STEM OPT INSTRUCTIONS & REMINDERS

Once you receive your new I-20 with STEM OPT recommendation on page 2, you should first :

- Check that the STEM OPT is correctly listed on page 2 and that both STEM and Post-OPT Employer Information is correct
- Check to see when your I-20 was issued by looking under the "School Attestation" section on the front of your I-20.
- Sign and date your I-20 ("Student Attestation")

Important Reminders about Mailing STEM OPT Documents!

- USCIS **must** receive the OPT application within 60 days of the STEM OPT recommendation by OGS (date I-20 issued)
- USCIS will only accept an OPT request that is received no more than <u>90 days before</u> the end date of your OPT EAD card. You can <u>NOT</u> submit your application after your OPT dates have ended.
- If the application is not received by USCIS within the appropriate timelines, the request will be denied
- If your application is returned to you for any reason, consult with an OGS Advisor
- Remember to sign and date your new STEM OPT I-20 and all previous I-20s if you have not already done so
- E-signature is <u>not</u> allowed on the I-765; use a pen to sign I-765

After you submit your documents to USCIS:

- You should receive your STEM Employment Authorization Document (EAD) in approximately 100 days, if approved
- While your 24-month OPT STEM extension application is pending, you may continue working for up to 180 days (6 months)
- You must submit a 6 Month Validation e-form to OGS EVERY 6 months while on STEM
- You must submit the I-983 "Evaluation on Student Progress" after you have completed 12 months of STEM employment
- You must complete the I-983 "Final Evaluation on Student Progress" at the end of the 24 month period or if you leave an employer at any time during the 24 month STEM period

Check that you have the following documents required by USCIS:

1. G-1145 (original) – optional
2. I-765 (original) – ensure you are using the most up-to-date Form I-765 from USCIS website or else your request will be denied by USCIS. The I-765 requires a wet signature in black ink; e-signature is NOT allowed. You must submit all 7 pages of document
3. Copy of new I-20 with STEM OPT recommendation on page 2
4. Copies of all previous I-20s for current degree level
5. Copy of identity pages in passport (including all correction/extension pages)
6. Copy of most current F-1 student visa stamp or change of status approval notice
7. Copy of I-94 card (https://i94.cbp.dhs.gov/)
8. Copy of the front and back of OPT EAD card and any other previous EAD cards
9. Check/money order/bank check for **$410** made payable to the U.S. Department of Homeland Security
10. Two passport photos with white background; print name and SEVIS ID# on back (photo must be less than 30 days old)
11. Copy of official Northeastern transcript
12. Letter from STEM employer that includes job duties and specifies if employment is part time or full time

Mail All Documents to one of the following addresses (see http://www.uscis.gov/i-765-addresses)

If you are using a mailing address in:	Send your application to:
Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, Phoenix, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, or Commonwealth of the Northern Mariana Islands	**USCIS Phoenix Lockbox** For U.S. Postal Service (**USPS**) deliveries: USCIS P.O. BOX 21281 Phoenix, AZ 85036 For Express mail and courier service deliveries: USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034
Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, **Massachusetts**, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands or West Virginia	**USCIS Dallas Lockbox** For U.S. Postal Service (**USPS**) deliveries: USCIS P.O. BOX 660867 Dallas, TX 75266 For Express mail and courier service deliveries: USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067

When mailing through USPS, request certified return receipt

Fed Ex or UPS