UCLA Dashew Center for International Students & Scholars

STEM OPT Extension Online Workshop

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What is STEM OPT Extension?

- The STEM Optional Practical Training (OPT) Extension is a 24-month period of temporary training that directly relates to an F-1 student's program of study in an approved STEM (Science, Technology, Engineering, Mathematics) major.
- Eligible F-1 students with STEM degrees who completed their program of study and are participating in their initial 12-month of post-completion OPT have the option to apply for a STEM OPT Extension.

NOTE: This workshop is for enrolled UCLA students and UCLA alumni who have completed a STEM degree from UCLA, and is specific to UCLA policies and procedures.

Eligibility Requirements

If applying based on the most recent UCLA STEM degree:

- To be eligible, F-1 students:
  - Must have completed a STEM Designated Degree Program, based on the Classification of Instructional Program [CIP] code listed on page 1 of their current I-20.
  - Must be in their Post-Completion OPT period. The Post-Completion OPT EAD card must not have already expired.
  - Must not have exceeded 90 days of unemployment time during their Post-Completion OPT period.
  - Must have a bona fide employer-employee relationship with an employer enrolled in E-Verify.
  - Must have a paid, full-time employment offer (20 or more hours per week) for a position directly related to their major. **Volunteer or unpaid positions and self employment are not eligible.**
  - Must be within the United States with F-1 status at the time they submit their STEM OPT Extension application to USCIS.

NOTE: F-1 students can only be authorized for STEM OPT Extension *twice* in their lifetime.

Eligibility Requirements

If applying based on a previously obtained STEM degree:

- Please check USCIS STEM OPT Website for more information.
- STEM degree must have been completed within 10 years of the STEM OPT Extension application submission date.
- Must have a paid, full-time (20 or more hours per week) employment offer directly related to the prior STEM degree with an E-Verified employer.
- Must submit copies of prior STEM diploma or official transcripts, and most recent UCLA diploma or official transcripts (in addition to all other required documents).

Eligible Employment Types

- **Paid Employment**: Students must work at least 20 hours per week. Employers must be enrolled in E-Verify.
- **Multiple Employers**: Students may work for more than one employer, but each employment must be at least 20 hours per week, paid, related to their degree program, and all employers must be enrolled in E-Verify. Students must submit a completed Form I-983 for each employment.
- **Third Party Employers and Staffing Agencies**: Employment must constitute a bona fide employer-employee relationship. The Form I-983 must be signed by the E-Verified employer who is providing the practical training experience. Employment must be at least 20 hours per week. The staffing agency cannot complete and sign the Form I-983 as an employer unless:
  - The staffing agency is an E-Verified employer of the student, and
  - The staffing agency provides and oversees the training (training experience may take place at a site other than the employer's principal place of business).
- **Work for Hire (Contractual)**: This is commonly referred to as 1099 employment, where an individual performs a service based on a contractual relationship. The company for whom the student is providing services must be registered with E-Verify. If requested by DHS, the student must be prepared to provide evidence showing the duration of the contract period and the name and address of the contracting company. Employment must be at least 20 hours per week.

Application Timeline

- STEM OPT Extension applications may be submitted to USCIS for processing as early as, but no earlier than, 90 days before a student's Post-Completion OPT EAD card end date.
- Before submitting STEM OPT Extension application to USCIS, STEM OPT Extension I-20 Request must be submitted in MyBruin International to receive a STEM OPT Extension I-20 from the Dashew Center first. This I-20 containing the STEM OPT Extension recommendation is required for the STEM OPT application with USCIS.
- USCIS must receive STEM OPT Extension applications by the Post-Completion OPT EAD card end date to be considered timely filed.
- USCIS may take 3 months or more to approve STEM OPT Extension applications. Visit the Check Case Processing Times page for current USCIS processing times (select "Form I-765" for "Potomac Service Center").

I-20 Request & Application Procedures

1. Report all of your Post-Completion OPT employment and contact information through the SEVP Portal.
2. Review in full this STEM OPT Extension Online Workshop.
3. Pay the Dashew Center STEM OPT Administrative Processing Fee.
4. Prepare and complete STEM OPT Extension I-20 Request materials.
5. Submit your completed STEM OPT Extension I-20 Request in MyBruin International no earlier than 90 days prior to your current OPT end date.
6. Receive the STEM OPT Extension I-20.
7. Prepare your STEM OPT Extension Application for submission to USCIS for processing.

I-20 Request Checklist

Before submitting the STEM OPT Extension I-20 Request to the Dashew Center, you must:

- ❑ Report all post-completion OPT employment in your SEVP Portal account.

Upload the following documents upon completing the STEM OPT Extension I-20 Request in MyBruin International:

- ❑ Dashew Center STEM OPT Extension Administrative Processing Fee Payment Receipt
- ❑ Completed Form I-983 (See Form I-983 Instructions.)
- ❑ Copy of your I-94 Admission Record
- ❑ Copy of your I-94 Travel History
- ❑ Copy of your passport biographical page (Must be valid at least 6 months into the future from STEM OPT Extension application submission date.)
- ❑ Copy of your current Post-Completion OPT EAD card (Both front and back sides)
- ❑ Copy of your STEM degree diploma or official transcript indicating your awarded degree
- ❑ Recently dated employment verification letter from employer on official letterhead (Must indicate your job title, supervisor's name, employer's contact information, and employer's E-Verify ID number.)

If Applying Based on a Prior STEM Degree

If applying based on a prior STEM degree, please also prepare the following (in addition to the items listed on the previous slide):

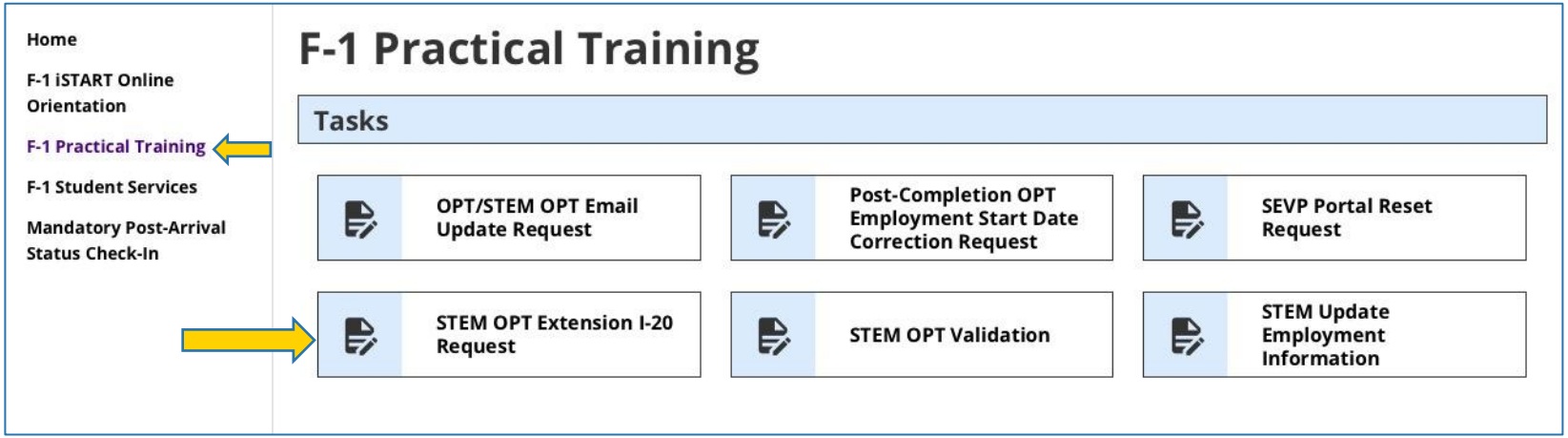
- ❑ Copy of previous STEM degree I-20 (STEM degree must have been completed within 10 years of the STEM OPT Extension application date.)
- ❑ Copy of previous STEM degree diploma or official transcripts indicating degree awarded
- ❑ Copy of most recent UCLA diploma or official transcripts indicating degree awarded

Combine the three above-listed documents into one PDF file.

Then, upload the combined PDF file to the STEM OPT Extension I-20 Request in MyBruin International, under the STEM Degree Diploma or Official Transcript field.



STEM OPT Extension I-20 Request Form



What if I need to apply for the STEM OPT with two employers?

First, review the STEM OPT requirements and submit the STEM OPT I-20 request for your first employer.

Next, once approved, you will be notified by our staff. Then you can submit your request for the second employer.

Finally, once approved, you will be notified by our staff and can download your requested STEM OPT Extension I-20 showing both employments on page 2 of the I-20.

NOTE: You will not be able to submit both requests at the same time.

STEM OPT Administrative Processing Fee

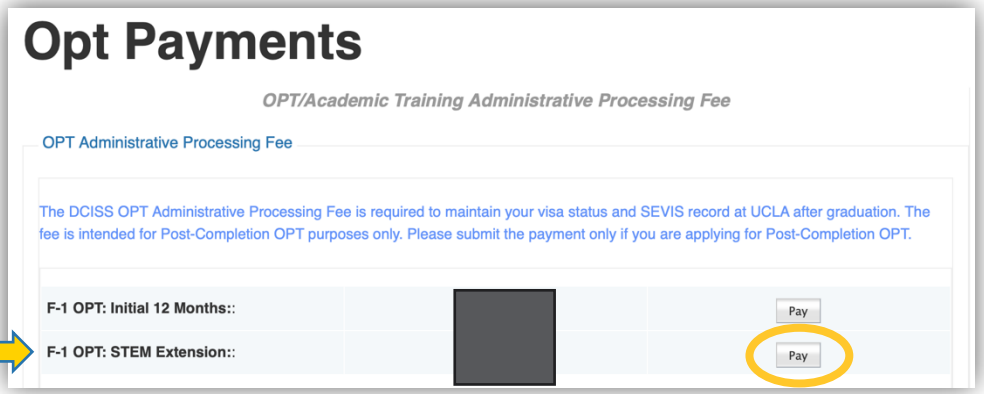
- The Dashew Center STEM OPT Administrative Processing Fee pays for systems required by the U.S. Department of Homeland Security to maintain a student's F-1 SEVIS record during their STEM OPT period.
- SEVIS record maintenance is still required during a student's STEM OPT Extension period to allow the Dashew Center to process F-1 benefits such as travel authorization, I-20 requests, Cap Gap requests, and STEM OPT employment and address updates.
- SEVIS maintenance fees are covered by UCLA for currently enrolled UCLA students. Since students will not be enrolled at UCLA during their STEM OPT Extension period, they will be charged a STEM OPT Administrative Processing Fee by the Dashew Center.
- Students are required to pay the Dashew Center Post-Completion OPT / STEM OPT Extension Administrative Processing Fee each time they apply for Post-Completion OPT or the STEM OPT Extension.

STEM OPT Administrative Processing Fee

To pay Dashew Center STEM OPT Administrative Processing Fee:

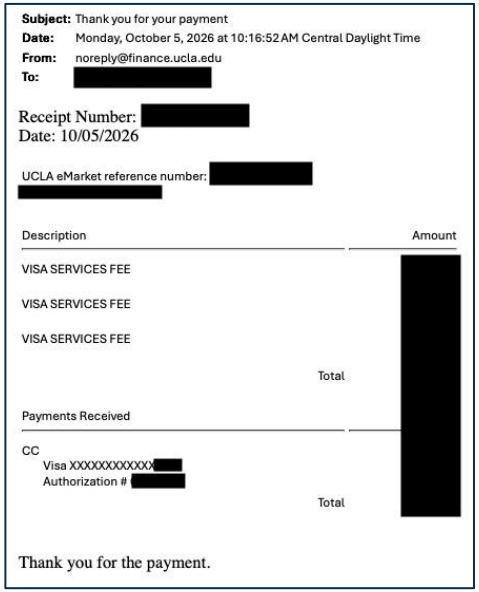
- Go to Dashew Account, OPT Administrative Processing Fee site on the Dashew Center website.
- Log in to your Dashew Account using your UCLA Logon ID to access the payment site.
- Click on the 'Pay' link for 'F-1 OPT: STEM Extension'.





STEM OPT Administrative Processing Fee

- Follow the instructions on the payment site to pay the STEM OPT Administrative Processing Fee by debit or credit card
- A receipt of your payment will be sent by UCLA Corporate Financial Services to your email address reported in MyUCLA. Please be sure your email address in MyUCLA is valid
- A copy of your payment receipt or screenshot of payment history is required for your STEM OPT I-20



Subject: Thank you for your payment
Date: Monday, October 5, 2026 at 10:16:52 AM Central Daylight Time
From: noreply@finance.ucla.edu
To: [redacted]

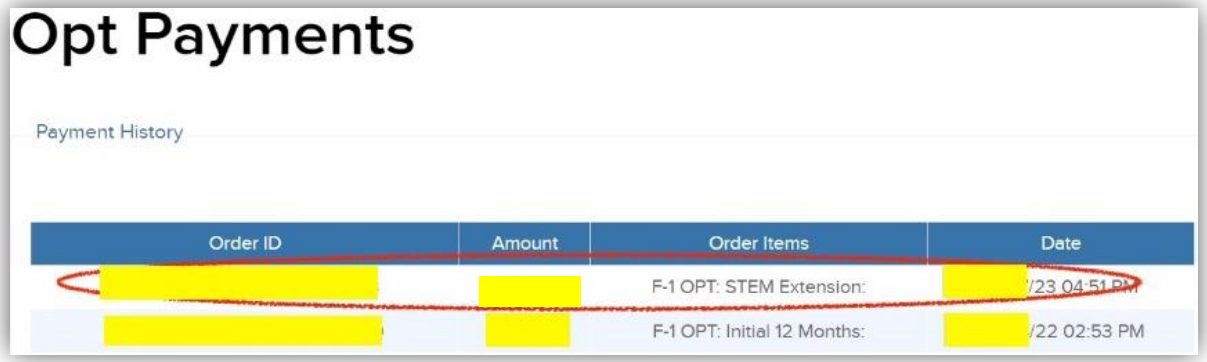
Receipt Number: [redacted]
Date: 10/05/2026

UCLA eMarket reference number: [redacted]

Description	Amount
VISA SERVICES FEE	[redacted]
VISA SERVICES FEE	
VISA SERVICES FEE	
Total	
Payments Received	
CC Visa XXXXXXXXXXXX Authorization #	
Total	

Thank you for the payment.

If you cannot locate the payment receipt email, please provide us a screenshot of the payment history screen from your Dashew Center account.



Opt Payments

Payment History

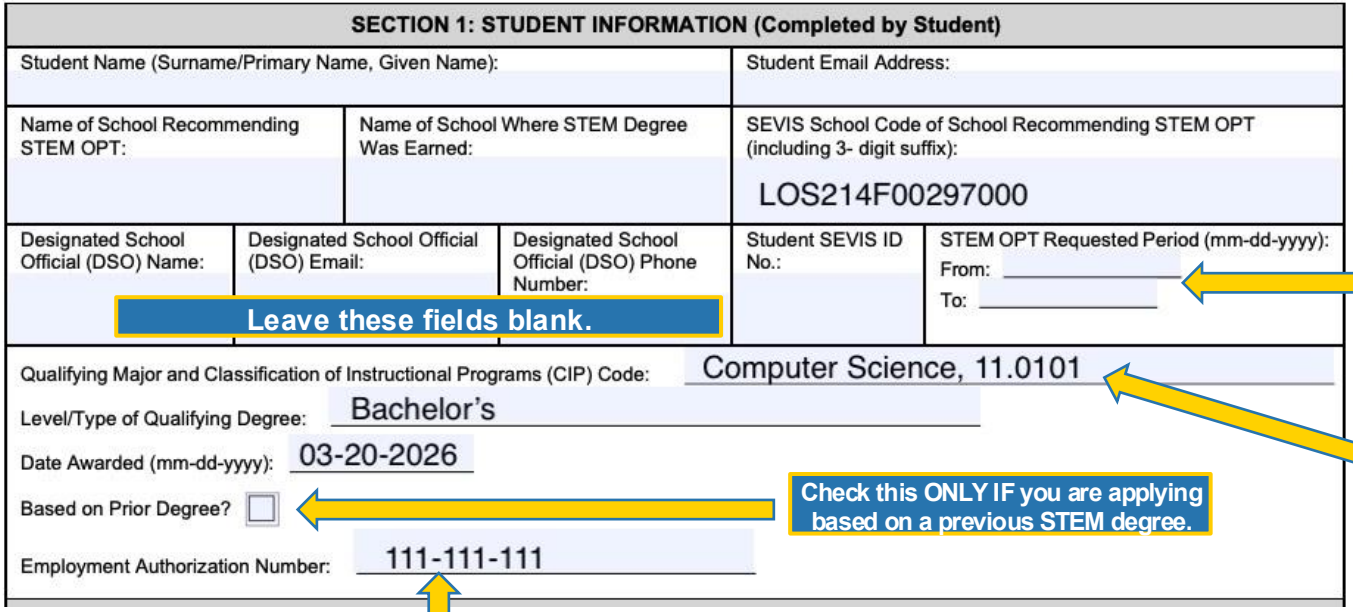
Order ID	Amount	Order Items	Date
[redacted]	[redacted]	F-1 OPT: STEM Extension:	[redacted] /23 04:51 PM
[redacted]	[redacted]	F-1 OPT: Initial 12 Months:	[redacted] /22 02:53 PM

Form I-983

- F-1 students and their employers must complete and sign the Form I-983 Training Plan before students may apply for the STEM OPT Extension.
- The formal training plan must clearly articulate the students' learning objectives and affirm the employer's commitment to helping the student achieve those objectives.
- STEM OPT students and their employers are subject to the terms and conditions of the 24-month STEM OPT extension regulations, the Form I-983 Instructions, and the completed Form I-983, effective as of the employment start date requested for the associated STEM OPT period, as indicated on the Form I-983.

NOTE: Make a copy of your completed Form I-983 to keep in your records.

How to Complete Form I-983, Page 1



SECTION 1: STUDENT INFORMATION (Completed by Student)

Student Name (Surname/Primary Name, Given Name):		Student Email Address:		
Name of School Recommending STEM OPT:	Name of School Where STEM Degree Was Earned:	SEVIS School Code of School Recommending STEM OPT (including 3- digit suffix): LOS214F00297000		
Designated School Official (DSO) Name:	Designated School Official (DSO) Email:	Designated School Official (DSO) Phone Number:	Student SEVIS ID No.:	STEM OPT Requested Period (mm-dd-yyyy): From: To:

Leave these fields blank.

Qualifying Major and Classification of Instructional Programs (CIP) Code: Computer Science, 11.0101

Level/Type of Qualifying Degree: Bachelor's

Date Awarded (mm-dd-yyyy): 03-20-2026

Based on Prior Degree? ☐

Employment Authorization Number: 111-111-111

Enter your STEM OPT period (starting the day after your current EAD end date).

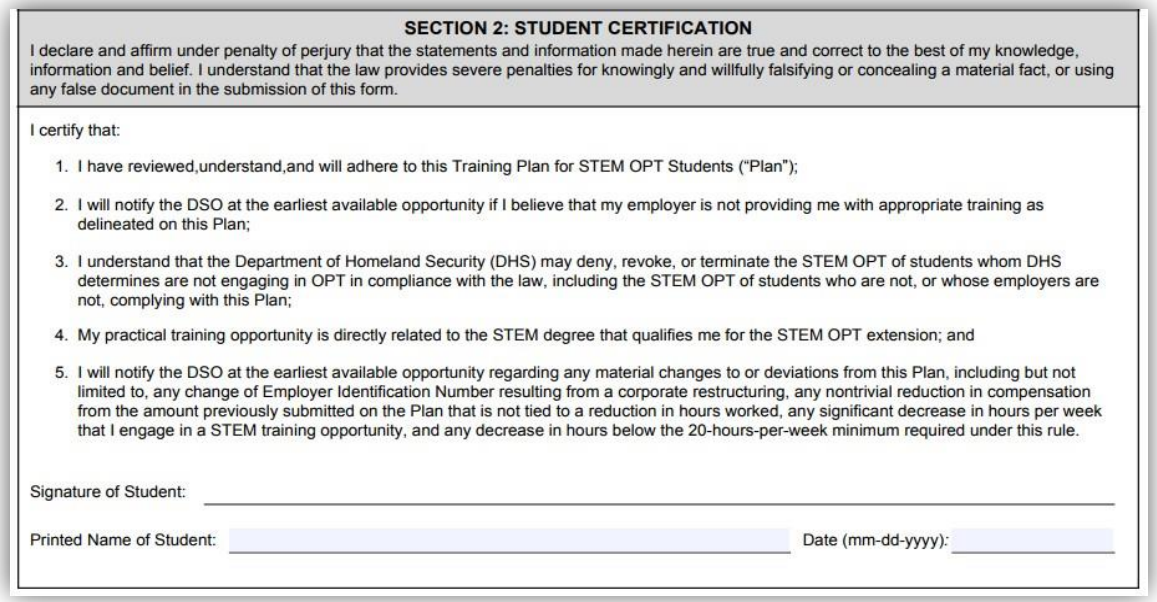
Example:
If OPT End Date is *03/21/2027*, then STEM OPT Request Period is *03/22/2027 - 03/21/2029.*

Major and CIP code are located on page 1 of your Post-Completion OPT I-20.

Check this ONLY IF you are applying based on a previous STEM degree.

Enter the USCIS# indicated on your Post-Completion EAD card.

How to Complete Form I-983, Page 1



SECTION 2: STUDENT CERTIFICATION

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

I certify that:

1. I have reviewed,understand,and will adhere to this Training Plan for STEM OPT Students ("Plan");
2. I will notify the DSO at the earliest available opportunity if I believe that my employer is not providing me with appropriate training as delineated on this Plan;
3. I understand that the Department of Homeland Security (DHS) may deny, revoke, or terminate the STEM OPT of students whom DHS determines are not engaging in OPT in compliance with the law, including the STEM OPT of students who are not, or whose employers are not, complying with this Plan;
4. My practical training opportunity is directly related to the STEM degree that qualifies me for the STEM OPT extension; and
5. I will notify the DSO at the earliest available opportunity regarding any material changes to or deviations from this Plan, including but not limited to, any change of Employer Identification Number resulting from a corporate restructuring, any nontrivial reduction in compensation from the amount previously submitted on the Plan that is not tied to a reduction in hours worked, any significant decrease in hours per week that I engage in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this rule.

Signature of Student: _____

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

You must sign and date this section.
(USCIS will accept an electronically reproduced original signature. Digital signatures or your name typed in script font will not be accepted).

How to Complete Form I-983, Page 2

An EIN is different from an E-Verify Company ID Number.

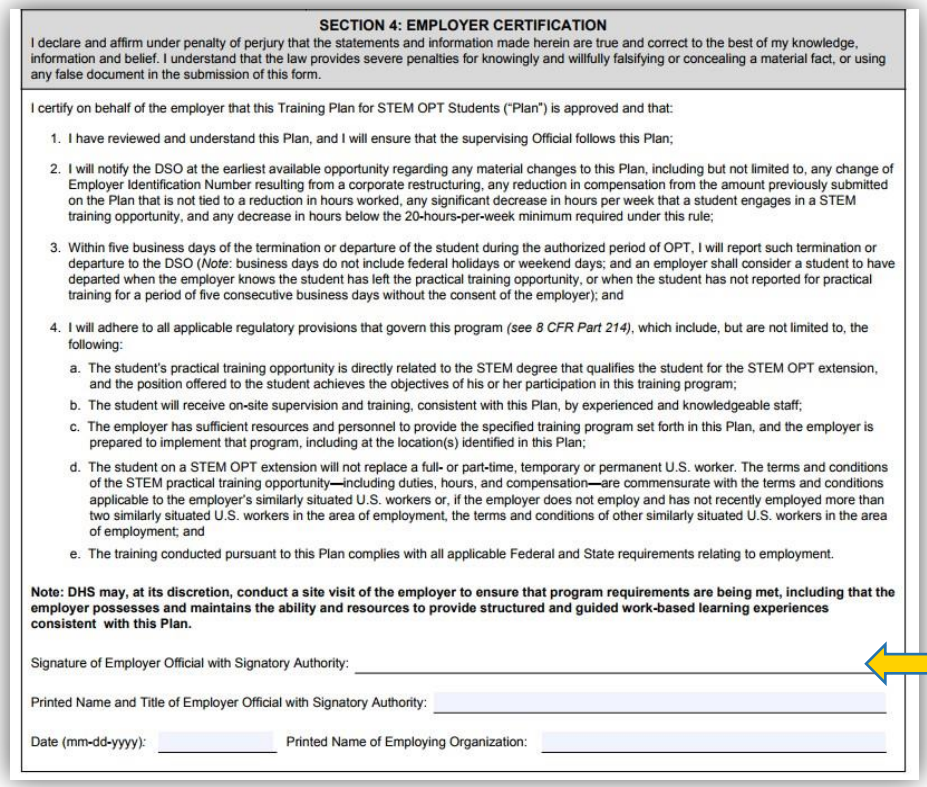
EINs are used for tax purposes and are 9 digits long: XX- XXXXXXX.

SECTION 3: EMPLOYER INFORMATION (Completed by Employer)				
Employer Name:		Street Address:		Suite:
Employer Website URL:		City:	State:	ZIP Code:
Employer ID Number (EIN):	Number of Full-Time Employees in U.S.:	North American Industry Classification System (NAICS) Code:		
OPT Hours Per Week (must be at least 20 hours/week):	Compensation: A. Annual Salary (in U.S. dollars): B. Other Compensation (Type and Estimated Amount or Value): 1. 2. 3. 4.			
Start Date of Employment (mm-dd-yyyy):				

Enter the date that you will begin your STEM OPT Extension training with your employer, usually the day after your initial, Post-Completion OPT EAD card end date.

Search your industry NAICS code here: https://www.census.gov/naics/

How to Complete Form I-983, Page 2



SECTION 4: EMPLOYER CERTIFICATION

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

I certify on behalf of the employer that this Training Plan for STEM OPT Students ("Plan") is approved and that:

1. I have reviewed and understand this Plan, and I will ensure that the supervising Official follows this Plan;
2. I will notify the DSO at the earliest available opportunity regarding any material changes to this Plan, including but not limited to, any change of Employer Identification Number resulting from a corporate restructuring, any reduction in compensation from the amount previously submitted on the Plan that is not tied to a reduction in hours worked, any significant decrease in hours per week that a student engages in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this rule;
3. Within five business days of the termination or departure of the student during the authorized period of OPT, I will report such termination or departure to the DSO (*Note*: business days do not include federal holidays or weekend days; and an employer shall consider a student to have departed when the employer knows the student has left the practical training opportunity, or when the student has not reported for practical training for a period of five consecutive business days without the consent of the employer); and
4. I will adhere to all applicable regulatory provisions that govern this program *(see 8 CFR Part 214)*, which include, but are not limited to, the following:
   a. The student's practical training opportunity is directly related to the STEM degree that qualifies the student for the STEM OPT extension, and the position offered to the student achieves the objectives of his or her participation in this training program;
   b. The student will receive on-site supervision and training, consistent with this Plan, by experienced and knowledgeable staff;
   c. The employer has sufficient resources and personnel to provide the specified training program set forth in this Plan, and the employer is prepared to implement that program, including at the location(s) identified in this Plan;
   d. The student on a STEM OPT extension will not replace a full- or part-time, temporary or permanent U.S. worker. The terms and conditions of the STEM practical training opportunity—including duties, hours, and compensation—are commensurate with the terms and conditions applicable to the employer's similarly situated U.S. workers or, if the employer does not employ and has not recently employed more than two similarly situated U.S. workers in the area of employment, the terms and conditions of other similarly situated U.S. workers in the area of employment; and
   e. The training conducted pursuant to this Plan complies with all applicable Federal and State requirements relating to employment.

Note: DHS may, at its discretion, conduct a site visit of the employer to ensure that program requirements are being met, including that the employer possesses and maintains the ability and resources to provide structured and guided work-based learning experiences consistent with this Plan.

Signature of Employer Official with Signatory Authority: _____

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

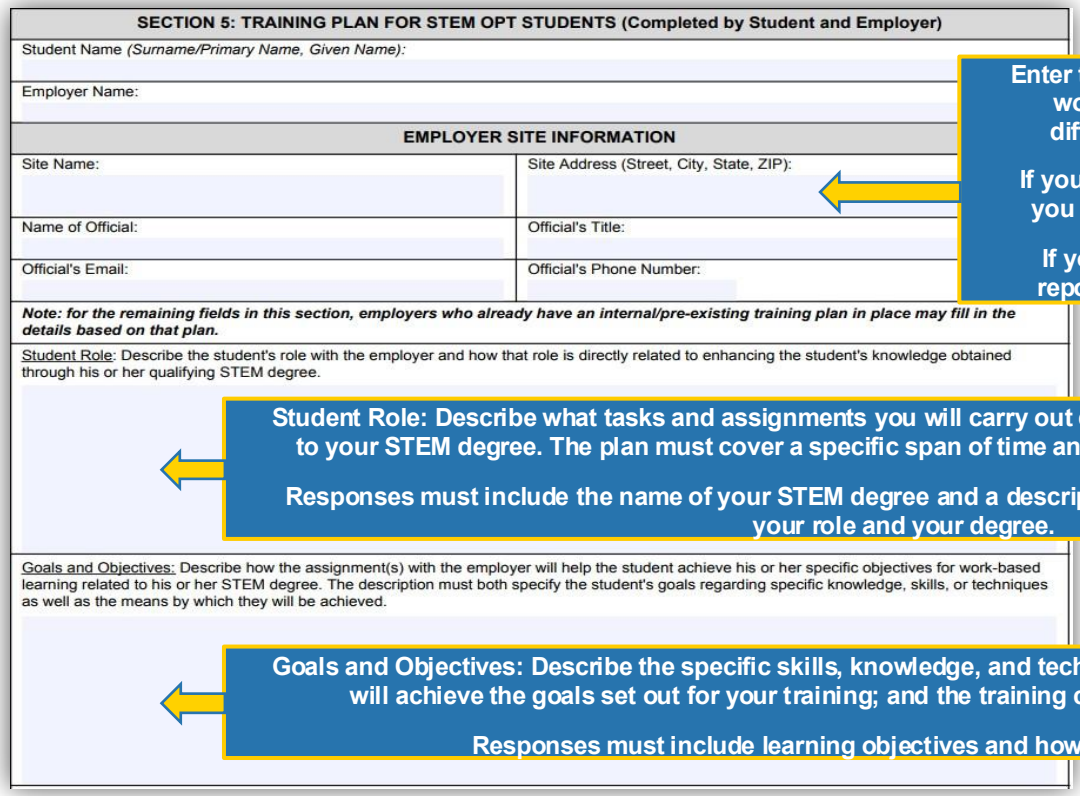
Date (mm-dd-yyyy): _____ Printed Name of Employing Organization: _____

By signing Section 4, your employer is obligated to provide on-site supervision and training, and report any material changes to the employment, including changes in compensation, changes in work hours, changes in supervisor, or changes in training plan.

The signature must be physical, electronic, or digital.

USCIS will not accept names typed in script font as a signature.

How to Complete Form I-983, Page 3



SECTION 5: TRAINING PLAN FOR STEM OPT STUDENTS (Completed by Student and Employer)

Student Name *(Surname/Primary Name, Given Name):*

Employer Name:

EMPLOYER SITE INFORMATION

Site Name:	Site Address (Street, City, State, ZIP):
Name of Official:	Official's Title:
Official's Email:	Official's Phone Number:

Note: for the remaining fields in this section, employers who already have an internal/pre-existing training plan in place may fill in the details based on that plan.

Student Role: Describe the student's role with the employer and how that role is directly related to enhancing the student's knowledge obtained through his or her qualifying STEM degree.

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.

Enter the address of where you are physically working for the employer. This may be different from the address in Section 3.

If you are working fully remotely from home, you may provide your home address here.

If you work in a hybrid setting, you must report your primary on-site location here.

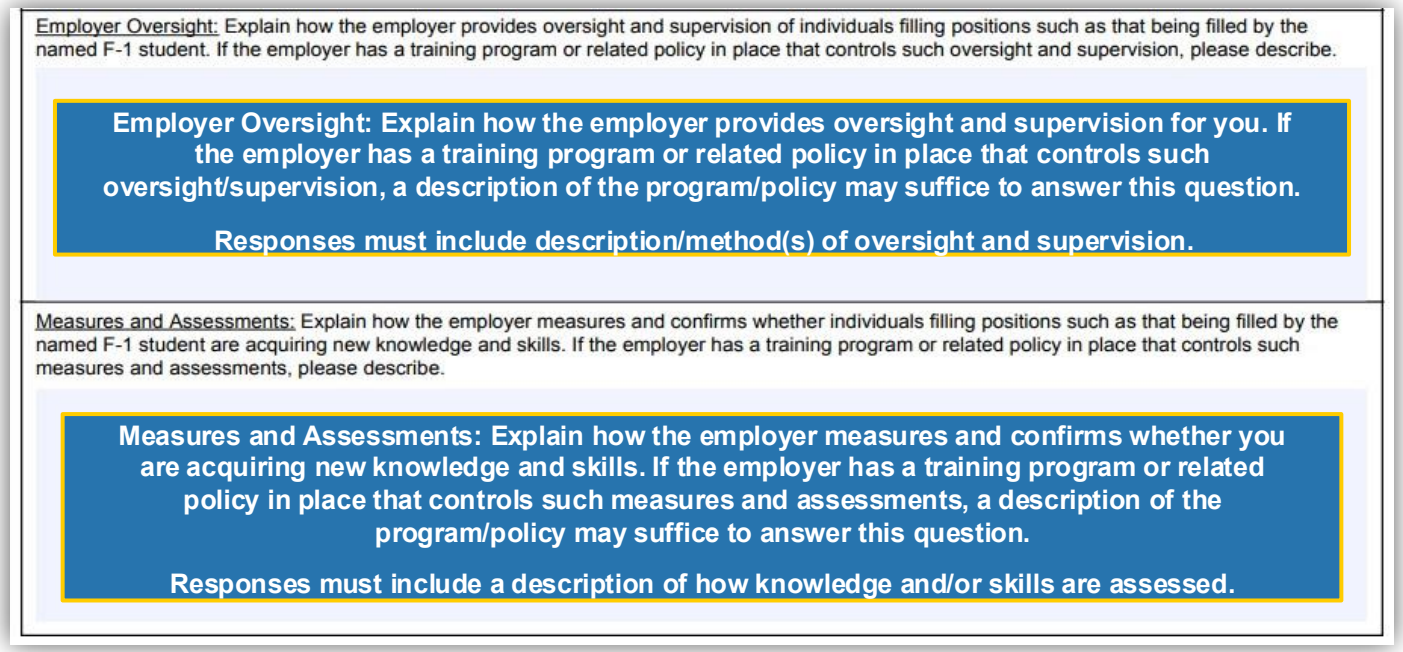
Student Role: Describe what tasks and assignments you will carry out during the training and how these relate to your STEM degree. The plan must cover a specific span of time and detail specific goals and objectives.

Responses must include the name of your STEM degree and a description of the direct relationship between your role and your degree.

Goals and Objectives: Describe the specific skills, knowledge, and techniques you will learn or apply; how you will achieve the goals set out for your training; and the training curriculum including the timeline.

Responses must include learning objectives and how they will be achieved.

How to Complete Form I-983, Page 3



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.

Employer Oversight: Explain how the employer provides oversight and supervision for you. If the employer has a training program or related policy in place that controls such oversight/supervision, a description of the program/policy may suffice to answer this question.

Responses must include description/method(s) of oversight and supervision.

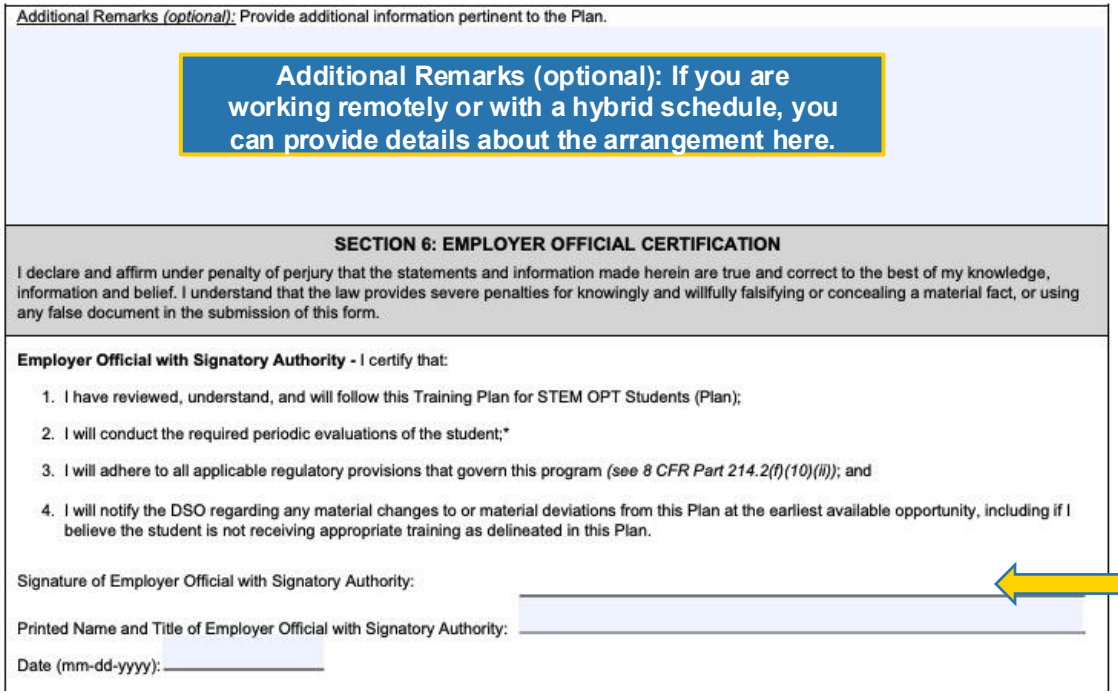
Measures and Assessments: Explain how the employer measures and confirms whether individuals filling positions such as that being filled by the named F-1 student are acquiring new knowledge and skills. If the employer has a training program or related policy in place that controls such measures and assessments, please describe.

Measures and Assessments: Explain how the employer measures and confirms whether you are acquiring new knowledge and skills. If the employer has a training program or related policy in place that controls such measures and assessments, a description of the program/policy may suffice to answer this question.

Responses must include a description of how knowledge and/or skills are assessed.

If the information provided does not fit in the given box, you may provide an additional page as an appendix to your I-983 document. Combine the I-983 document and the appendix into one PDF and upload them together in MyBruin International.

How to Complete Form I-983, Page 4



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

Additional Remarks (optional): If you are working remotely or with a hybrid schedule, you can provide details about the arrangement here.

SECTION 6: EMPLOYER OFFICIAL CERTIFICATION

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Employer Official with Signatory Authority - I certify that:

1. I have reviewed, understand, and will follow this Training Plan for STEM OPT Students (Plan);
2. I will conduct the required periodic evaluations of the student;*
3. I will adhere to all applicable regulatory provisions that govern this program *(see 8 CFR Part 214.2(f)(10)(ii))*; and
4. I will notify the DSO regarding any material changes to or material deviations from this Plan at the earliest available opportunity, including if I believe the student is not receiving appropriate training as delineated in this Plan.

Signature of Employer Official with Signatory Authority: _____

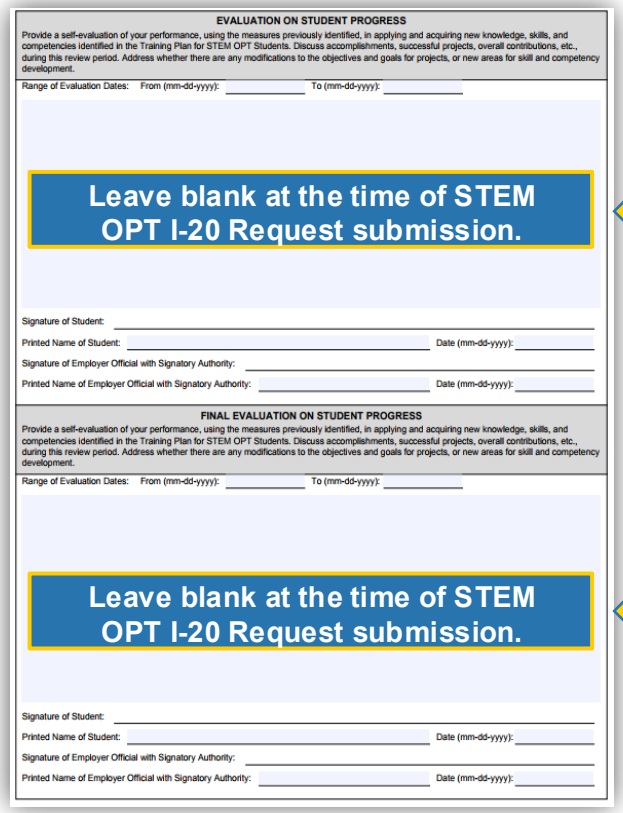
Printed Name and Title of Employer Official with Signatory Authority: _____

Date (mm-dd-yyyy): _____

The signature must be physical, electronic, or digital.

USCIS will <u>not</u> accept names typed in script font as a signature.

How to Complete Form I-983, Page 5



EVALUATION ON STUDENT PROGRESS

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

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

Signature of Student: _____

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

Signature of Employer Official with Signatory Authority: _____

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

FINAL EVALUATION ON STUDENT PROGRESS

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

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

Signature of Student: _____

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

Signature of Employer Official with Signatory Authority: _____

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

Leave blank at the time of STEM OPT I-20 Request submission.

First evaluation is due twelve months after the STEM OPT Extension start date.

This entire evaluation page is to be left blank when initially applying for the STEM OPT Extension.

Leave blank at the time of STEM OPT I-20 Request submission.

Final evaluation is due at the end of the STEM OPT Extension period or any employment termination.

After Submitting the STEM OPT I-20 Request

- After you submit your STEM OPT Extension I-20 Request in MyBruin International, your documents will be reviewed, and your STEM OPT Extension I-20 will be issued if the documents are sufficient.
- Once you receive your STEM OPT Extension I-20, please review it for accuracy and sign the bottom of page 1 at the Student Attestation section with a physical “wet” ink signature.
- Timely submit all required STEM OPT Extension application materials to USCIS.

- **IMPORTANT: USCIS must receive your STEM OPT Extension application materials:**
  - **Within 60 days of your STEM OPT Extension I-20 issuance date (as indicated on page 1 of your STEM OPT Extension I-20, next to the F-1 Counselor’s signature) and**
  - **Before the Post-Completion OPT end date.**
- **Applications received by USCIS later than 60 days from the STEM OPT I-20 issuance or after the Post-Completion OPT ends will be denied by USCIS.**

Application Submission Options with USCIS

Students can file their application online or by mail. USCIS recommends online filing. Here are some of the benefits of filing online:

- USCIS receives application materials faster than mail application.
- Receive receipt notice of your application immediately.
- Receive USCIS notices online and sign up for email/text notifications.
- Track and review your application online after submission.
- Pay fees online.
- Respond to requests for evidence from USCIS online.
- Send USCIS secure messages about your case.
- Easily access all USCIS correspondence.
- Upload additional documentation to application after submission.
- Update your mailing and physical address.

Online Application Filing with USCIS

NOTE: You must wait until you receive your STEM OPT Extension I-20 from the Dashew Center before submitting application materials to USCIS, as the STEM OPT Extension I-20 is a required supporting document.

- To file your application online, please visit https://www.uscis.gov/i-765 and click on the blue 'File Online' button. The link will redirect you to a new page with instructions on how to create a myUSCIS account.
- Once you have created a myUSCIS account, please select that you would like to file the I-765 Form to apply for the STEM OPT Extension to be directed to the online I-765 Form.
- You can request Premium Processing for your STEM OPT Extension application. You can find more information about Premium Processing request with USCIS here.

After Submitting Application to USCIS

- Applicants who filed their STEM OPT Extension application online will be issued an application receipt number within 24 hours of submitting their application and will be able to access their application receipt notice through their myUSCIS account.
- Applicants can check the status of their STEM OPT Extension application online using the receipt number in their I-797 Notice of Action Receipt Notice on the USCIS Case Status Page.
- Applicants will receive the decision from USCIS approximately 3+ months from the date their STEM OPT Extension application was received by USCIS.
- Applicants will receive First Class mail containing their Employment Authorization Document (EAD) card after the request has been approved by USCIS. Check your mailing address's validity at the USPS website using the Zip-Code Lookup tool.

After Submitting Application to USCIS

What if I don't receive a decision from USCIS by my Post-Completion OPT end date?

- Students with a timely filed STEM OPT Extension application with USCIS may continue working for up to 180 days beyond their Post-Completion OPT EAD card end date while their STEM OPT Extension application is pending.
- If you do not receive your STEM OPT Extension EAD card by your Post-Completion OPT EAD card end date, you will have to update your I-9 with your employer to continue employment beyond your current EAD card end date while your STEM OPT Extension application is pending. For information on how to update your I-9 with your employer, please discuss this directly with an appropriate employer official.

Employment Authorization Document (EAD)

After you receive your STEM OPT Extension EAD card, upload PDF copies of the front and back of your card in MyBruin International.



Mailing Address for EAD Card Delivery

NOTE: We recommend that you provide a mailing address for your STEM OPT Extension application that will be valid for at least 4 months from your application submission date.

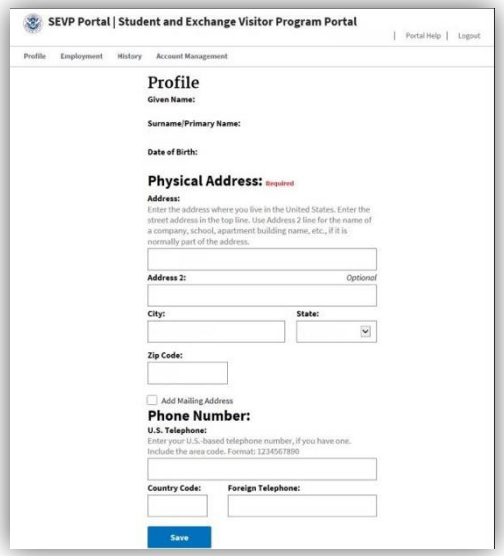
- If you move before receiving the EAD card, you may risk losing your EAD card in the mail, even if you file a change of address with USCIS after submitting your OPT application to USCIS for processing.
- U.S. Postal Service (USPS) does not forward federal mail, even if you request mail forwarding services from USPS.
- If you must change address, you can login to your myUSCIS account to do so (recommended) or you can file form AR-11 with USCIS.
- If your EAD card is not delivered within 3-4 weeks after USCIS mailed it, you may want to contact USCIS and USPS to attempt to locate the card. You may also submit a Non-Delivery of Card inquiry with USCIS.
- If your EAD card has been lost in the mail, you must apply for a replacement EAD card with USCIS online, which will require a new I-765 form, filing fee, and supporting documents.

Unemployment

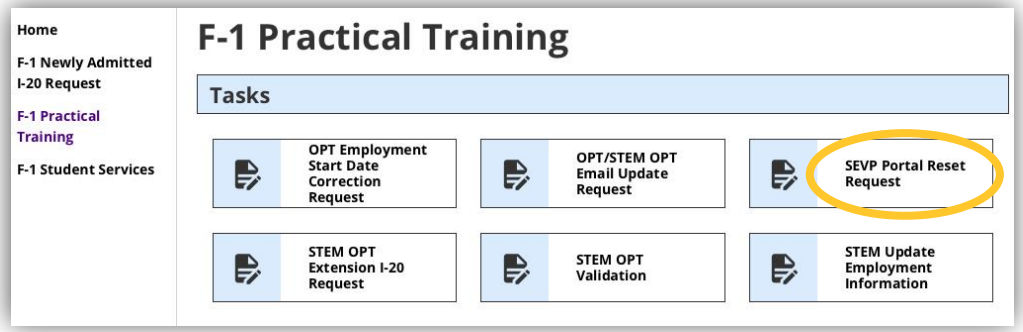
- Students on STEM OPT Extension have an additional 60 calendar days (including weekends and holidays) of allowed unemployment time, in addition to any remaining unemployment days out of the 90 allowed days from the Post-Completion OPT.
    - For example, if you used *45* days of unemployment during your Post-Completion OPT, you would have *105* unemployment days remaining for your 24-month STEM OPT Extension period.
- Exceeding the allowed days of unemployment will end the STEM OPT Extension period and you must depart the United States. Please schedule an appointment with the Dashew Center F-1 Counselor or email DCISSF1unit@saonet.ucla.edu prior to this happening to discuss options.

SEVP Portal Personal Information Updates

- You can only update your personal information in your SEVP Portal account while on STEM OPT Extension.
- You must report any employment changes or updates to the Dashew Center via MyBruin International.



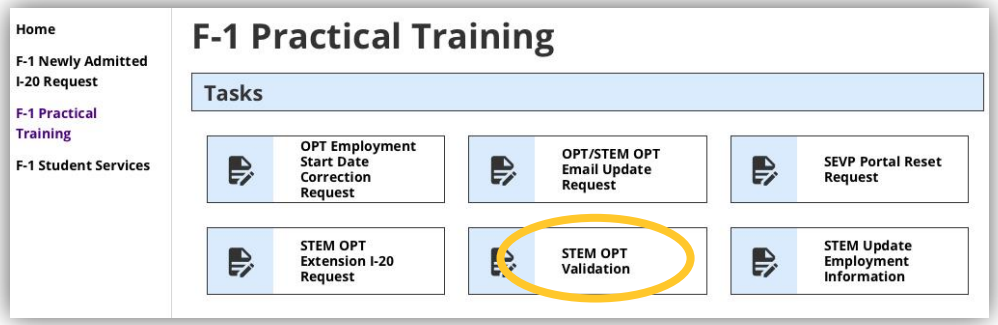
If you have been locked out of your SEVP Portal account and are prompted to contact your DSO, please submit an SEVP Portal Reset Request in MyBruin International.



Reporting Requirements

Students with STEM OPT Extension authorization must report the following information to maintain valid F-1 status during their STEM OPT Extension period via MyBruin International:

- Upload EAD card copies (front and back) upon receipt.
- Every 6 months, submit the STEM OPT Validation request via MyBruin International to confirm:
  - Legal name
  - U.S. residential address
  - Employer name and address
  - Status of current employment
- Submit self-evaluations (required for 12 and 24-month validation reporting)
- Report employment termination.
- Report material changes to an existing employment.
- Report new employment / employer change.
- Report employer non-compliance.



Validation Reporting Requirements

Students engaging in the STEM OPT Extension must submit validation reports at the 6, 12, 18, and 24-month marks of their STEM OPT Extension period.

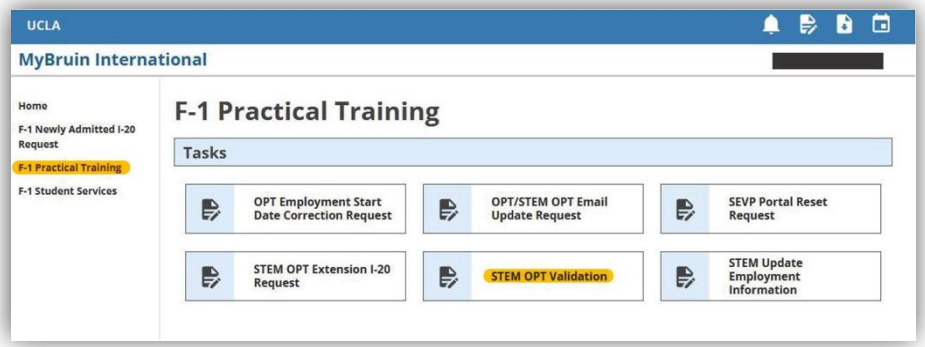
- To submit a validation report, please submit the STEM OPT Validation request in MyBruin International accordingly:
  - 6-month: submit STEM OPT Validation request and upload STEM OPT EAD card.
  - 12-month: submit STEM OPT Validation request and 12-month self-evaluation (top half of page 5 of Form I-983).
  - 18-month: submit STEM OPT Validation request.
  - 24-month / Final: submit STEM OPT Validation request and final self-evaluation (bottom half of page 5 of Form I-983).

Validation Reporting Requirements (Con't)

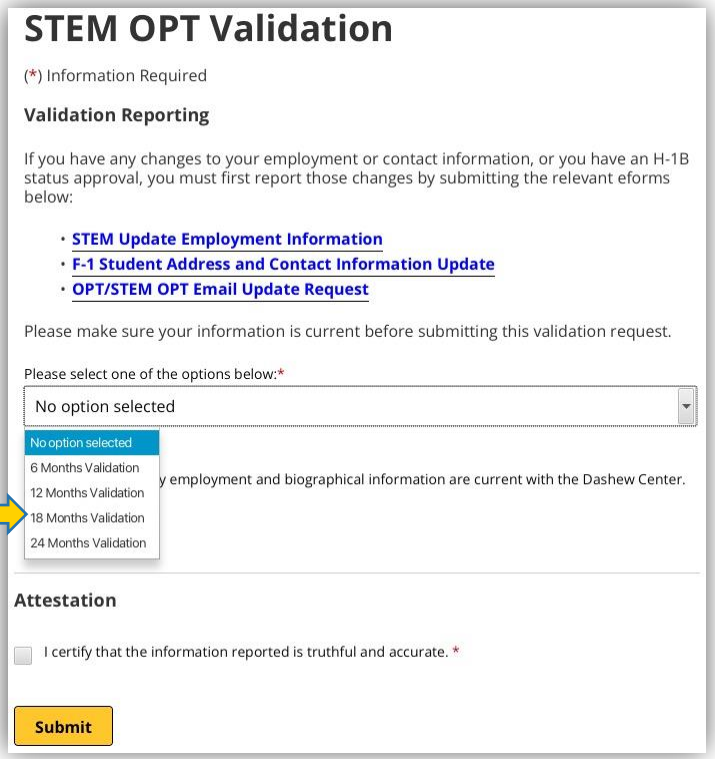
- Your SEVP portal will indicate when your next reporting requirement will be due. Reporting can be completed up to 30 days prior to the validation due date but no later than 10 days after the due date.
- STEM OPT Validation requests should be submitted to the Dashew Center at least 10 business days before the validation due date.
- If a student submits their validation more than 10 days after the validation due date, the option to submit the validation in their SEVIS record will not be available, and the DSO will not be able to submit validation on the student's behalf.
- In the case that you have missed the STEM OPT Extension validation period, the missed validation will continue to show as past due in the student's SEVP Portal, and the student should be prepared to explain this missed validation if ever requested by DHS or USCIS.
- If you will be ending your STEM OPT Extension due to a change of status or departing the U.S. and ending your F-1 status with UCLA, you must submit the STEM Update Employment Information and indicate that the employment has ended.

STEM OPT Validation Request

Log in to MyBruin International → Select F-1 Practical Training

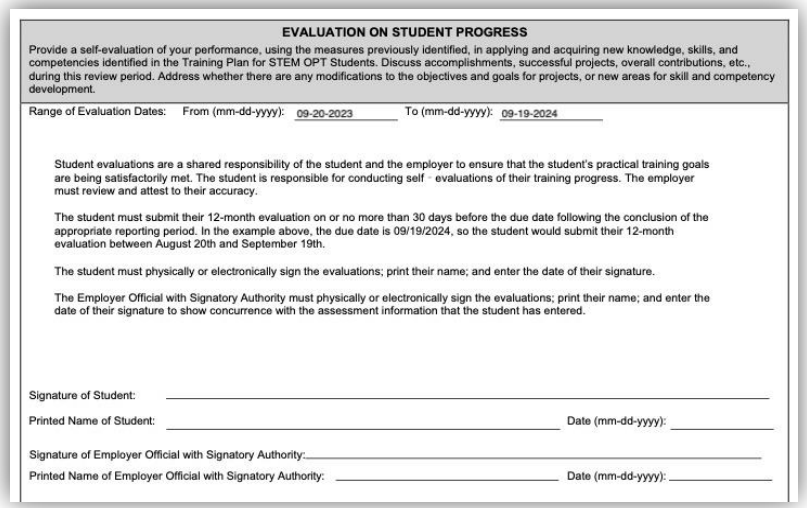


Select which validation is due and you will be prompted to upload any required documents.



Evaluation Form, Page 5 of Form I-983

12-Month Evaluation (top of page 5)



EVALUATION ON STUDENT PROGRESS

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

Range of Evaluation Dates: From (mm-dd-yyyy): 09-20-2023 To (mm-dd-yyyy): 09-19-2024

Student evaluations are a shared responsibility of the student and the employer to ensure that the student's practical training goals are being satisfactorily met. The student is responsible for conducting self - evaluations of their training progress. The employer must review and attest to their accuracy.

The student must submit their 12-month evaluation on or no more than 30 days before the due date following the conclusion of the appropriate reporting period. In the example above, the due date is 09/19/2024, so the student would submit their 12-month evaluation between August 20th and September 19th.

The student must physically or electronically sign the evaluations; print their name; and enter the date of their signature.

The Employer Official with Signatory Authority must physically or electronically sign the evaluations; print their name; and enter the date of their signature to show concurrence with the assessment information that the student has entered.

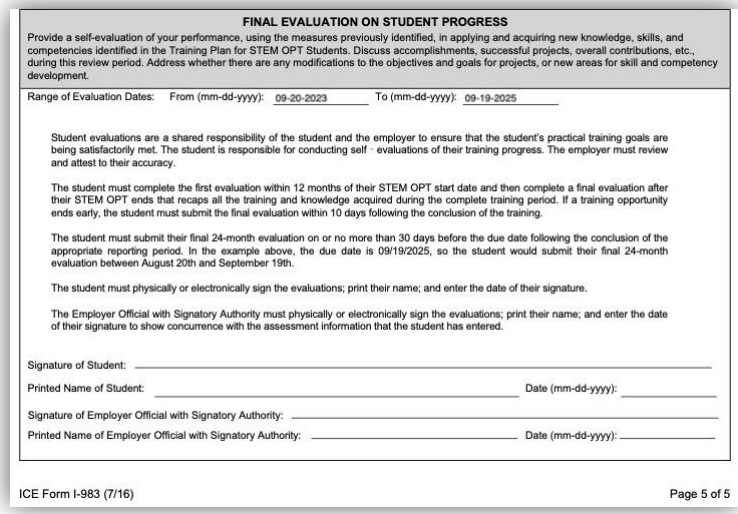
Signature of Student: _____

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

Signature of Employer Official with Signatory Authority: _____

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

24-Month / Final Evaluation (bottom of page 5)



FINAL EVALUATION ON STUDENT PROGRESS

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

Range of Evaluation Dates: From (mm-dd-yyyy): 09-20-2023 To (mm-dd-yyyy): 09-19-2025

Student evaluations are a shared responsibility of the student and the employer to ensure that the student's practical training goals are being satisfactorily met. The student is responsible for conducting self - evaluations of their training progress. The employer must review and attest to their accuracy.

The student must complete the first evaluation within 12 months of their STEM OPT start date and then complete a final evaluation after their STEM OPT ends that recaps all the training and knowledge acquired during the complete training period. If a training opportunity ends early, the student must submit the final evaluation within 10 days following the conclusion of the training.

The student must submit their final 24-month evaluation on or no more than 30 days before the due date following the conclusion of the appropriate reporting period. In the example above, the due date is 09/19/2025, so the student would submit their final 24-month evaluation between August 20th and September 19th.

The student must physically or electronically sign the evaluations; print their name; and enter the date of their signature.

The Employer Official with Signatory Authority must physically or electronically sign the evaluations; print their name; and enter the date of their signature to show concurrence with the assessment information that the student has entered.

Signature of Student: _____

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

Signature of Employer Official with Signatory Authority: _____

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

ICE Form I-983 (7/16) Page 5 of 5

When submitting your evaluations, please ensure the "Range of Evaluation Dates" are accurate.
For example, if your STEM OPT Extension employment started on *09/20/2023*:
12-Month Evaluation dates are *09/20/2023 – 09/19/2024* and
24-Month / Final Evaluation dates are *09/20/2023 – 09/19/2025* (or last day of employment, or the day before the change of status).

Employment Updates Reporting Requirements

- **Employment Termination:** Report employment termination by completing a final self-evaluation (bottom half of page 5 of Form I-983) for your previous employment and submitting the STEM Update Employment request via MyBruin International within 10 days of your last day of employment.
- **Material Changes:** Report material changes to an existing employment by completing an updated Form I-983 and submitting the STEM Update Employment request via MyBruin International with any additional documents for the material changes within 10 days of the change .
    - Material changes include, but are not limited to, any change in compensation information, any change in work hours per week, any changes to the student's learning objectives or the employer's commitments as documented on the Form I-983 Training Plan section, change in employer address, change in supervisor or employer official, etc.

Employment Update Reporting Requirements

- **New Employment / Changing Employer:** Students who secure new employment or change employer (or whose employer changes EIN) during their STEM OPT Extension period must submit the following within 10 days of the employment start or change through the STEM Update Employment request in MyBruin International:
  - For previous employment, submit a final self-evaluation (bottom half of page 5 of Form I-983) to report your previous employment end date.
  - For new employment, submit a completed Form I-983 (pages 1-4) to report your new employment start date.
  - For new employment, upload an employment verification letter from the new employer on their company letterhead. (The letter must include the job title, the supervisor's name, the employer's contact information, and the employer's E-Verify ID number.)

Reporting Employer Non-Compliance

- If a student on STEM OPT Extension believes that their employer is not complying with the terms and conditions of the 24-month STEM OPT Extension regulations, the Form I-983 Instructions, and the completed Form I-983 on file with their Designated School Official (DSO), the student may:
  - Contact the Student and Exchange Visitor Program (SEVP) at U.S. Immigration and Customs Enforcement (ICE) by following the instructions found on ICE.gov.
  - Report violations through the Homeland Security Investigations tip submission form.
- A period of STEM OPT student's unemployment, caused by an employer's failure to comply with program requirements, on its own will not affect the student's status so long as the student reports changes in employment status and adheres to the overall unemployment limits.

Visa Status During STEM OPT

- F-1 students engaging in STEM OPT Extension will still hold F-1 status in the United States.
- The Dashew Center will still maintain and update an F-1 student's SEVIS record while the student engages in the STEM OPT Extension.
- Dashew Center services such as advising appointments, support letters, and travel authorization requests are still available to F-1 students engaging in STEM OPT Extension.
- F-1 students engaging in STEM OPT Extension are still required to obtain a travel signature from the Dashew Center on their I-20 to re-enter the U.S. in valid F-1 status after traveling abroad.

International Travel During STEM OPT

- The Dashew Center does not recommend traveling outside of the U.S. while your STEM OPT Extension application is pending with USCIS. Traveling outside the U.S. prior to STEM OPT Extension approval could result in application being delayed or denied.
- Documents required to re-enter the U.S. in valid F-1 status after STEM OPT Extension has been approved and STEM OPT EAD card received are:
  - Valid passport (with at least 6 months validity from re-entry date)
  - Valid F-1 visa
  - STEM OPT Extension I-20 with a valid travel authorization (each travel authorization being valid for up to 6 months from the date it was endorsed)
  - STEM OPT Extension EAD card
  - Employment verification document from an employer (highly recommended, must verify your job title, job duties, start date, and duration of employment written on the company letterhead)

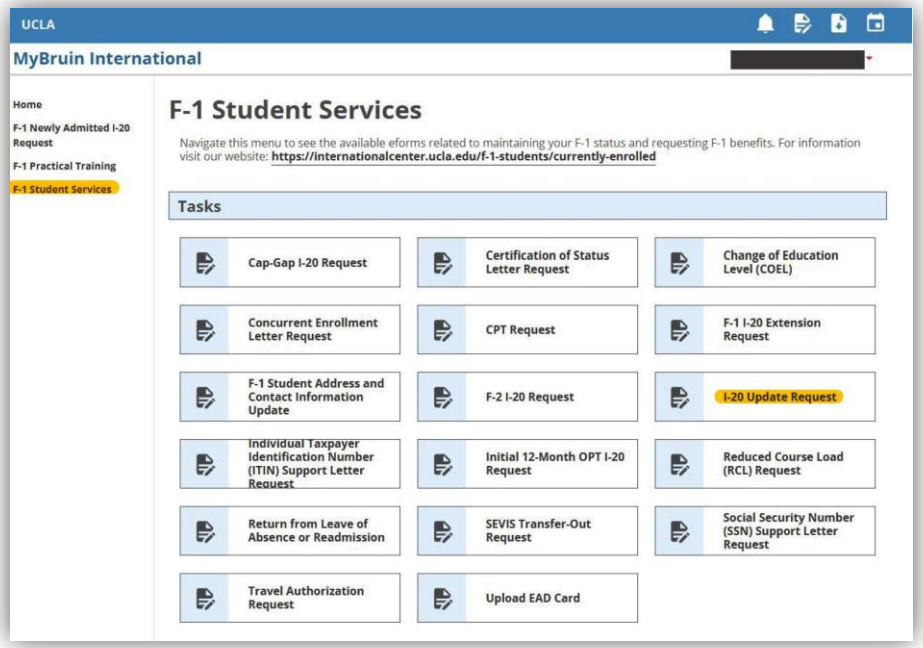
NOTE: In the end, the final authority for entry to the U.S. rests with U.S. Customs and Border Protection (CBP) and other federal agencies. Please review the USCIS FAQs regarding travel.

I-20 Update Request

- Students may request an updated I-20 from the Dashew Center after they receive their STEM OPT Extension EAD card in the mail. An updated I-20 is not required to maintain F-1 status but is highly recommended if a student will be traveling internationally and re-entering the U.S. after their Post-Completion OPT end date.
- The updated I-20 will show a student's STEM OPT Extension status as 'APPROVED' on page 2 and will include employment information that has been reported in the SEVP Portal.
- To request an updated I-20:
  - Verify that all the information in the SEVP Portal is up-to-date and accurate.
  - Submit copies of the front and back of your STEM OPT EAD card in MyBruin International.
  - Submit an I-20 Update Request in MyBruin International.

I-20 Update Request

Log in to MyBruin International → Select F-1 Student Services



Select the updated I-20 reason:

"Post-Completion OPT / STEM OPT Approved or Updated"

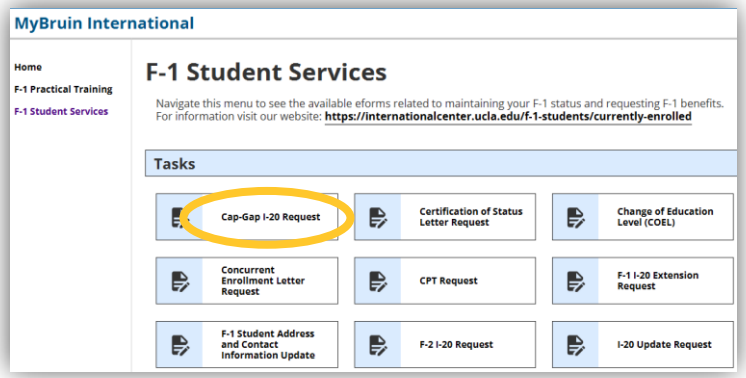
Cap Gap Extension for H-1B Transition

- Cap Gap Extension is a period in which a student's F-1 status and STEM OPT Extension authorization is automatically extended by USCIS to bridge the gap between the end of their F-1 status and the start of their H-1B status.
- The most common situation occurs when a student's STEM OPT Extension ends in the Spring or Summer and their F-1 status expires 60 days later, leaving a gap of several weeks or months before the start of the student's H-1B status begins.
- If granted by USCIS, the Cap Gap will automatically extend a student's F-1 status and STEM OPT Extension authorization without requiring a new EAD card. Students should request an updated I-20 indicating they have Cap Gap approval.

Cap Gap I-20 Request

The Cap Gap I-20 is available to F-1 students who are engaging in STEM OPT Extension with pending or approved cap-subject H-1B petitions.

- To request a Cap Gap I-20:
  - Report any/all STEM OPT Extension employment to the Dashew Center to update your SEVP Portal and verify all the information in SEVP Portal is correct.
  - Complete all necessary validation reporting requirements or material changes reporting.
  - Ensure that you have submitted copies of the front and back of your STEM OPT Extension EAD card in MyBruin International.
  - Submit a Cap-Gap I-20 Request in MyBruin International.
  - Upload a copy of the H-1B Receipt Notice or Approval Notice from USCIS (I-797A or I-797C).



UCLA Dashew Center
for International Students & Scholars

You have now completed the STEM OPT Extension Workshop

Dashew Center resources:

- MyBruin International
- STEM OPT Administrative Processing Fee
- USCIS Processing Times

Contact the Dashew Center:

- Schedule an Appointment
- Email us: DCISSF1unit@saonet.ucla.edu
- Tel: +1-310-825-1681 (voicemail only)
- 106 Bradley International Hall
  417 Charles E. Young Drive West
  Los Angeles, CA 90095