STEM OPT APPLICATION CHECKLIST

Be sure you are eligible for the STEM OPT extension before applying! Check the Department of Homeland Security STEM Designated Degree program list to confirm.

- Original, completed Form G-1145 (www.uscis.gov/g-1145)
- Original, completed and signed Form I-765 (www.uscis.gov/i-765)
  - Be sure you are using the most recent version of the form and send all pages to USCIS
  - Review OIS’ Sample I-765 (https://www.ois.pitt.edu/sites/default/files/Sample-i-765.pdf)
- Photocopy of newest I-20 with STEM OPT recommendation on page 2. No staples, please!
- Photocopies of all previous I-20s (including those from former schools). Make sure your signature is on the front page of each I-20. No staples, please!
- Photocopy of the biographical page of your passport
- Photocopy of your F-1 visa stamp
- Photocopy of your I-94 Admission Record (cbp.gov/i94)
- Photocopy of your diploma and transcript (www.registrar.pitt.edu/transcripts.html), showing that you completed your STEM-qualifying academic program.
- Photocopy of previous EAD card(s)
- Filing fee of $410.00.
  - If paying by check or money order, make payable to: “U.S. Department of Homeland Security”. Remember to write the date on the check!
  - If paying by credit card, complete and sign Form G-1450 (www.uscis.gov/g-1450).
- Two US passport-style (2 inches x 2 inches) photographs taken within the last 30 days. Lightly print your name and I-94 Number on the back of each photo in pencil. The photos should be placed in an envelope or plastic bag and paper clipped to the application so they are not lost. travel.state.gov/content/travel/en/passports/requirements/photos.html
- Make a copy of all materials to keep for your personal records before mailing to USCIS.
- Keep the receipt (with tracking number) from FedEx, UPS, or USPS after mailing your application.

Mailing Instructions
Application materials must be received at USCIS no later than 60 days after the STEM OPT Recommendation I-20 has been issued.

USCIS Mailing Address – for Express Mail and Courier Deliveries (UPS, FedEx):
United States Citizenship & Immigration Services (USCIS)
Dallas Lockbox, Attn: AOS
2501 S. State Hwy 121 Business
Suite 400
Lewisville TX 75067
Phone: 800-375-5283

PLEASE NOTE: If you list a Pennsylvania address on your Form I-765, application materials must be submitted to the USCIS address above. If you list a U.S. address outside of Pennsylvania, please find the appropriate address via www.uscis.gov/I-765.

Deadlines for USCIS to Receive Application
- Up to 90 days before the end-date of your current EAD Card.
- NO LATER THAN the end date of current EAD Card.
- NO LATER THAN 60 days after the new Form I-20 with STEM OPT Extension recommendation was created. If you are delayed in sending your application, please request a new I-20 from OIS.
You may continue working under current employment authorization for up to 180 days while the STEM OPT Extension application is pending. If you receive a request for further evidence (RFE) or a denial, there are specific deadlines by which you must respond. OIS can advise you how to proceed if this occurs.

**Maintaining Your Status**

- You must notify OIS of any changes in the following via My OIS (my.ois.pitt.edu):
  - Name, Address (within 10 days), Email, and/or Immigration Status
  - Employment Information
  - Other Status Related Changes (Transfers, Early Departure from U.S., etc.)

- With STEM OPT authorization, you are permitted an additional 60 days of unemployment, for a total of 150 days throughout the entire 36-month period of OPT and STEM OPT.

- The Department of Homeland Security may conduct site visits at STEM OPT locations, verifying the nature of the position, and the employer's compliance with all aspects of the STEM OPT regulations.

- You must confirm your employer information and personal address every 6 months via My OIS.

- When you report your OPT participation at the 12 and 24 months milestones, you must also submit Form I-983 (www.ice.gov/doclib/sevis/pdf/i983.pdf)

**Reporting Requirements**

Use this website (www.timeanddate.com/date/dateadd.html) for help calculating dates below.

<table>
<thead>
<tr>
<th>DEADLINE</th>
<th>DATE (enter your dates)</th>
<th>REPORTING REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>STEM OPT Start Date</td>
<td>None</td>
<td>An asterisk marked as <em>NEW or CHANGE TO EMPLOYMENT</em></td>
</tr>
<tr>
<td>6-MONTHS from Start</td>
<td>“Every 6 Months Reporting” e-form in My OIS</td>
<td></td>
</tr>
<tr>
<td>12-MONTHS from Start</td>
<td>“Every 6 Months Reporting” e-form in My OIS including “Evaluation on Student Progress” page 5 (top) of I-983</td>
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</tr>
<tr>
<td>18-MONTHS from Start</td>
<td>“Every 6 Months Reporting” e-form in My OIS</td>
<td></td>
</tr>
<tr>
<td>24-MONTHS from Start</td>
<td>“Every 6 Months Reporting” e-form in My OIS including “Evaluation on Student Progress” page 5 (bottom) of I-983</td>
<td></td>
</tr>
<tr>
<td>*NEW or CHANGE TO EMPLOYMENT</td>
<td>Whenever you change employers or your position significantly changes at your current organization</td>
<td>“New/Employer/Material Change to Employment” e-form in My OIS including both a “Final Evaluation on Student Progress” page 5 (bottom) of I-983 for the ending position and a I-983 Training Plan for the new position</td>
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</tbody>
</table>

- You will have a 60-day grace period after the expiration date on your EAD.

- Travel signatures on the I-20 during your STEM OPT are only valid for 6 months.

**If you begin a new full-time degree program during your authorized STEM OPT Extension period, whether at Pitt or elsewhere, you will lose any time remaining on your EAD Card.** You will be required to cease employment upon release of your SEVIS record from Pitt to the new institution or upon issuance of a new Form I-20 for a different program.

Feel free to contact your Immigration Specialist with any questions about STEM OPT reporting requirements, or other questions about how to maintain your F-1 status while on STEM OPT.

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