STEM OPT Extension Request Checklist

1

- [ ] Confirm that you have reported all your post-completion OPT employment in ISSS Link

- [ ] Review the STEM OPT Online Workshop and verify your eligibility for the STEM OPT extension

2

- [ ] Prepare the I-983 Training Plan with your STEM OPT employer

- [ ] Fill out Form I-765 by using the ISSS step-by-step instructions if you would like an ISSS advisor to review it. ***Do not file your I-765 online or by mail without an STEM OPT I-20 from ISSS.***

3

- [ ] Submit the *STEM OPT Extension Request* e-form in ISSS Link

- [ ] Wait 5 business days for ISSS to review and approve your STEM OPT Extension request

- [ ] Receive your new I-20 with STEM OPT recommendation. It will be electronically sent to you.

4

- [ ] Gather the required documents for your STEM OPT Extension application

- [ ] Submit your STEM OPT application packet to USCIS. USCIS must receive your application before your current OPT end date

5

- [ ] Wait 3-4 weeks for your STEM OPT receipt notice to be delivered in the mail

- [ ] While your STEM OPT application is pending, you may continue to work up to 180 days after your current OPT end date

- [ ] Wait about 90-100 days for your employment authorization document (EAD) to be approved and delivered in the mail

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- [ ] Review all information on your EAD for errors

- [ ] Report any updates to your contact and employer information in ISSS Link

- [ ] Complete and submit validations every six months and self-evaluations every twelve months in ISSS Link