

Please review the STEM OPT FAQ to ensure you are eligible to apply. If eligible, please follow these steps:

- 1) Email International Student Services at CGU (international@cgu.edu) with the following information:
 - a. The **OPT Reporting form** with Section C completely filled out. Please note that Employer EIN and Supervisor information are required at the STEM OPT stage.
 - b. A copy of the completed [I-983 Training Plan](#), filled out by you and your supervisor.
 - c. Draft of [I-765](#) form and [G-1145](#) form (see #3). You may also attach the supplementary items listed in #3 if you wish. See pages 3-4 for a detailed guide on completing the I-765 form.
- 2) CGU will issue and mail you a new I-20, showing the 24-month STEM OPT recommendation. Sign and date the I-20 when you receive it.
- 3) When I-20 is received, gather complete packet (arranged in this order; do not use staples):
 - a. Check or money order for \$410, payable to “Dept. of Homeland Security.” Make sure your name appears on the check. If multiple names appear on the check, circle yours. You may also download and complete the G-1450, Authorization for Credit Card Transactions form instead of providing a check/money order at <https://www.uscis.gov/g-1450>.
 - b. 2 color U.S. passport-style photographs. Photos must be taken within the last 30 days, measure 2 inches by 2 inches, and have a plain white or off-white background. Recommended, but optional: lightly write your name on the back with a pencil or felt-tip pen.
 - c. Completed [G-1145, E-Notification of Application/Petition Acceptance](#) (optional, but highly recommended)
 - d. Completed and signed [Form I-765](#) (important: follow completion directions on page 2)
 - e. Current [I-94](#) printout
 - f. Copy of your visa and passport identity page (and any renewal pages)
 - g. Copy of all previously issued I-20s (1st and 2nd page; do not copy instruction page).
 - h. Copy of the front and back of any previous EAD cards (i.e. previously done OPT)
 - i. Evidence that your degree meets the STEM degree/major requirements. Only one of the following must be submitted with your application:
 - i. Transcript—Official or copy that shows your degree and program of study
 - ii. Copy of the diploma that shows your degree level and program of study
- 4) Mail packet (arranged in order above) to USCIS
 - a. Submit the application to the USCIS Lockbox with jurisdiction over the address you list on the I-765 form. Filing jurisdiction information can be found at: <https://www.uscis.gov/i-765-addresses> under Foreign Students > Eligibility Category (c)(3)(i). Your form must be received by USCIS before the end date of your current OPT and within 60 days of the issuance date of the I-20. Use a tracking service, like Certified Mail or express delivery.
- 5) Next Steps
 - a. Email a copy of your application receipt to international@cgu.edu when received (formal receipt; no copy of the confirmation email is needed).

- b. Sign up for Informed Delivery by USPS at <https://informedelivery.usps.com>. This will help you track the expected arrival of your EAD cards.
 - c. Register a My Case Status Online account at <https://egov.uscis.gov/casestatus/> after receiving your receipt. This will allow you to receive notices from USCIS when there is movement on your case, including notification of when your EAD card is mailed. Pair this information with information from Informed Delivery. Notify the international office immediately if your card is not received within 3 days of its expected arrival.
 - d. If you receive a Request For Evidence (RFE), please contact us immediately for assistance.
 - e. Email a copy of your new EAD card to international@cgu.edu when received. You may continue working for 180 days while the application is pending; if it is past 150 days and you have not received your new card, please contact OISS for next steps.
 - f. Interested in travel? Please consult the Travel Guide on the Current Students page under Travel for specific guidance BEFORE making travel plans.
- 6) Add important reporting dates to your personal calendar
- a. You must “check in” with CGU via international@cgu.edu every 6 months to report any changes to your employer information (or to report no change in employment information).
 - b. You and your employer must submit an I-983 form to update your employment information as soon as a material change occurs OR within 10 days of each 12-month evaluation.

REMINDERS: Reporting Requirements & Maintaining Legal Status during STEM OPT

- You are required to report the following to CGU within 10 days of each occurrence:
 - any change in your home address each time that you move (use the OPT Reporting Form)
 - any change in the name and/or address of your employer, and any significant changes in your job duties/title, by submission of both the OPT Reporting Form and a new I-983 form
 - the loss/completion of your job (use the OPT Reporting Form)
- Your OPT will end if you accrue a total of 150 days of unemployment (counted from the start of your total OPT period) or if you transfer your SEVIS record to another school.
- As always, you need a valid passport and I-20 at all times. If travelling, you will need an F-1 visa and passport valid 6 months into the future. You will also need a travel signature on your I-20. Please plan ahead to account for mailing time.

Hints for filling out I-983 Training Plan (please click here for a link to complete instructions)

- Section 1: CIP Code – Found on “Major” section of I-20; begins with the number “30”
- Section 1: Based on Prior Degree – Answer is “no”
- Section 1: Employment Authorization Number – USCIS# found on EAD card
- Section 3-5: Must be completed by your employer
- Section 3: Start Date of Employment – Day after your current OPT ends
- Section 5: Employer Site Information – Must be your physical day-to-day site and supervisor information
- Section 6: Employer Official Certification – Should be signed by your immediate supervisor
- Evaluation Sections: Leave blank. These are required at 12 and 24 months.