

STEM OPT Online Filing Instructions

Getting Started:

- Complete form i-983 training plan with your employer and submit it to ISSE to receive STEM OPT I-20
- Create (or login) to your USCIS account: <https://myaccount.uscis.gov/>
 - o It is recommended to use a personal email address that you will have access to indefinitely.
- Once logged in, select myUSCIS
- Select “I am an applicant”
- Select “file a form online”
- You are filing form I-765, with the category C3C – STEM OPT
- You are applying for renewal of permission to accept employment

The application:

- Complete your personal information
 - o Make sure you use a mailing address where you will have access to mail for at least a few more months. Federal mail **does not** get forwarded using USPS mail forwarding.
- If you’ve just created the account, you do not have a USCIS account number, otherwise check your email/paper notices for your account number
- Your A-number is found on your OPT EAD card. It is the nine-digit USCIS #
- Upload evidence in the assigned sections
 - o I-94 – download your most recent entry: <https://i94.cbp.dhs.gov/I94/#/home>
 - o Employment authorization document: This is where you can upload a copy of the biography page from your passport, as well as your F-1 visa stamp and EAD card.
 - o Digital photo – have a new photo, can be professional or taken on a phone against a clean white wall.
 - o I-20 – This will be the **new I-20 with the STEM OPT request that you will get from ISSE**. Do not submit your application without it.
 - o You can also upload copies of I-20s with previous work authorization like CPT/OPT in the designated section or additional information section.
 - o Proof of STEM eligibility will be your diploma and/or transcript indicating your STEM eligible major
 - o Accreditation information **is not** required if you are applying based on your WIT degree
 - o Proof of STEM eligible employer (E-Verify number, employer name as listed in E-Verify)
- Review the application
- Pay the filing fee
- Submit

Processing:

- Once you’ve submitted your application you will receive an email confirmation with a receipt number. You will also receive receipts in the mail, hold on to these.
- You will be notified once a decision is made on your application. This could include: approval, rejection, request for evidence, denial.

Next steps:

- Provide a copy of the new EAD card to ISSE.
- Update ISSE with your I-983 training plan as you will be regularly prompted by SEVIS and/or if your employment information changes.