OPT STEM Extension Online Filing Guide

SIUE OFFICE OF INTERNATIONAL AFFAIRS
INTERNATIONAL STUDENT AND SCHOLARS SERVICES (ISSS)
ISSS@SIUE.EDU

Request your STEM Extension I-20

- Complete <u>STEM OPT Extension Application</u>
- ► Submit the following to <u>isss@siue.edu</u>:
 - Diploma or transcript showing degree completion
 - Form I-983 for each employer you will be working for while on your STEM Extension
 - Draft PDF of online I-765
 - Complete the steps in this guide to create your draft I-765 PDF.

IMPORTANT

Do not submit your USCIS online application until your immigration advisor (DSO) has reviewed and approved your Form I-765 Draft Summary, and you have received a STEM Extension I-20 showing your STEM Extension recommendation on page 2.

Common Mistakes to Avoid

- Submitting an online application if you already filed a paper one
- ▶ Not including a **signed** new OPT I-20
- Uploading the wrong file types or naming files incorrectly
- Password protecting or encrypting your files
- Submitting your application with something missing

Don't get denied; follow the guide!

To Prep:

Have items saved & ready to upload. Each document should be smaller than 6 MB.

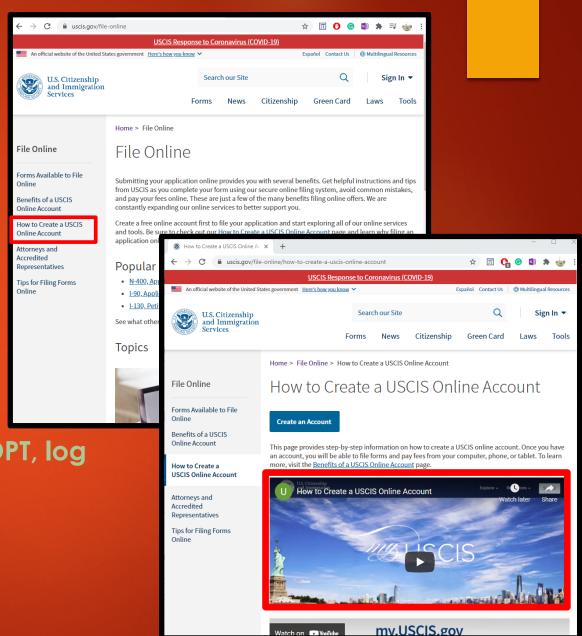
- Scan your Photo (2 in x 2 in dimension). See the <u>Department of State website</u> for detailed information. To obtain a digital file of your passport photo, contact your local Walgreens Photo Center to inquire if they will take Passport photos and give you the digital file in one of the formats below on a flash drive.
 - > Color, Max 6 MB
 - Test it with DOS Photo Tool
 - Save as PNG or JPG File name: PhotoLASTNAME
- Scan I-94
 - Save as PDF File Name: i94LASTNAME
- Scan Passport Bio Page
 - Save as PDF (in color) File Name: PassportLASTNAME
- If you've applied for OPT before...
 - > Also scan and save a color PDF of your previous EAD File Name: EADLASTNAME
- Have a credit or debit card ready to pay the \$410 fee online

Your USCIS Account

- If you filed a paper application for Post-Completion OPT, create a USCIS account:
- 1) Visit: https://www.uscis.gov/file-online
- 2) Select "How to Create a USCIS Online Account"
- 3) Watch the video: "How to Create a USCIS Online Account" for detailed instructions on how to set up your personal account.

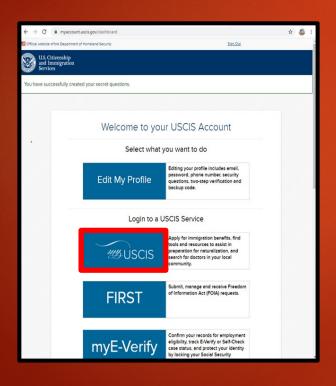
How to Create a USCIS Online Account | USCIS

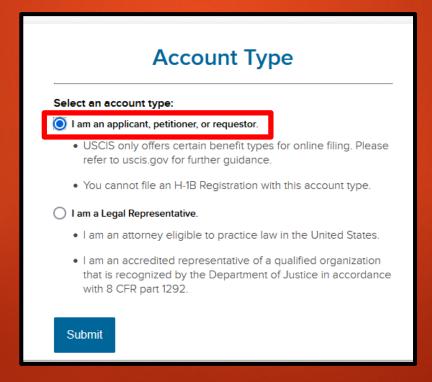
If you applied online for Post-Completion OPT, log in to your existing USCIS account.

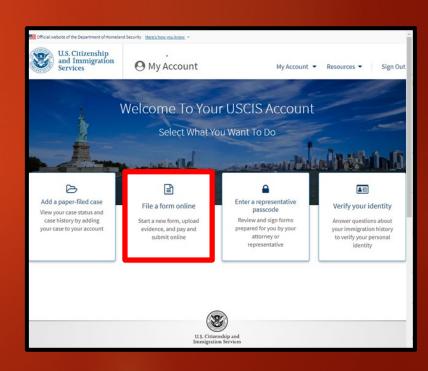


Finish your account setup to begin

- Select My USCIS
- Then select Account Type
- Finally, select File a Form Online

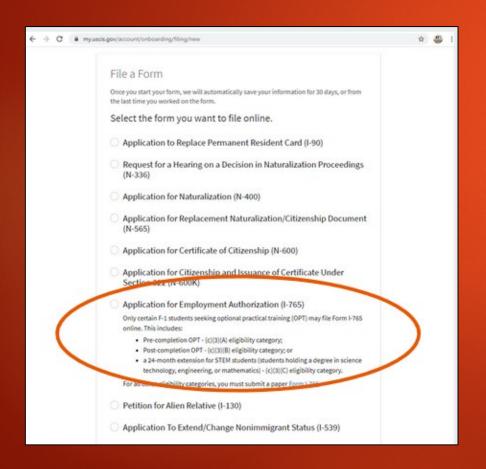


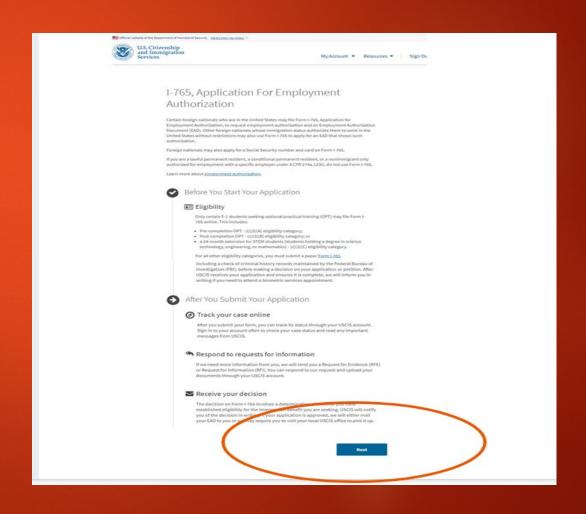




File a Form

- Select Application for Employment Authorization (I-765)
- Then click on Next





Paperwork Reduction Act

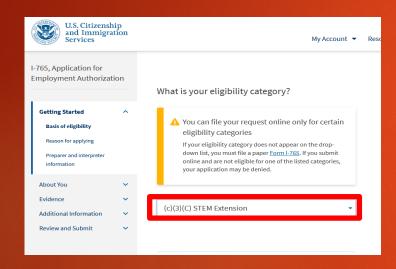
► Select Start

Note: Your application will auto save a draft as you go through, but the draft will delete if you don't make changes within 30 days.

Paperwork Reduction Act An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at 4 hours per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. The collection of biometrics is estimated to require 1 hour and 10 minutes. The public reporting burden for the collection of information for Form I-765WS is estimated at 30 minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services Office of Policy and Strategy, Regulatory Coordination Division 5900 Capital Gateway Drive, Mail Stop #2140 Camp Springs, MD 20588-0009 Do not mail your completed I-765 application to this address. OMB No. 1615-0040 Expires: 07/31/2022 Security Reminder If you do not work on your application for more than 30 days, we will delete your data in order to prevent storing personal information Back

Getting Started

- What is your eligibility category?
 - > Select (C)(3)(C) STEM Extension



What is your degree? List your STEM eligible major & degree level What is your employer's name as listed in E-Verify? List your employer's name What is your employer's E-Verify company identification number or a valid E-Verify client company identification number? List the 5 – 7 digit number here. Note that this IS NOT the same thing as the Employer Identification Number (EIN) that is required Back on the Form I-983.

Getting Started

What is your reason for applying? Initial permission to accept employment Replacement of lost, stolen, or damaged employment authorization document or correction of my employment authorization document NOT DUE to US Citizenship and Immigration Services error Renewal of permission to accept employment Have you previously filed Form I-765? Yes O No Back Next

Select Renewal of permission to accept employment

Select No

(unless an attorney or interpreter is helping you; then

select Yes)

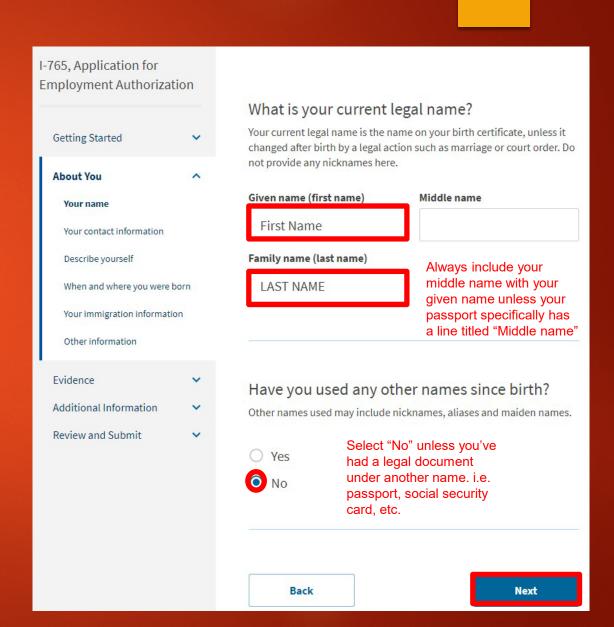
| | application? |
|----------|----------------------|
| | ○ Yes |
| → | No |
| | |
| | |
| | |
| | Back Next |
| | |

Is comeone assisting you with completing this

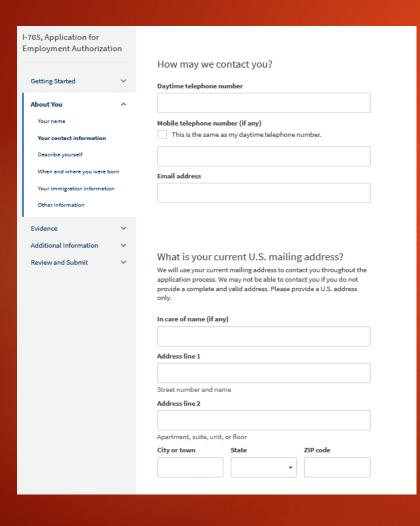
What is your current legal name?

- Use name exactly as it is shown on your Passport
- > Type Full Family Name (Last name) in ALL CAPS
- > Type Full Given Name (include middle name if it shows as part of your Given Name on your passport)





How may we contact you?



Select Yes (unless you use the ISSS address)

or have had issues receiving mail,

you may use the ISSS address.

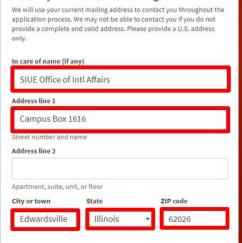
What is your current U.S. mailing address?

We will use your current mailing address to contact you through application process. We may not be able to contact you through application process. We may not be able to contact you flyou do provide a complete and valid address. Please provide a U.S. add only.

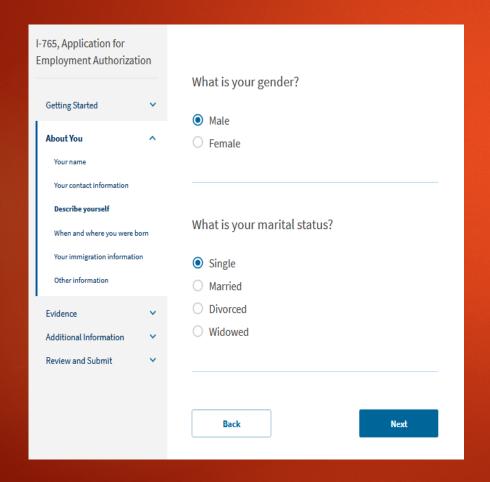
In care of name (if any)

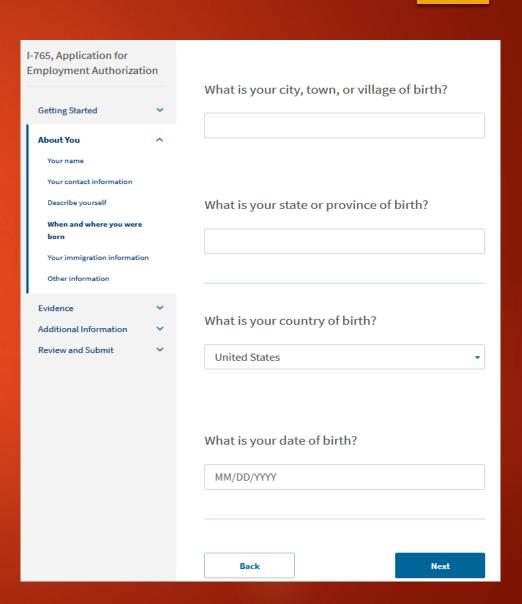
Is your current mailing address the same as your physical address?

Yes
No



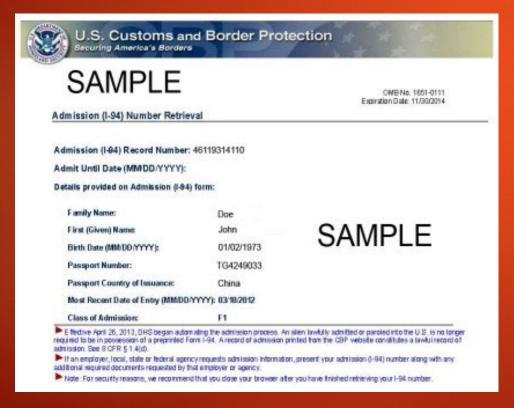
- Fill out your biographical information throughout this section of the application.
- > Click **Next** to continue.

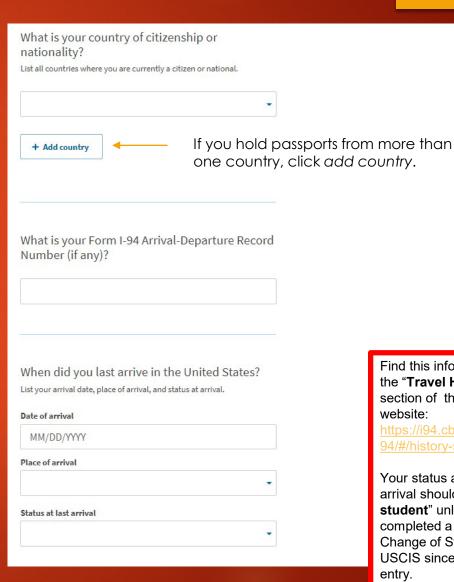




Use your I-94 to fill out your immigration information in this section

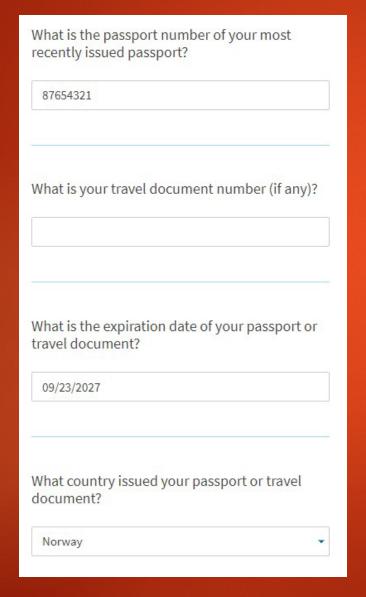
To view and print your I-94 go to: https://i94.cbp.dhs.gov

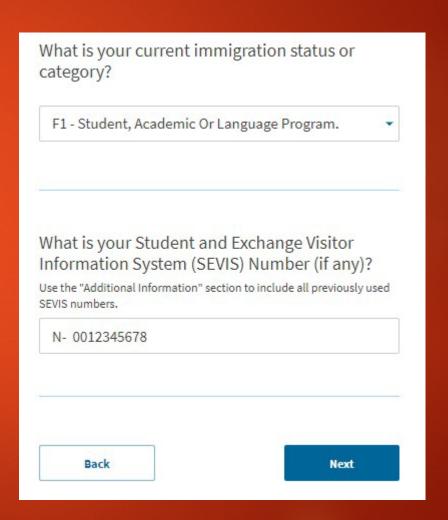


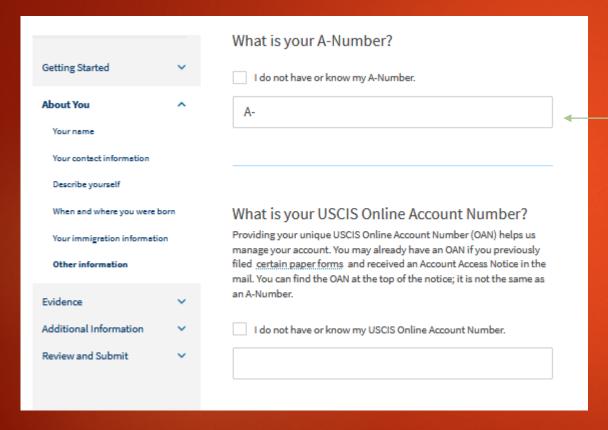


Find this information in the "Travel History" section of the i-94 website:

Your status at last arrival should be "F-1 student" unless you've completed a Form I-583 Change of Status with USCIS since your last entry.





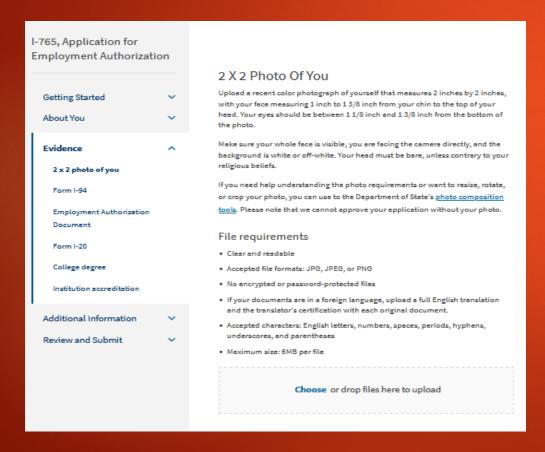


This is the USCIS number on the front of your EAD card

| Has the Social Security Administration (SSA) ever officially issued a Social Security card to you? |
|--|
| Yes |
| ○ No |
| |
| |
| What is your Social Security number (if known)? |
| 098-78-6543 |
| |
| |
| Do you want the SSA to issue you a Social Security card? |
| ○ Yes |
| ● No |
| |

Prepare to upload your saved documents. Pay attention to type, size and naming requirements listed under "File Requirement".

Save each evidence document file with a standard file name. Ex: "PhotoLastname", "Form I-94Lastname"



I-765, Application for Employment Authorization I-94, Arrival And Departure Record Upload a copy of one of the following: **Getting Started** . Your Form I-94, Arrival-Departure Record (front and back); About You . A printout of your electronic Form I-94; or . Your passport or other travel document. Evidence If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form 2 x 2 photo of you I-94. You may visit the CBP website to obtain a paper version of an electronic Form I-94. CBP does not charge a fee for this service. Some travelers admitted to the Form I-94 United States at a land border, airport, or seaport, after April 30, 2013, with a passport or travel document, who were issued a paper Form I-94 by CBP, may also Employment Authorization be able to obtain a replacement Form I-94 from the CBP website without charge. Document If your Form I-94 cannot be obtained from the CBP website, it may be obtained by Form I-20 filing Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record, with USCIS. USCIS does charge a fee for this service. College degree Institution accreditation File requirements Clear and readable Additional Information . Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF . No encrypted or password-protected files Review and Submit . If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document. · Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses . Maximum size: 6MB per file Choose or drop files here to upload

Save each Evidence document file with a standard file name. Ex: "EADLastname", "STEMOPTI-20Lastname"

Employment Authorization Document Or Government ID

Upload a copy of your last Employment Authorization document (EAD) (front and back). If you were not previously issued an EAD, you must upload a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/or fingerprint. The identity document photocopy must clearly show your facial features and contain your biographical information.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or pessword-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- · Maximum size: 6MB per file

Choose or drop files here to upload

I-20, Certificate Of Eligibility For Nonimmigrant Student Status

Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status endorsed by the Designated School Official (DSO). For the (c)(3)(B) eligibility category, your DSO must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so, we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- · Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Meximum size: 6MB per file

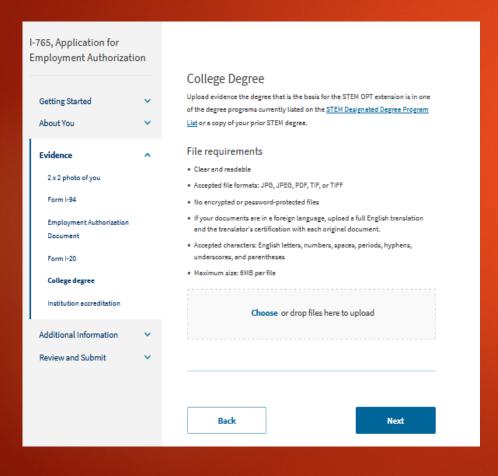
Choose or drop files here to upload

Do not upload this document before submitting your draft I-765 to your immigration advisor.

You must upload an I-20 with a STEM Extension Request provided by your immigration advisor.

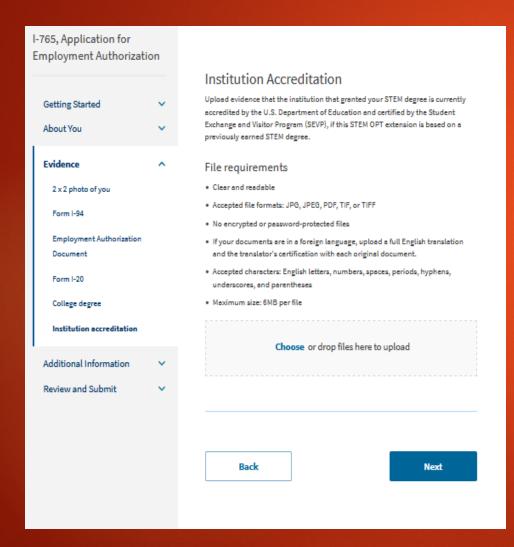
Failure to upload a new I-20 will result in a denial of your STEM Extension application.

Save each Evidence document file with a standard file name. Ex: "DiplomaLastname", "TranscriptLastname"



College Degree

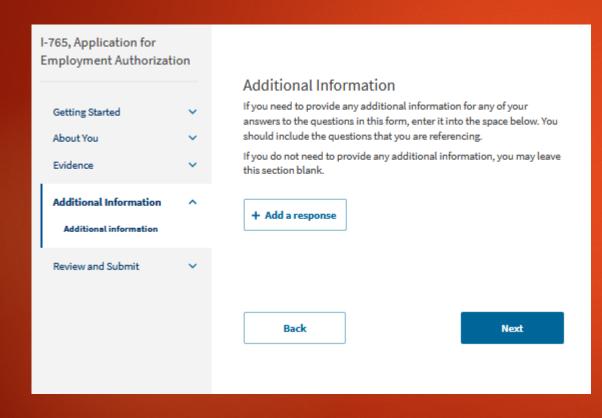
Upload a copy of your diploma or official transcript showing degree completion. Your degree program must be listed on the <u>STEM</u> <u>Designated Degree Program List</u>.



Institution Accreditation

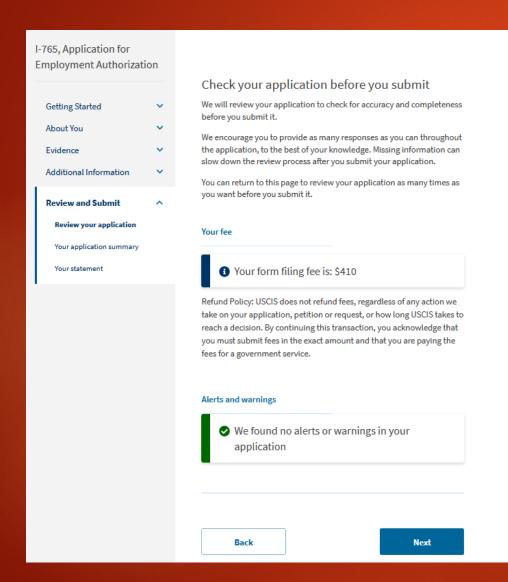
IMPORTANT: Do not complete this section unless you are applying for your STEM OPT Extension based on a previously earned STEM degree from an institution other than SIUE. If this is the case, contact your immigration advisor for further guidance.

Additional Information



Typically, there is no additional information needed in this section.

Review and Submit Section



Review Your Application

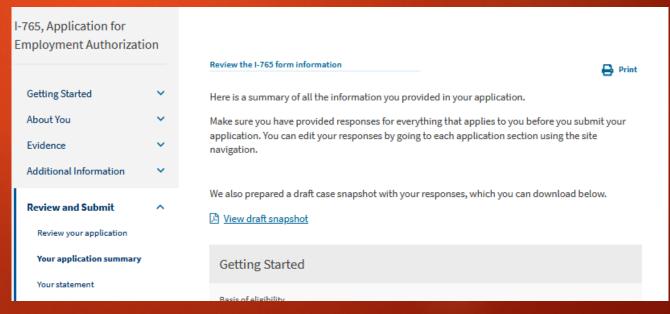
Correct any errors before moving on to the application summary.

Review and Submit Section

Application Summary

IMPORTANT: DO NOT SUBMIT YOUR APPLICATION YET!!!

- Review your application summary for accuracy and make any necessary corrections.
- ➤ Next click "View Draft Snapshot" download and save the document as a .pdf file as "Form I-765lastname".
- Email the I-765 draft copy to ISSS@siue.edu.
- > Your immigration advisor will review the document and issue your new OPT STEM I-20 BEFORE you may submit your application.



What to Expect Next

- After your Immigration Advisor reviews and recommends your OPT STEM Extension in SEVIS, you will receive an OPT STEM Extension I-20 via SIUE email.
- Processing time for a STEM OPT I-20 after you have submitted your Draft Summary to ISSS is 2-3 business days.
- After you have received your STEM OPT I-20, review it for accuracy, print and sign it, then save it as "STEMOPTI-20Lastname". Return to your online application and upload it in the "Evidence>Form I-20 section".
- Go to "Review and Submit"
- > Select the statement box and select "Next" to submit your STEM OPT Application.

