12 month interval of your STEM Extension for your reporting deadlines. (Example: Your STEM Extension Starts January 1, 2017. You must submit an annual evaluation January 1, 2018, and a final evaluation by January 1, 2019.)
- Your F-1 record may be terminated if you fail to submit your evaluations.
- Be sure to check email reminders from BIO.

SSU Hub Reporting

- You can see your reporting deadlines in the SSU Hub.
- Validation Report links will become available during your reporting period.

[Open in new window](#)

STEM Validation Report ?

While on STEM, you must complete a validation report every 6 months. Verify that all your Contact information and Employer information above is up-to-date then click **Validate**. The Validate link will only be available during the reporting window.

Note: Older Validation Reports may not show here. To see all previous Validation Reports, click "See All your Form Submissions" below.

Validation Type	Due Date	Reporting Window ?	Status ?	Validation Report
6-month	4/3/2018	3/24/2018 - 4/13/2018		No Longer Available
12-month (Eval required)	10/3/2018	9/23/2018 - 10/13/2018	Accepted	View
18-month	4/3/2019	3/24/2019 - 4/13/2019	Submitted	View
Final (Final Eval required)	10/2/2019	9/22/2019 - 10/12/2019		Not Yet Due

SEVP Portal Reminders

- SEVIS SEVP Portal will also email you reminders regarding your 6 Month Validations and Annual Evaluations. *Remember, you'll do this reporting through the BIO SSU Hub.*
- You can also check your reporting deadlines via the SEVP Portal.

STEM Student Due Date Announcement

Hello, [student name]

Your STEM OPT Reporting Deadlines

While on STEM OPT, you must give your designated school official (DSO):

1. Validation reports to confirm that your address and employer information in SEVIS is correct. These are due every six months.
2. Two Evaluations of Student Progress (page 5 of the Form I-983). These are due:
 - a. 12 months after your STEM OPT starts and
 - b. 24 months after your STEM OPT starts.
3. Evaluation of Student Progress (page 5 of the Form I-983) when you stop working for a STEM employer before your STEM OPT authorization ends. These are due within 10 days after you stop working for the employer.

Your reporting deadlines:

Date	What is Due?
Aug 6 2018	Validation report for address and employer information
Feb 6 2019	Validation report for address and employer information Evaluation of Student Progress (page 5 of Form I-983)
Aug 6 2019	Validation report for address and employer information
Feb 6 2020	Validation report for address and employer information Evaluation of Student Progress (page 5 of Form I-983)

Missing these deadlines may affect the state of your SEVIS record.

For more information, go to the STEM OPT Hub (<https://studyinthestates.dhs.gov/stem-opt-hub>) pages on the Study in the States website.

Important Information Regarding Travel

- Avoid long absences from the U.S. during the STEM OPT period. Time spent outside of the U.S. while unemployed by a U.S. employer counts toward your 150 days of unemployment.
- Attempting to re-enter the U.S. close to the expiration date of your OPT can be risky.
- You must not enter the U.S. in a status other than F-1. This may result in the loss of your OPT eligibility.

Travel While STEM OPT is Pending, But Before STEM OPT Card is Received

- There is a higher risk associated with travel and return while your STEM OPT is pending after the program completion date of your OPT EAD. If there are any problems with your application, you may not be able to respond to USCIS in a timely manner, which could delay processing of your EAD.
- If your STEM OPT application is denied while outside the U.S., and your original OPT EAD has expired, you will not be able to re-enter the U.S. in F-1 status and will not be able to reapply.

Applying for an F-1 Visa on STEM OPT

If you are traveling abroad and your [F-1 visa](#) has expired and you want to travel outside the US, you must obtain a new F-1 visa before returning to the U.S. Please consult with a BIO advisor to discuss the visa process and travel risks. General information can be found on BIO's [Applying for a Visa page](#). If your F-1 visa has expired, and your OPT STEM Extension is still pending, you will NOT be able to apply for a new F-1 visa until the application is approved and you have the EAD.

Completing OPT & Grace Period

- You have a 60 day grace period following the end of your STEM OPT EAD.
- The only additional extension of STEM OPT available is the [OPT Cap-Gap Extension](#), for students who have an accepted cap-subject H-1B application.
- Failure to exit, continue your F-1 status, or timely request a Cap-Gap Extension or USCIS Change of Status is a violation is status
- If you receive a Cap Gap extension of your OPT, the grace period will begin after the end of the Cap Gap extension period.

If you do not extend your STEM OPT via the H1-B Cap-Gap, and your EAD expires, you have the following options before the end of the 60 days grace period:

1. Exit the U.S. within 60 days.
2. Continue your F-1 Status & Studies: [Transfer your I-20](#) to continue studies at another school OR request a [Change of Educational Level](#) to begin new studies at UC Berkeley.
3. Work with immigration legal counsel regarding a Change of Status application to a new visa category. *You will need to check with your legal counsel regarding your allowed period of stay or required exit date if you have a pending change of status when your grace period ends.*

H-1B and STEM Extension

Can I file for an H1-B and a STEM Extension at the same time?

Yes, but filing these applications concurrently can sometimes cause complications in your SEVIS record.

- Check to see [if you will need a letter from BIO!](#)
- Submit your STEM OPT application to USCIS on time, before the original 12 month OPT EAD expires.
- Before requesting a STEM I-20, check with your employer and the legal counsel working on your H-1B and confirm that your employer recommends that you file STEM/H-1B concurrently at this time.
- If your H1-B is withdrawn or denied, contact BIO immediately. These actions may have an impact on your SEVIS record, and a BIO adviser will need to review the record to see if any corrections need to be made.
- If your H-1B is approved, the STEM OPT Extension (or pending STEM OPT Extension) will end on the date your H-1B becomes effective. Report the end of your OPT via the [SSU Hub](#). Select "*Report Early OPT/Academic Training Completion*" and provide your I-797 Approval Notice From USCIS. Your F-1 record will be completed after the effective date of your H-1B.

H-1B and STEM Extension

My employer filed for my H-1B and the petition has been approved. Should I file for the STEM OPT Extension if my H-1B is already approved?

You may not need a STEM OPT Extension if your OPT is ending, and your H-1B has already been approved. If this is your situation, check with a BIO adviser before submitting your STEM OPT Extension request. An adviser will need to review your record and H-1B approval notice. An adviser will determine whether a STEM OPT Extension or Cap-Gap I-20 is better for you.

Before contacting a BIO adviser, make sure that you have 1) uploaded a copy of your OPT EAD card to the SSU Hub and 2) have your H-1B I-797 Approval Notice From USCIS.

Frequently Asked Questions (FAQs): Employment

What is considered employment on the 24-month OPT STEM Extension? Students must work at least 20 hours per week for an E-Verify employer in a position directly related to the STEM degree, following the goals and objectives stated in the I-983 training plan. All employers must be authorized on the I-20 and in SEVIS.

NOTE: BIO advises students to work 21 or more hours, as work of exactly 20 hours will appear as “part-time” in SEVIS.

I have two part-time jobs. One of the employers is enrolled in E-Verify but the other is not. Is this allowed? Any STEM employment must be at least 20 hours per week at a STEM-eligible E-Verify registered employer.

How many days of unemployment am I allowed while on the 24-month STEM OPT Extension? Students who receive a 24-month OPT STEM extension are given an additional 60 days of unemployment for a total of 150 days over their entire post-completion OPT period. From the start of the OPT EAD to the end of the STEM OPT EAD.

What counts as unemployment? Each day during the period when OPT authorization begins and ends that the student does not have qualifying employment counts as a day of unemployment.

Can I continue to work while my 24-month STEM OPT Extension is pending? If a student’s EAD expires while the STEM Extension application is pending with USCIS, the student is authorized to work until USCIS makes a decision about the application, but not more than 180 days from the date the student’s initial OPT EAD expires.

What documents should I present to my employer once my 12-month OPT expires and my STEM OPT is pending? The student should present the employer with the expired EAD card, the form I-20 recommending the student for STEM OPT Extension, and proof of the timely filing with USCIS (STEM OPT I-797 receipt notice).

Can I change STEM employers after my STEM EAD is approved? Yes, see our [OPT Reporting page](#) for instructions on submitting a request to change employers. You should not start working before receiving authorization for the new employer.

Can I switch employers while my STEM OPT application is pending? Yes, but we do NOT recommend this. We recommend changing employers after the EAD is approved, if possible. Please contact BIO for instructions regarding how to change employers while your application is pending.

Frequently Asked Questions (FAQs):

Travel & Re-Entry

Can I travel outside the US during my approved OPT

STEM period? Yes.* However, if the student whose approved period of OPT has started travels outside of the U.S. while unemployed, the time spent outside the U.S. will count as unemployment against the 90/150-day limits. See the [OPT Travel page](#) for required documents.

If a student travels while employed either during a period of leave authorized by an employer or as part of their employment, the time spent outside the US will not count as unemployment.

Can I travel outside the U.S. while my 24-month STEM Extension OPT is pending?

Yes*, travel while your OPT STEM application is pending is possible if you have a valid F-1 visa and STEM I-20 signed within the past 6 months. You should travel with a copy of your I-797 receipt notice and proof of your STEM employment. See the [OPT Travel page](#) for required documents and possible risks.

*If your employer has filed for an H-1B for you, please discuss your travel plans with your BIO adviser and with the legal counsel working on the H-1B request. BIO advisers can advise on travel as an F-1, but we cannot advise on how the travel might impact your H-1B application.

Can I renew my visa while on STEM OPT?

Yes, you are eligible to renew your visa while on STEM OPT. Remember, that you are still applying for an F-1 nonimmigrant visa, which means you must demonstrate ties to your home country. See [Applying for a Visa](#) for a complete list of documents and advice on renewing the visa during STEM OPT and feel free to discuss your concerns with an adviser. Be advised that you **MUST** have an approved STEM EAD to apply for a new visa.

What documents do I need to re-enter the U.S with approved STEM OPT?

See the [OPT Travel page](#) for required documents.

Final check of your STEM OPT application

Want to review all your documents in detail before submitting them to USCIS? Attend one of BIO's STEM OPT Document Check Workshops!

These group workshops allow you to follow along as a BIO adviser leads you through the application step by step and cover required documents, how to fill out the forms, and most common mistakes in the application. In addition, there is a Q&A portion during which you can ask specific questions about your own application.

See our [Events calendar](#) to sign up for an upcoming session.

Still have questions?

Come talk to a BIO advisor at Berkeley International Office during [Drop-In Advising hours](#).



Office Hours

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