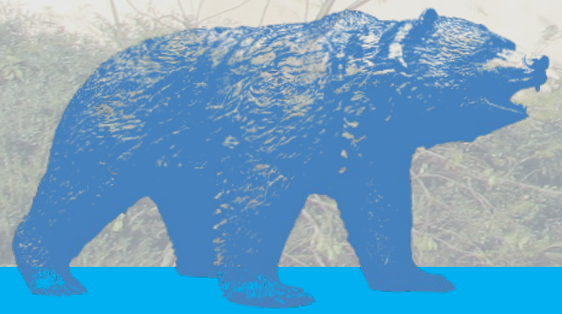
UCLA Dashew Center for International Students & Scholars

STEM OPT Extension
Online Workshop



What is STEM OPT Extension

- The STEM 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 finished 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.

Please note: This workshop is for enrolled UCLA students only and is specific to UCLA policies and procedures.

STEM OPT Extension Eligibility Requirements

If you are applying based on your most recent UCLA STEM degree:
To be eligible, F-1 students:

- Must have completed a STEM Designated Program (based on the Classification of Instructional Program [CIP] code listed on page 1 of their current I-20)
- Must be in their initial 12-month of post-completion OPT period (EAD card must not have already expired)
- Must not have exceeded 90 days of unemployment time during their initial 12- month 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 and appropriate for their degree level. Volunteer/unpaid positions and self employment are not eligible.
- Must be within the U.S. with F-1 status at the time they submit their STEM OPT Extension application to USCIS

NOTE: A student can only be authorized for the STEM OPT Extension *twice* in their lifetime.

STEM OPT Extension Eligibility Requirements

If applying based on a previously obtained STEM degree

- 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 their STEM degree with an E-Verified employer

- Must submit copies of their previous STEM diploma or official transcripts, and their most recent UCLA diploma or official transcripts (in addition to the checklist documents)

STEM OPT Extension Employment Types

- **Paid Employment:** A student must work at least 20 hours per week. Employers must be enrolled in E-verify.

- **Multiple Employers:** A student 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 employer.

- **Work for Hire (Contractual):** This is commonly referred to as 1099 employment, where an individual performs a service based on a contractual relationship rather than employment 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.

- **Employment through 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 placement agency cannot complete and sign the Form I-983 as an employer unless:
  - The staffing placement agency is an E-Verified employer of the student, and
  - The staffing/placement agency provides and oversees the training (training experience may take place at a site other than the employer's principal place of business)

When to Apply

- STEM OPT Extension applications may be submitted to USCIS for processing as early as (but no earlier than) 90 days before a student's initial 12-month OPT EAD card end date.
- USCIS must receive STEM OPT Extension applications by the initial 12-month 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 (see "Form I-765" for "Potomac Service Center").
- Students with a timely filed STEM OPT Extension application may continue employment for up to 180 days after their initial 12-month OPT EAD card end date while their STEM OPT Extension application is pending with USCIS.
  - If you do not receive your STEM OPT Extension EAD card by your initial 12-month 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 visit the USCIS Foreign Academic Students page and discuss this with your employer.

STEM OPT Extension Request & Application Procedures

1. Must report all of your post-completion OPT employment and contact information through the SEVP Portal

2. Review in full the STEM OPT Extension Online Workshop

3. Pay $380 Dashew Center STEM OPT Administrative Processing Fee

4. Prepare and complete your STEM OPT Extension I-20 Request materials

5. Schedule an appointment with an F-1 Counselor to review and submit your completed STEM OPT I-20 request documents. (DO NOT schedule an appointment unless you have your documents ready for review and submission.)

6. Receive your STEM OPT Extension I-20. Processing time can take up to 10 business days from completed request submission.

7. Prepare your STEM OPT Extension Application for submission to USCIS for processing

(See STEM OPT Extension Application Submission Instructions)

STEM OPT Ext. I-20 Request Checklist

To request a STEM OPT Extension I-20 from the Dashew Center, please:

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

And email the following documents to an F-1 Counselor after a scheduled appointment:

- ❑ Completed STEM OPT Extension I-20 Request Form
- ❑ $380 STEM OPT Extension Administrative Processing Fee Payment Receipt
- ❑ Completed Form I-983 (See Form I-983 Instructions)
- ❑ 1 copy of your I-94 Admission Record
  - ❑ Electronic I-94: Print record from CBP I-94 Website
  - ❑ OR Paper I-94: Copy both front and back sides
- ❑ 1 copy of your Travel History Page.
- ❑ 1 copy of your passport biographical page
- ❑ 1 copy of your most recent post-completion OPT I-20 (pages 1 and 2)
- ❑ 1 copy of your Employment Authorization Document (EAD) card (front and back sides)
- ❑ 1 copy of your STEM degree diploma or official transcript indicating your degree was awarded
- ❑ Recently dated employment verification letter from employer on official letterhead (must indicate: job title, supervisor's name, employer's contact information, and employer's E-Verify ID)

If Applying based on a Previous STEM Degree

If applying based on a previous STEM degree, please also submit (in addition to checklist requirements 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

$380 Dashew Center STEM OPT Administrative Processing Fee

What does the STEM OPT Administrative Processing Fee cover?

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.

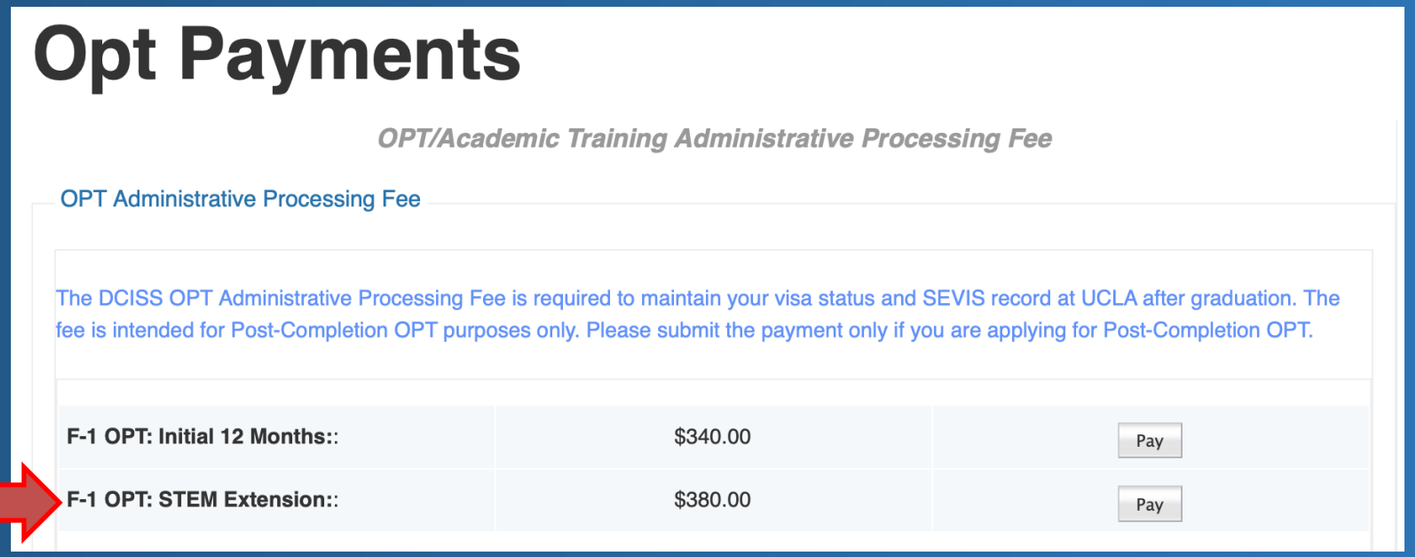
Students are required to pay the Dashew Center OPT/STEM OPT Administrative Processing Fee each time they apply for Post-Completion OPT or the OPT STEM Extension.

OPT Administrative Processing Fee

The Dashew Center OPT Administrative Processing Fee for the STEM OPT Extension application is $380.

To Pay the fee:

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



Opt Payments

OPT/Academic Training Administrative Processing Fee

OPT Administrative Processing Fee

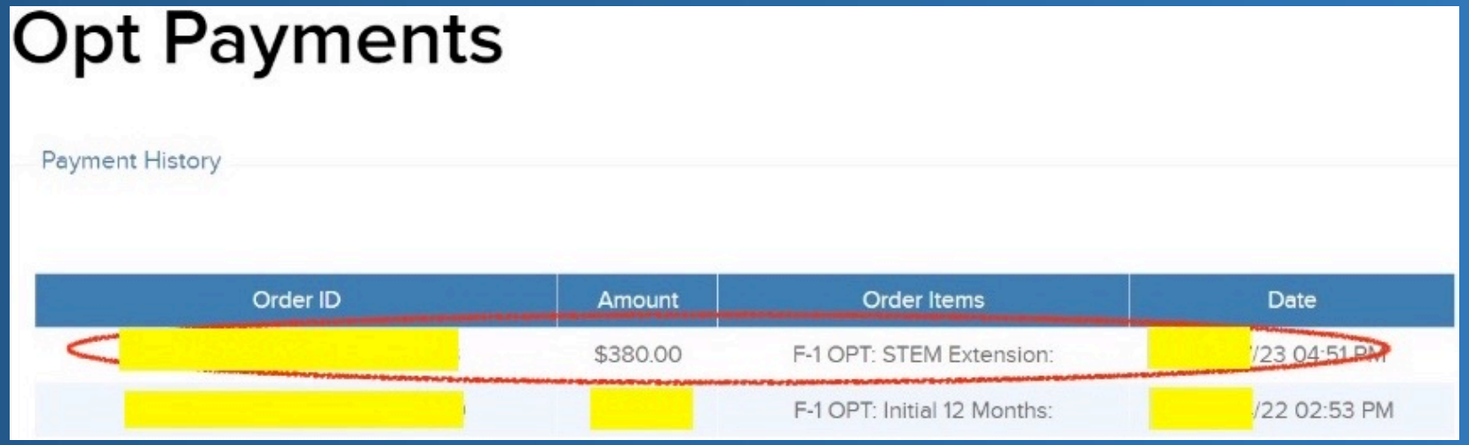
The DCISS OPT Administrative Processing Fee is required to maintain your visa status and SEVIS record at UCLA after graduation. The fee is intended for Post-Completion OPT purposes only. Please submit the payment only if you are applying for Post-Completion OPT.

F-1 OPT: Initial 12 Months::	$340.00	Pay
F-1 OPT: STEM Extension::	$380.00	Pay

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.

- To review your payment submission, click on ‘My Payments’ and a record of your payment submission will appear.



Opt Payments

Payment History

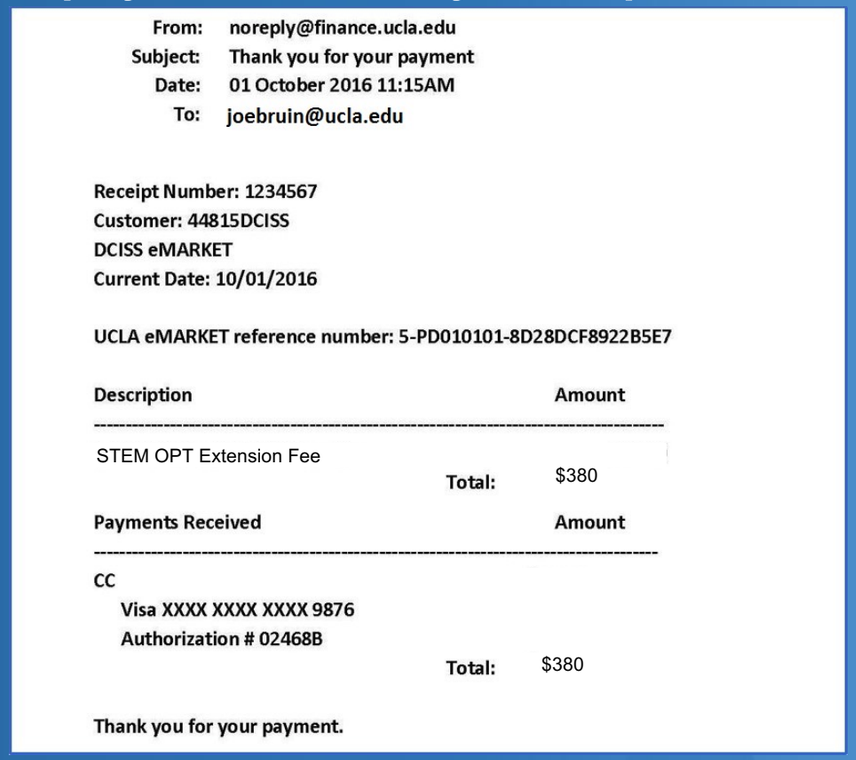
Order ID	Amount	Order Items	Date
	$380.00	F-1 OPT: STEM Extension:	/23 04:51 PM
		F-1 OPT: Initial 12 Months:	/22 02:53 PM

Sample

OPT Administrative Processing Fee

- A receipt of your payment will be sent by UCLA Corporate Financial Services to your email address reported in MyUCLA.
  - Please be sure that your email address is written correctly and valid.
- A copy of your payment receipt or screenshot of payment history is required for your OPT I-20 Request.

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



From: noreply@finance.ucla.edu
Subject: Thank you for your payment
Date: 01 October 2016 11:15AM
To: joebruin@ucla.edu

Receipt Number: 1234567
Customer: 44815DCISS
DCISS eMARKET
Current Date: 10/01/2016

UCLA eMARKET reference number: 5-PD010101-8D28DCF8922B5E7

Description	Amount
STEM OPT Extension Fee	
Total:	$380

Payments Received	Amount
CC	
Visa XXXX XXXX XXXX 9876	
Authorization # 02468B	
Total:	$380

Thank you for your payment.

Form I-983

An F-1 student and their employer must obtain, complete and sign the Form I-983 Training Plan before the student may apply for the STEM OPT extension.

The formal training plan must clearly articulate the STEM OPT student's 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.

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

Page 1

How to Complete Form I-983

SECTION 1: STUDENT INFORMATION (Completed by Student)

Student Name (Surname/Primary Name, Given Name): BRUIN, Josie		Student Email Address: jbruin@ucla.edu
Name of School Recommending STEM OPT: UCLA	Name of School Where STEM Degree Was Earned: UCLA	SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix): LOS214F00297000
Designated School Official (DSO) Name and Contact Information: **LEAVE THIS SECTION BLANK**	Student SEVIS ID No.: N00123456789	STEM OPT Requested Period (mm-dd-yyyy): From: MM-DD-YYYY To: MM-DD-YYYY

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): 06-10-2016

Based on Prior Degree? ☐ Yes ☒ No

Employment Authorization Number: 111-111-111

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

Example:
OPT End Date is 08/13/2024

STEM OPT Request Period: 08/14/2024-08/13/2026

Major and CIP code can be located on page 1 of your OPT I-20

Answer "NO" if you are applying based on your most recent UCLA STEM degree

Answer "YES" if you are applying based on a previous STEM degree

USCIS # on EAD Card

Page 1

How to Complete Form I-983

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): _____

Sign and Date Here

(USCIS will accept an electronically reproduced original signature. Digital signatures or your name typed in script font are not accepted).

Page 2

How to Complete Form I-983

(Example: Student is an employee of the UCLA Computer Science Department)

An EIN is different than an E-Verify Identification Number. EINs are used for tax purposes and are 9 digits long: XX- XXXXXXX

SECTION 3: EMPLOYER INFORMATION (Completed by Employer)

Employer Name: UCLA, Computer Science Department		Street Address: 4732 Boelter Hall	Suite:
Employer Website URL: http://www.cs.ucla.edu		City: Los Angeles	State: CA / ZIP Code: 90095
Employer ID Number (EIN): 95-6006143	Number of Full-Time Employees in U.S.: 26,000+	North American Industry Classification System (NAICS) Code: 611300	
OPT Hours Per Week (must be at least 20 hours/week): 40	Compensation: A. Salary Amount and Frequency: $2,000.00/bi-weekly		
Start Date of Employment (mm-dd-yyyy): 7/15/2020	B. Other Compensation (Type and Estimated Amount or Value): 1.		
	4.		

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

Enter the date that you will begin your STEM OPT Extension training with your employer (usually the day after your initial, 12-month OPT EAD card end date)

Page 2

How to Complete Form I-983

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 Training Plan, including a reduction in compensation, hours worked, or termination of employment.

Employer Official must provide all the information requested for all fields then sign and date

(USCIS will accept an electronically reproduced original signature. Digital signatures or names typed in script font are not accepted).

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How to Complete Form I-983

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.

Address of where you are physically working for the employer (may be different from address in Section 3)
If you are working remotely, please provide the address where you would be working if you were working on-site such as company headquarter or office location.

Student Role: Describe what tasks and assignments the student will carry out during the training and how these relate to the student's 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 the student will learn or apply; how the student will achieve the goals set out for their 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

Section 5, continued

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 of students filling this position. 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 the student is 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.

Page 5

How to Complete Form I-983

Evaluation on Student Progress

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

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

- This page is to be left blank when initially applying for the STEM OPT.

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

Second evaluation due at the end of the STEM OPT Extension period or when ending employment

Next Steps After Submitting Your STEM OPT Extension I-20 Request

- After you submit your STEM OPT Extension I-20 Request documents to an F-1 Counselor, they will review the documents and issue you a STEM OPT Extension I-20 if 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 in wet-ink:
  - Make a copy of pages 1 and 2 after signing it to include with your STEM OPT Extension application materials to USCIS.

- Prepare your STEM OPT Extension application materials for submission to USCIS by following the STEM OPT Extension Application Submission Instructions

- USCIS must receive your STEM OPT Extension application materials:
  1. Within 60 days of your STEM OPT Extension I-20 issuance date (as indicated on page 1 of your updated I-20, next to your F-1 Counselor's signature)
  2. Before the current initial 12-month OPT end date

USCIS Online Filing

Please note that the Dashew Center does not have step-by-step instructions for filing STEM OPT Extension applications online, so please follow the instructions provided by USCIS if you choose to submit your application online.

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 USCIS account.

Once you have created a USCIS 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. The questions on the online I-765 form will match the questions on the PDF I-765 Form, but will appear in a different order. It is recommended that you review the following slides of this workshop to prepare your I-765 Form, even if you will be submitting your application online.

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.

Once you submit your completed STEM OPT Extension application online, you will be issued an application receipt number and will be able to access your application receipt notice through your USCIS account. Your EAD card will be mailed to the U.S. mailing address provided on your I-765 Form.

Online

USCIS Submission Options

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 after submission
- Pay fees online
- Respond to requests for evidence online
- Send USCIS secure messages about your case
- Easy access to all USCIS correspondence
- Upload additional documentation to application after submission
- Update your mailing and physical address

Mailing

I-765 Paper Form – Page 1

Application For Employment Authorization

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

USCIS
Form I-765
OMB No. 1615-0040
Expires 01/31/2023

For USCIS Use Only		Fee Stamp	Action Block
	☐ Authorization/Extension Valid From _____		
	☐ Authorization/Extension Valid Through _____		
	Alien Registration Number A-		
	Remarks		

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).	☐ Select this box if Form G-28 is attached.	Attorney or Accredited Representative USCIS Online Account Number (if any)

► START HERE - Type or print in black ink.

Part 1. Reason for Applying

I am applying for (select **only one** box):

1.a. ☐ Initial permission to accept employment.

1.b. ☐ Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error** in the **What is the Filing Fee** section of the Form I-765 Instructions for further details.

1.c. ☐ Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Part 2. Information About You

Your Full Legal Name

1.a. Family Name (Last Name)

1.b. Given Name (First Name)

1.c. Middle Name

Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in **Part 6. Additional Information**.

2.a. Family Name (Last Name)

2.b. Given Name (First Name)

2.c. Middle Name

3.a. Family Name (Last Name)

3.b. Given Name (First Name)

3.c. Middle Name

4.a. Family Name (Last Name)

4.b. Given Name (First Name)

4.c. Middle Name

Form I-765 Edition 07/26/22

Page 1 of 7

Please type and print the I-765 Form, or if completing by hand, use <u>black ink</u> only!

Page 1

I-765 Paper Form

Application For Employment Authorization

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

USCIS
Form I-765
OMB No. 1615-0040
Expires 01/31/2023

☐ Authorization/Extension Valid From	Fee Stamp	Action Block

Part 1. Reason for Applying

I am applying for (select **only one** box):

1.a. ☐ Initial permission to accept employment.

1.b. ☐ Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error** in the **What is the Filing Fee** section of the Form I-765 Instructions for further details.

☒ Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

1.b. Given Name (First Name)

1.c. Middle Name

Form I-765 Edition 07/26/22

Page 1 of 7

Select "Renewal of my permission to accept employment"

Page 1

I-765 Paper Form

Provide your full legal name as shown on your passport

Part 2. Information About You

Your Full Legal Name

1.a.	Family Name (Last Name)	BRUIN
1.b.	Given Name (First Name)	Josie
1.c.	Middle Name	

Provide all other names you have ever used, including aliases, maiden name, and nicknames used on government/legal documents; i.e. passport

Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in **Part 6. Additional Information**.

2.a.	Family Name (Last Name)	
2.b.	Given Name (First Name)	
2.c.	Middle Name	

Page 2

I-765 Paper Form

- The EAD card will be shipped to the address you provide here.
- The mailing address here must be valid for at least 4 months into the future from your STEM OPT application submission date.
- This address <u>must</u> be an address in the U.S.
- This address may be a residential, commercial, or P.O. Box address.

If you listed a 'U.S. Mailing Address' that is NOT your current, physical address, select "No," provide the name of someone who resides at that address in the 'In Care of Name' field, 5.a., and complete #7.a – 7.d.

Part 2. Information About You (continued)

Your U.S. Mailing Address

5.a. In Care Of Name (if any)

5.b. Street Number and Name: 12345 Main St.

5.c. ☐ Apt. ☐ Ste. ☐ Flr.

5.d. City or Town: Los Angeles

5.e. State: CA **5.f.** ZIP Code: 90095

(USPS ZIP Code Lookup)

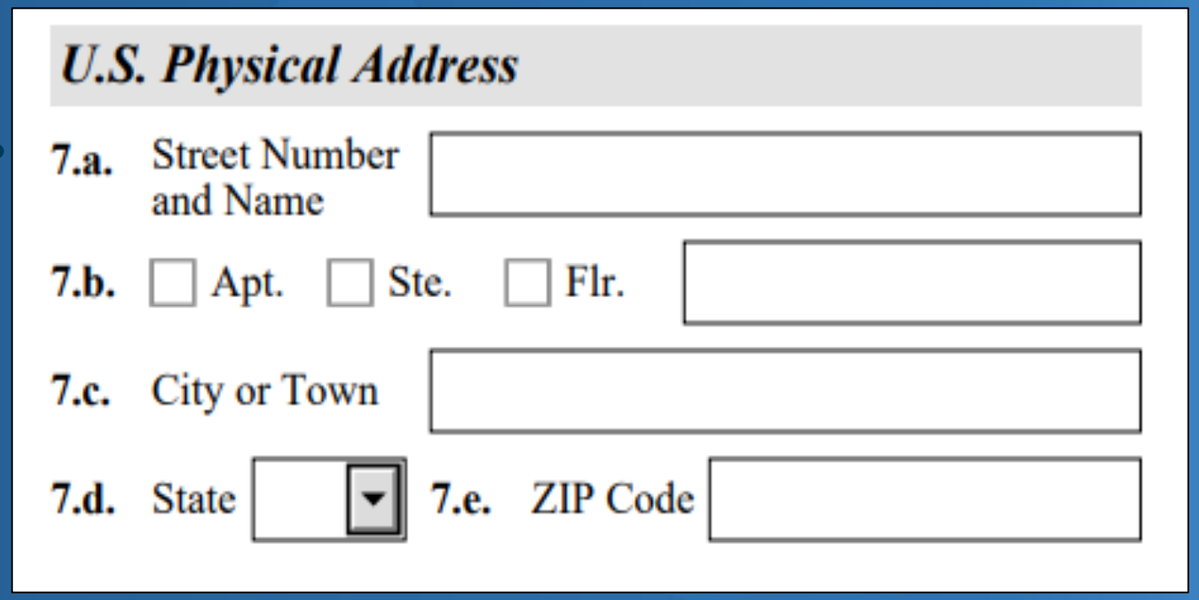
6. Is your current mailing address the same as your physical address? ☒ Yes ☐ No

NOTE: If you answered "No" to **Item Number 6.**, provide your physical address below.

Page 2

I-765 Paper Form

If you answered "No" for Question #6, please provide your physical address here



U.S. Physical Address

7.a. Street Number and Name

7.b. ☐ Apt. ☐ Ste. ☐ Flr.

7.c. City or Town

7.d. State **7.e.** ZIP Code

Page 2

I-765 Paper Form

Enter your USCIS-Number here (as indicated on your initial, 12-month OPT EAD card)

Enter your USCIS Online Account Number (if applicable)

Other Information

8. Alien Registration Number (A-Number) (if any)

▶ **A-**

9. USCIS Online Account Number (if any)

▶

10. Gender ☐ Male ☐ Female

11. Marital Status

☐ Single ☐ Married ☐ Divorced ☐ Widowed

12. Have you previously filed Form I-765?

☐ Yes ☐ No

Page 2

I-765 Paper Form

Answer

#10 and 11

Check "Yes." You must provide copies of your previous EAD(s)

Other Information

8. Alien Registration Number (A-Number) (if any)

   ▶ A-

9. USCIS Online Account Number (if any)

   ▶

10. Gender ☐ Male ☐ Female

11. Marital Status

    ☐ Single ☐ Married ☐ Divorced ☐ Widowed

12. Have you previously filed Form I-765?

    ☐ Yes ☐ No

Page 2

I-765 Paper Form

Answer "Yes."

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

☒ Yes ☐ No

NOTE: If you answered "No" to **Item Number 13.a.**, skip to **Item Number 14.** If you answered "Yes" to **Item Number 13.a.**, provide the information requested in **Item Number 13.b.**

Provide your Social Security Number (SSN) here.

13.b. Provide your Social Security number (SSN) (if known).

▶

Page 2

I-765 Paper Form

If you would like to apply for a replacement Social Security Card with your STEM OPT Extension application, check 'Yes' for Questions #14 & 15 and complete #16.a. - 17.b.

- If you are applying for a replacement Social Security Card, you will retain the same Social Security Number.

You will receive your replacement Social Security Card in the mail after you receive your STEM OPT EAD card.

Check 'No' for Questions #14 & 15 if you do not want a replacement Social Security Card and skip #16 and 17.

14. Do you want the SSA to issue you a Social Security card? (You must also answer "Yes" to **Item Number 15.**, **Consent for Disclosure**, to receive a card.)

☐ Yes ☐ No

NOTE: If you answered "No" to **Item Number 14.**, skip to **Part 2.**, **Item Number 18.a.** If you answered "Yes" to **Item Number 14.**, you must also answer "Yes" to **Item Number 15.**

15. **Consent for Disclosure:** I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card. ☐ Yes ☐ No

NOTE: If you answered "Yes" to **Item Numbers 14. - 15.**, provide the information requested in **Item Numbers 16.a. - 17.b.**

Father's Name

Provide your father's birth name.

16.a. Family Name (Last Name)

16.b. Given Name (First Name)

Mother's Name

Provide your mother's birth name.

17.a. Family Name (Last Name)

17.b. Given Name (First Name)

Page 2 & 3

I-765 Paper Form

List all countries of citizenship, as applicable. Use Part 6 of the I-765 Form if you have more than two countries of citizenship

Please submit copies of any/all country passports if you have more than 1 country of citizenship

Your Country or Countries of Citizenship or Nationality

List all countries where you are currently a citizen or national. If you need extra space to complete this item, use the space provided in **Part 6. Additional Information**.

18.a. Country

18.b. Country

Provide your birth city/town/village and state/province

Place of Birth

List the city/town/village, state/province, and country where you were born.

19.a. City/Town/Village of Birth

19.b. State/Province of Birth

19.c. Country of Birth

20. Date of Birth (mm/dd/yyyy)

List the name of the country as it was named when you were born, even if the name has changed

Make sure your Date of Birth is in the correct format: MONTH/DAY/YEAR

(01/31/1998 not 31/01/1998)

Page 3

I-765 Paper Form

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)

▶

21.b. Passport Number of Your Most Recently Issued Passport

21.c. Travel Document Number (if any)

21.d. Country That Issued Your Passport or Travel Document

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)

23. Place of Your Last Arrival Into the United States

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)

25. Your Current Immigration Status or Category (for example, B-2 visitor, F-1 student, parolee, deferred action, or no status or category)

26. Student and Exchange Visitor Information System (SEVIS) Number (if any)

▶ N-

Enter the information directly from your passport

Leave blank

Your most recent U.S. entry date can be found on your paper or electronic I-94 Admission Record

- If your most recent entry date on your I-94 and admission stamp do not match, please use the date on the I-94 Admission Record.

For the place of your last arrival into the U.S., please see your entry stamp or Travel History

Enter your I-94 Number here.

This should match the country of citizenship on your I-20 and I-94 Admission Record

Immigration status at your last arrival and current immigration status should be 'F-1 Student'

You can find your SEVIS number on the top left side of your current I-20

Electronic I-94 Admission Record

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

Most Recent I-94

Admission (I-94) Record Number : [redacted]
Most Recent Date of Entry: 2023 September 13
Class of Admission : F1
Admit Until Date : D/S
Details provided on the I-94 Information form:

Last/Surname : [redacted]
First (Given) Name : [redacted]
Birth Date : [redacted]
Document Number : [redacted]
Country of Citizenship : [redacted]

Get Travel History

I-94 Number

Retrieve a copy of your Electronic I-94 Admission Record on the CBP Website:

https://i94.cbp.dhs.gov/I94/#/home

Most Recent U.S. Entry Stamp

Date of Last Entry to the U.S.

Last Place of Entry

Sample Travel History

If you did not receive an admission stamp for your most recent entry to the U.S., please use your Travel History page.

The most recent entry in your travel history should match your I-94 record.

	Date	Type	Location
1	2018-02-06	Arrival	VCV
2	2018-01-17	Departure	Unavailable
3	2017-05-19	Arrival	LOS
4	2017-03-16	Departure	Unavailable
5	2016-02-12	Arrival	LOS
6	2016-01-12	Departure	SFR

Page 3

I-765 Paper Form

Use the code (c)(3)(C) for the STEM OPT Extension

The E-Verify Identification Number is different than the EIN. E-Verify ID numbers are 5-7 digits long

Information About Your Eligibility Category

27. **Eligibility Category.** Refer to the **Who May File Form I-765** section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(iii)).

(c) (3) (C)

28. **(c)(3)(C) STEM OPT Eligibility Category.** If you entered the eligibility category **(c)(3)(C)** in **Item Number 27.**, provide the information requested in **Item Numbers 28.a - 28.c.**

28.a. Degree M.S., Computer Science

28.b. Employer's Name as Listed in E-Verify

University of California, Los Angeles

28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

1234567

Skip questions 29 – 31.b.

Page 4

I-765 Paper Form

Select 1.a. to indicate that you have read and understood the questions

Part 3. Applicant's Statement, Contact Information, Declaration, Certification, and Signature

NOTE: Read the **Penalties** section of the Form I-765 Instructions before completing this section. You must file Form I-765 while in the United States.

Applicant's Statement

NOTE: Select the box for either **Item Number 1.a.** or **1.b.** If applicable, select the box for **Item Number 2.**

1.a. ☒ I can read and understand English, and I have read and understand every question and instruction on this application and my answer to every question.

1.b. ☐ The interpreter named in **Part 4.** read to me every question and instruction on this application and my answer to every question in _____, a language in which I am fluent, and I understood everything.

2. ☐ At my request, the preparer named in **Part 5.**, _____, prepared this application for me based only upon information I provided or authorized.

Applicant's Contact Information

3. Applicant's Daytime Telephone Number

4. Applicant's Mobile Telephone Number (if any)

5. Applicant's Email Address (if any)

6. ☐ Select this box if you are a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement.

Provide your information as requested

Page 4

I-765 Paper Form

Applicant's Declaration and Certification

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:

1) I reviewed and understood all of the information contained in, and submitted with, my application; and

2) All of this information was complete, true, and correct at the time of filing.

I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all of the information contained in, and submitted with, my application and that all of this information is complete, true, and correct.

Read the entire declaration carefully

Applicant's Signature

7.a. Applicant's Signature

7.b. Date of Signature (mm/dd/yyyy)

NOTE TO ALL APPLICANTS: If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.

Hand sign your name in wet-ink and provide the date of the signature.

Page 4, 5 & 6

I-765 Paper Form

Skip Parts 4 and 5

Part 4. Interpreter's Contact Information, Certification, and Signature

Provide the following information about the interpreter.

Interpreter's Full Name

1.a. Interpreter's Family Name (Last Name)

1.b. Interpreter's Given Name (First Name)

2. Interpreter's Business or Organization Name (if any)

Part 4, Page 5

Part 4. Interpreter's Contact Information, Certification, and Signature

Interpreter's Mailing Address

3.a. Street Number and Name

3.b. ☐ Apt. ☐ Ste. ☐ Flr.

3.c. City or Town

3.d. State 3.e. ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

Interpreter's Contact Information

4. Interpreter's Daytime Telephone Number

5. Interpreter's Mobile Telephone Number (if any)

6. Interpreter's Email Address (if any)

Interpreter's Certification

I certify, under penalty of perjury, that:

I am fluent in English and _____, which is the same language specified in **Part 3., Item Number 1.b.**, and I have read to this applicant in the identified language every question and instruction on this application and his or her answer to every question. The applicant informed me that he or she understands every instruction, question, and answer on the application, including the **Applicant's Declaration and Certification**, and has verified the accuracy of every answer.

Interpreter's Signature

7.a. Interpreter's Signature

7.b. Date of Signature (mm/dd/yyyy)

Parts 4, Page 5

Part 5. Contact Information, Declaration, and Signature of the Person Preparing this Application, If Other Than the Applicant

Provide the following information about the preparer.

Preparer's Full Name

1.a. Preparer's Family Name (Last Name)

1.b. Preparer's Given Name (First Name)

2. Preparer's Business or Organization Name (if any)

Preparer's Mailing Address

3.a. Street Number and Name

3.b. ☐ Apt. ☐ Ste. ☐ Flr.

3.c. City or Town

3.d. State 3.e. ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

Preparer's Contact Information

4. Preparer's Daytime Telephone Number

5. Preparer's Mobile Telephone Number (if any)

6. Preparer's Email Address (if any)

Preparer's Statement

7.a. ☐ I am not an attorney or accredited representative but have prepared this application on behalf of the applicant and with the applicant's consent.

7.b. ☐ I am an attorney or accredited representative and my representation of the applicant in this case ☐ extends ☐ does not extend beyond the preparation of this application.

NOTE: If you are an attorney or accredited representative, you need to submit a completed Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, with this application.

Preparer's Certification

By my signature, I certify, under penalty of perjury, that I prepared this application at the request of the applicant. The applicant then reviewed this completed application and informed me that he or she understands all of the information contained in, and submitted with, his or her application, including the **Applicant's Declaration and Certification**, and that all of this information is complete, true, and correct. I completed this application based only on information that the applicant provided to me or authorized me to obtain or use.

Preparer's Signature

8.a. Preparer's Signature

8.b. Date of Signature (mm/dd/yyyy)

Part 5, Page 6

Page 7

I-765 Paper Form

Part 6 must be completed to report:

- Your previous OPT authorization(s)

You do not need to report previous CPT authorization periods or previously issued SEVIS ID numbers.

Enter your USCIS-Number here (as indicated on your initial, 12-month OPT EAD card)

Copy this page/part/item number to report previous OPT authorization(s)

Write or type all periods of previous OPT authorization and include copies of all previous OPT I-20s and EAD cards.

(you may need to contact your previous schools if you are missing any of this information)

Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.

1.a.	Family Name (Last Name)	FAMILY NAME
1.b.	Given Name (First Name)	First Name
1.c.	Middle Name	
2.	A-Number (if any)	A- 1 2 3 4 5 6 7 8 9

3.a. Page Number	3.b. Part Number	3.c. Item Number
2	2	12

3.d.

Full-time Post Completion OPT
(Bachelor's level)
7/15/2020-7/14/2022

Please see attached documentation for previous OPT authorizations

I-765 Paper Form

You have completed the I-765 paper Form!

Review all the information on the form for accuracy. You must submit ALL 7 pages of the I-765 to USCIS if you are submitting your application by mail.

Make a copy of your completed I-765 application to keep in your records, in case there is a problem with the application.

If you submitted your I-765 online, you can review a copy of your submission at myUSCIS.

$410 OPT Mailed Application Fee

Note: The Dashew Center recommends using a Personal Check, Cashier's Check, or a money order. Personal checks and Cashier's checks can be tracked and are secure payment methods since they are guaranteed by a bank.

For applications submitted to USCIS by mail:

USCIS accepts the following payment methods for the STEM OPT Extension application fee:

- Personal Check: Use a check from a U.S. debit/bank account. Funds will be drawn directly from the bank account.

Note: Providing a personal check with insufficient funds or a check from a foreign bank (e.g. Canadian banks) will result in the denial of your application.

- Cashier's Check: Go to your local bank (where you have your debit account) and request a Cashier's Check. A Cashier's Check is a draft guarantee drawn from your bank's own funds. Your bank will withdraw funds from your personal account to create the Cashier's Check.

- Money Order: A money order can be purchased at a U.S. post office, Western Union, or CVS/pharmacy. Cash will need to be exchanged to obtain a money order for a specified amount.

Do not write on the back of your check or money order

Sample Check

Josie Bruin
417 Charles E Young Drive West
Los Angeles, CA 90095

1234

MM/DD/YYYY

Pay to the order of: U.S. Department of Homeland Security

$410.00

Four Hundred Ten and 00/100

Dollars

Name of Bank
Address of Bank

DOB: 12/31/1989
SEVIS ID#: N0000000000

Memo

Josie Bruin

Write your Date of Birth (MM/DD/YYYY) and Your SEVIS ID # in the memo section.

Note: Do not write on the back of your personal check, cashier's check or money order

U.S. Style Passport Photos

Passport Photo Requirements

- Please reference the Department of State passport photo tool here.
- When filing online, please follow the instructions provided in the I-765 / MyUSCIS application portal.
- If you mail your application, please **write LAST NAME, First Name and SEVIS ID Number on back side of the photos.**

Options to have your passport photo taken near UCLA:

On-Campus

Campus Photo Studio
Ackerman Union A-Level
310-206-8433

Off-Campus

FedEx Office
1520 Westwood Blvd, Los Angeles, CA 90024
310-475-0789

CVS
1001 Westwood Blvd, Los Angeles, CA 90024
310-209-9141

USCIS Mailing Instructions

Once you have prepared all of your STEM OPT Extension application forms and supporting documents using the STEM OPT Extension Application Submission Instructions, please mail the STEM OPT Extension application materials to USCIS to the appropriate address listed under “Foreign Students” on this page: https://www.uscis.gov/i-765-addresses

Please ship your application to USCIS using a courier service with mail tracking (USPS, FedEx, UPS, DHL). If you need USCIS’ phone number to process your STEM OPT Extension application shipment, please use: 800-375-5283.

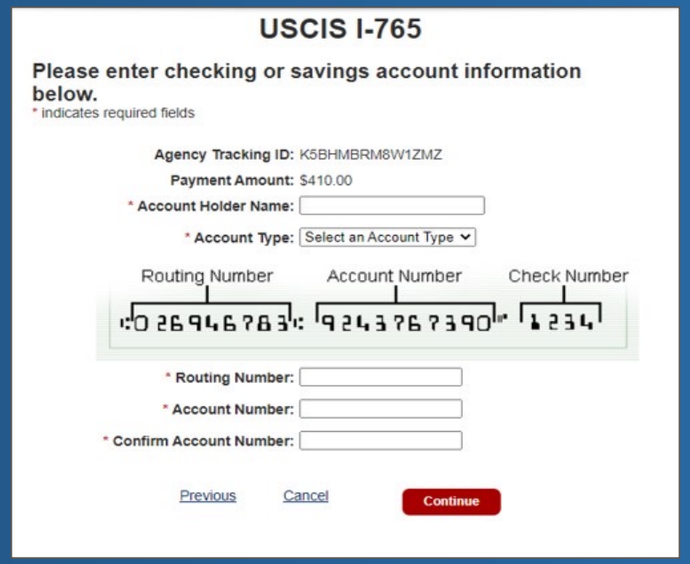
$410 OPT Online Application Fee

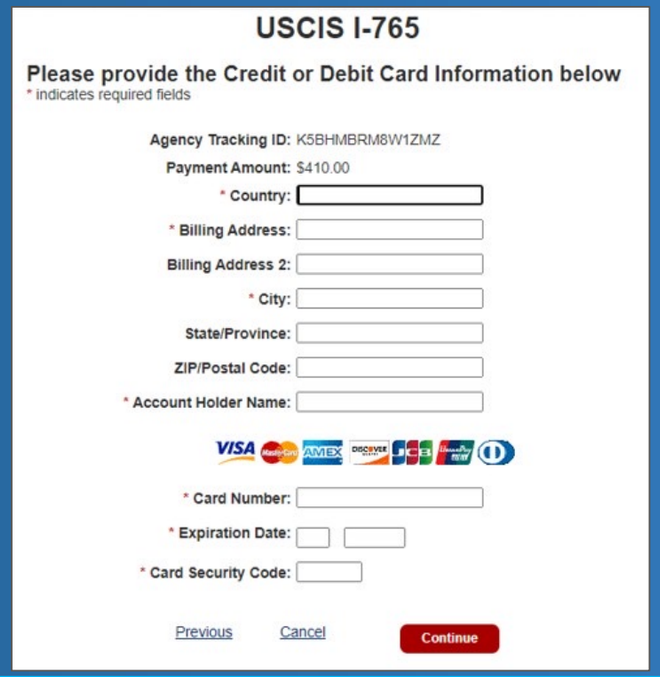
For applications submitted to USCIS online:

The online STEM OPT Extension application will redirect you to Pay.gov to make your $410 filing fee payment.

USCIS accepts the following payment methods for the $410 I-765 Form filing fee:

- Withdrawal from a Checking or Savings Account: You will be required to provide your account number and routing number.
- U.S. Debit/Credit Card





Next Steps After Submitting Your Application to USCIS

- Applicants who mailed their STEM OPT Extension application to USCIS will receive an I-797 Notice of Action Receipt Notice from USCIS approximately 2-4 weeks from the date their STEM OPT Extension application was received by 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.

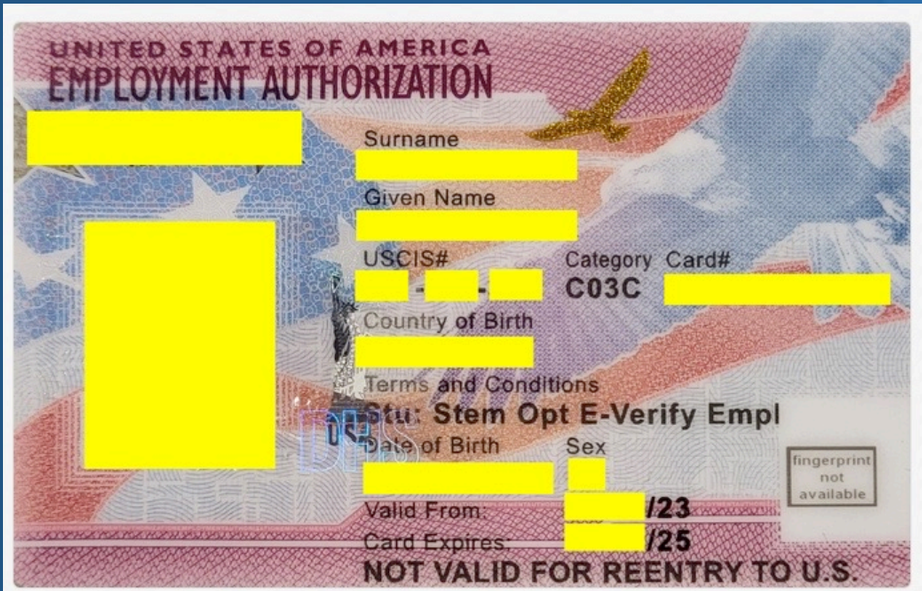
- Applicants will receive First Class mail containing their Employment Authorization Document (EAD) card if the request has been approved by USCIS. Check your address at USPS.com using the Zip-Code Lookup tool.

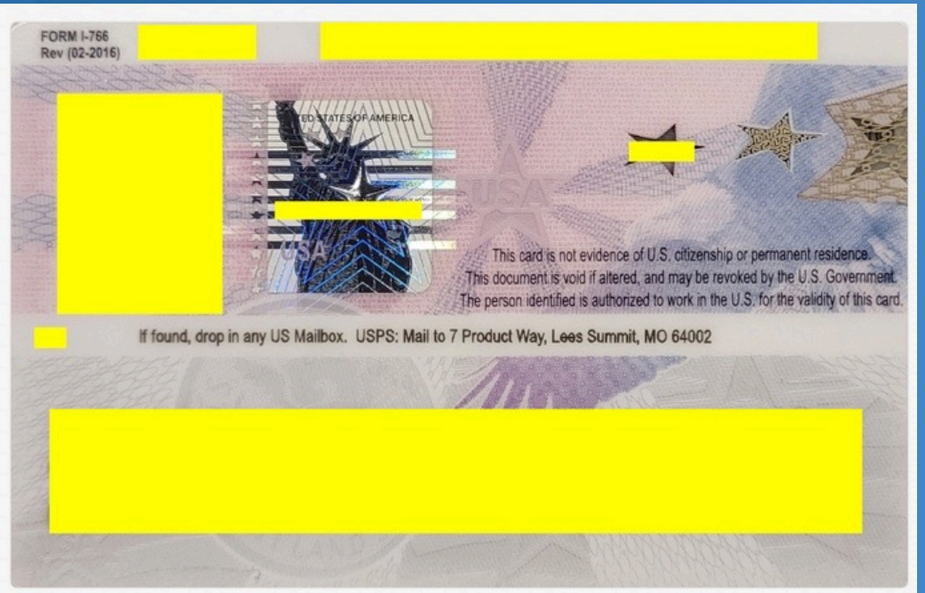
What if I don’t receive a decision from USCIS by my initial OPT end date?

- Students with a timely filed STEM OPT Extension application with USCIS may continue working beyond their initial, 12-month OPT EAD card end date while their STEM OPT Extension application is pending up to 180 days.
  - If you do not receive your STEM OPT Extension EAD card by your initial, 12-month 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 visit the USCIS Foreign Academic Students Page.

Sample Employment Authorization Document (EAD)

After you receive your STEM OPT Extension EAD card, submit PDF copies of the front and back of your card to OPT@saonet.ucla.edu (include your UID in your email)





Address and Mailing of EAD Card

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 file form AR-11 with USCIS online or login to your myUSCIS account to do so.

What do I do if I lost my EAD card?

Apply for a replacement EAD card from USCIS online, which will require a new I-765 form, $410.00 filing fee, and supporting documents. Contact USCIS and USPS if lost in the mail, then request a new EAD card from USCIS.

STEM OPT Unemployment

- Students on the STEM OPT Extension have an additional 60 calendar days—including weekends and holidays—of allowed unemployment time, in addition to any remaining unemployment days from the initial 12-month OPT.

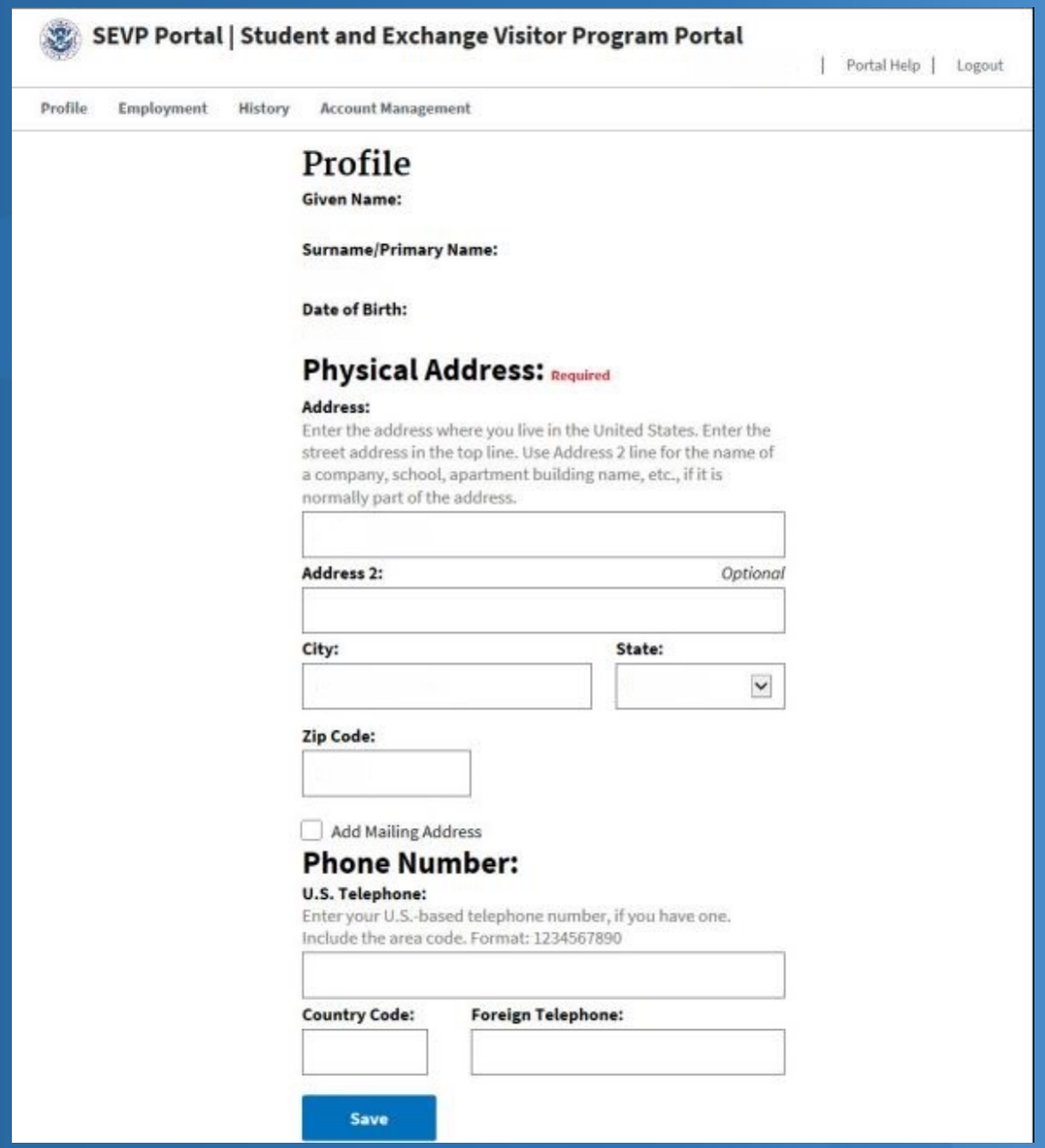
- Exceeding the allotted days of unemployment will end the STEM OPT Extension period and you must depart the United States. Please schedule an appointment with a Dashew Center F-1 Counselor or email OPT@saonet.ucla.edu prior to this happening to discuss options.

SEVP Portal Personal Information Updates

You can only update your personal information in the your SEVP portal account while on STEM OPT Extension. Any employment changes or updates please contact the Dashew Center.

Resetting Portal Account

If you've been locked out of your SEVP portal account, please contact the Dashew Center promptly at OPT@saonet.ucla.edu with your UID and SEVIS number.



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 using the Dashew Center's STEM OPT EXTENSION REPORTING FORM:

1. Submit EAD card copies (front and back) to the Dashew Center upon receipt
2. Every 6 months, submit the STEM OPT EXTENSION REPORTING FORM:
   - their legal name
   - U.S. residential address
   - employer name and address
   - status of current employment
3. Self Evaluations (for 12 and 24-month validation reporting)
4. Unemployment
5. Material Changes to an Existing Form I-983
6. Changing Employers
7. 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. Your SEVP portal will indicate when your next reporting requirement will be due.

To submit a validation report, please submit the following documents including your UID via email to OPT@saonet.ucla.edu)

- 6-month: submit STEM OPT Extension Reporting Form and STEM OPT EAD card
- 12-month: submit STEM OPT Extension Reporting Form and 12-month self-evaluation (top half of only page 5 of Form I-983)
- 18-month: submit STEM OPT Extension Reporting Form
- 24-month: submit STEM OPT Extension Reporting Form and final self- evaluation (bottom half of only page 5 of Form I-983)

Reporting can be completed up to 30 days prior to the due date.

Page 5 of I-983 Evaluation Form

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 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 only submit page 5 of the I-983

Reporting Requirements

Unemployment: Report unemployment by submitting a final self-evaluation (bottom half of page 5 of Form I-983) for your previous employment to OPT@saonet.ucla.edu within 10 days of your last day of employment.

Material Changes: Report material changes to an existing Form I-983 by submitting an updated Form I-983, stating in your email what changes have been made, and any additional documents for the material change to OPT@saonet.ucla.edu within 10 days of the change

- Material changes include (but are not limited to): any change in student compensation, any change in hours per week that a student engages in a STEM training opportunity, changes to the employer's commitments or student's learning objectives as documented on the Form I-983, employer address, supervisor, etc.

Reporting Requirements

Changing Employment

Students who change employment (or if the employer EIN changes) during their STEM OPT Extension period must submit the following within 10 days of the change to OPT@saonet.ucla.edu:

- 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
- Employment verification letter from new employer on company letterhead (must include: job title, supervisor's name, employer's contact information, and employer's E-Verify ID)

Reporting Requirements

Reporting Employer Non-Compliance

If a STEM OPT Extension student 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 student unemployment, caused by an employer's failure to comply with program requirements, on its own will not affect the STEM OPT student's status so long as the student reports changes in employment status and adheres to the overall unemployment limits.)

Travel Abroad During STEM OPT

Dashew Center does not recommend traveling outside of the U.S. while their 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:

- Valid Passport (with at least 6 months validity from re-entry date)
- Valid F-1 Visa
- Endorsed STEM OPT Extension I-20 (each travel authorization signature is valid for **6 months** from the date it was last signed and must be valid at the time of entry to the U.S.)
- STEM OPT Extension EAD Card
- Proof of Employment or Offer Letter (Verification document from an employer verifying your job title, job duties, duration and start date of employment written on company letterhead)

Visa Status During STEM OPT Extension

- F-1 students engaging in the STEM OPT Extension will still hold F-1 status in the U.S.
- 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 requests are still available to F-1 students engaging in the STEM OPT Extension.
- F-1 students engaging in the 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.

Updated I-20 Requests

- 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 program completion 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, please send an email with your full name, UID and SEVIS number with the following documents attached to OPT@saonet.ucla.edu:
  - Completed I-20 Request Form
  - Copies of the front and back of your STEM OPT EAD card
  - Verify that their SEVP Portal is up-to-date and accurate.

Cap Gap I-20: Transition to H-1B

- Cap Gap – 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 on October 1.
- 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 is available to F-1 students are engaging in STEM OPT Extension with pending or approved cap-subject H-1B petitions.

- To request a Cap-Gap I-20:
  1. Report any/all STEM OPT Extension employment to the Dashew Center to update your SEVP Portal and verify the portal is correct
     - Complete all necessary validation reporting requirements or material changes
  2. Send an email with your full name and UID with the following documents to OPT@saonet.ucla.edu
     - Completed I-20 Request Form with 'Cap Gap I-20' option checked
     - Copy of H-1B Receipt Notice or Approval Notice from USCIS (I-797A or I-797C)
     - Copy of front and back of STEM OPT Extension EAD Card

UCLA Dashew Center for International Students & Scholars

You have now completed the STEM OPT Extension Workshop

Resources:

- STEM OPT Application: Preparation and Mailing Instructions
- STEM OPT I-20 Request Form
- $380 OPT Administrative Processing Fee
- USCIS's Processing Times

Contact the Dashew Center:

- Schedule a Counseling Appointment
- Email us: OPT@saonet.ucla.edu