# STEP BY STEP INSTRUCTION: ONLINE OPT STEM APPLICATION

International Students and Scholars Office (ISSO)
Email: iss@qc.cuny.edu
www.qc.cuny.edu/isso

- ⚠ Disclaimer This tutorial is for instructional purposes only. The OPT application to USCIS is your personal application. You are solely responsible for ensuring it is submitted on time with all required documentation.

  **Please be aware:**

  Please be aware:

  -You must request and receive a new I-20 with STEM OPT recommendation from ISSO before submitting your application online to USCIS.
  -Your OPT application must be received by USCIS within 30 days of the new I-20 issuance date.
  -You can apply **up to 90 days before your current OPT expires**.
  **-Deadline**: Your application **must be received by USCIS before your current OPT EAD expires**.
  ISSO recommends applying early due to USCIS processing times (up to 150 days).
  Review the entire tutorial carefully, and if you have questions, contact the International Student and Scholar Office (ISSO) at iss@qc.cuny.edu.

Application website: Application for Employment Authorization | USCIS (www.uscis.gov/i-765)

To create account: How to Create a USCIS Online Account | USCIS

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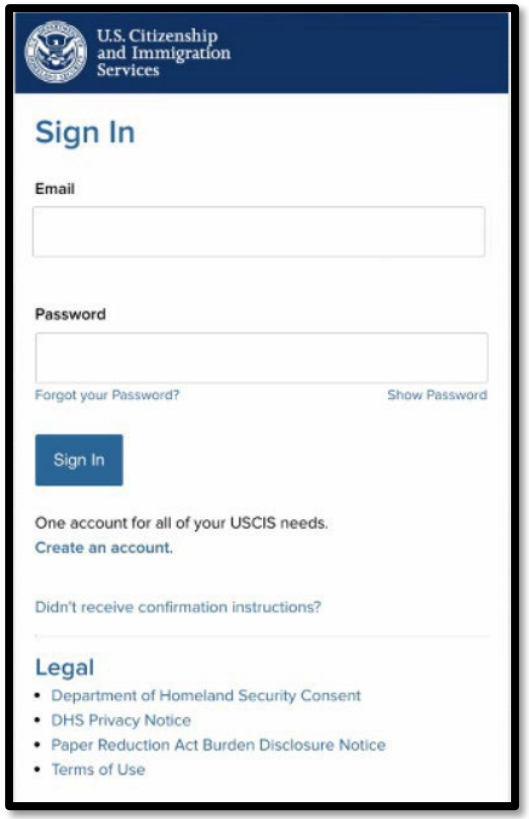
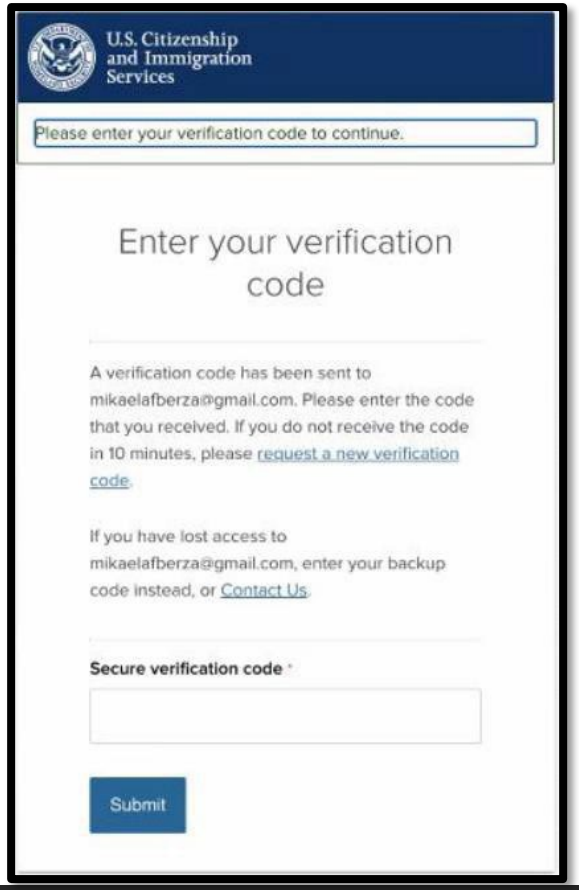
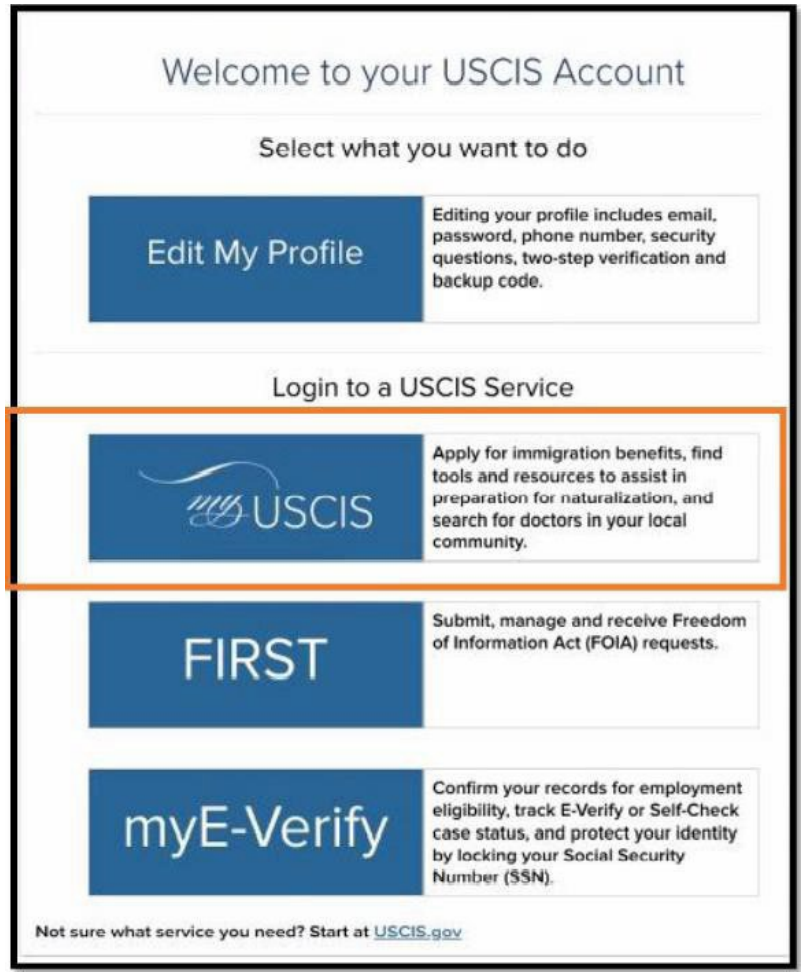
Go to https://www.uscis.gov/i-765 and click on *Sign In.*

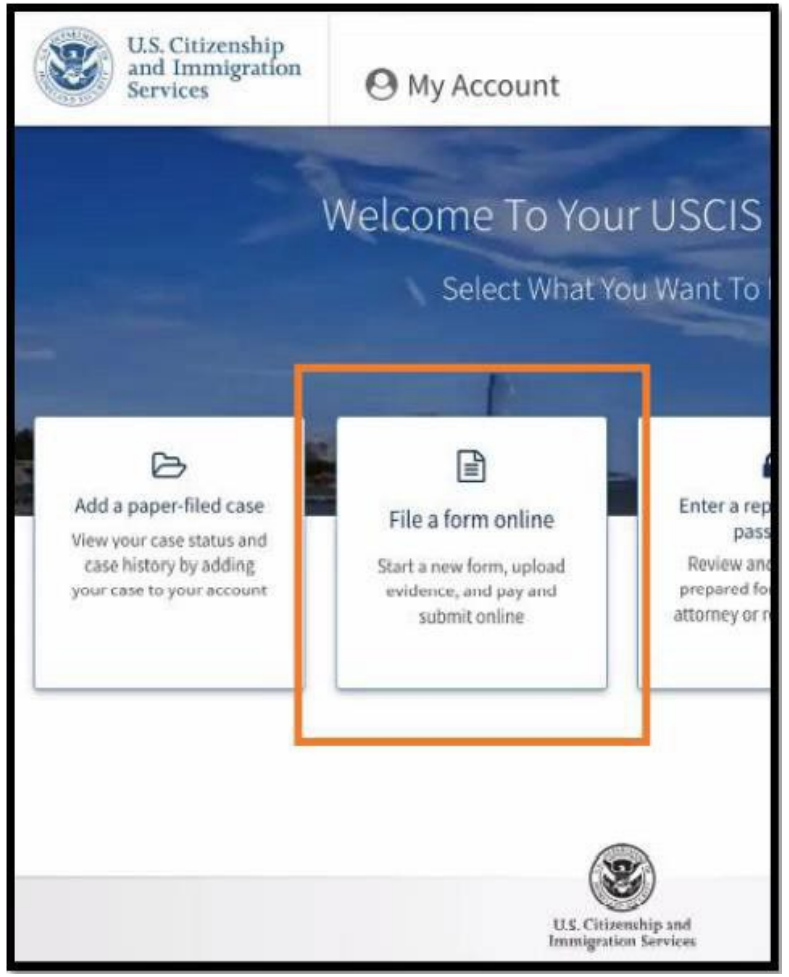



Enter your verification code (sent to the method you chose when creating account) to authenticate your login.



Click on *myUSCIS*, then *File a form online*.



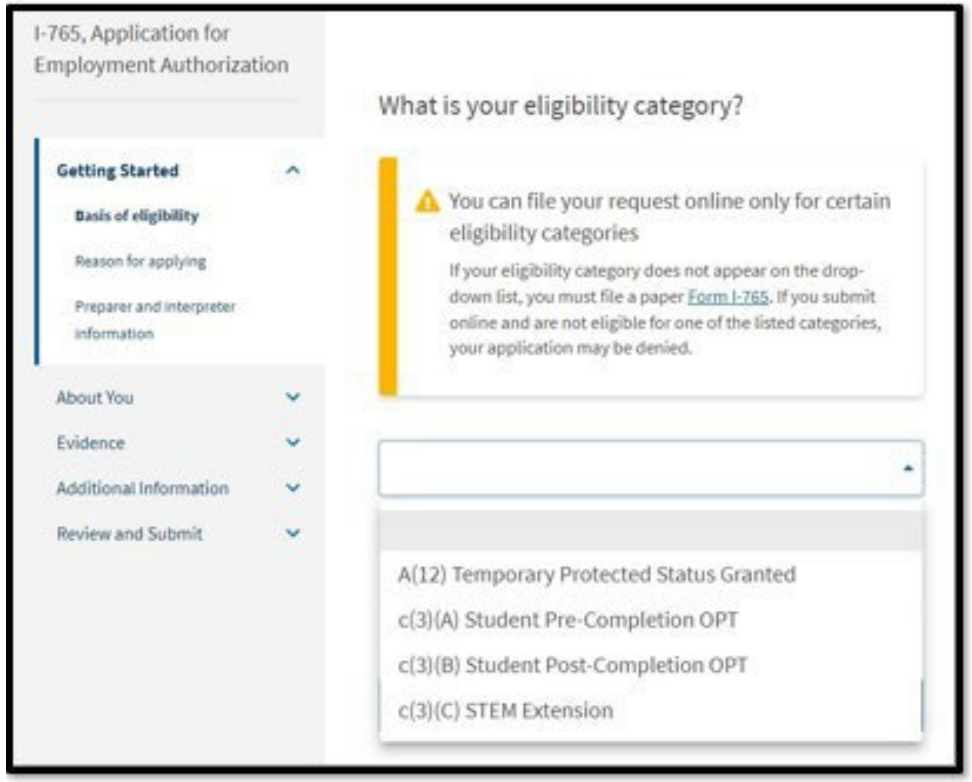
Select here:

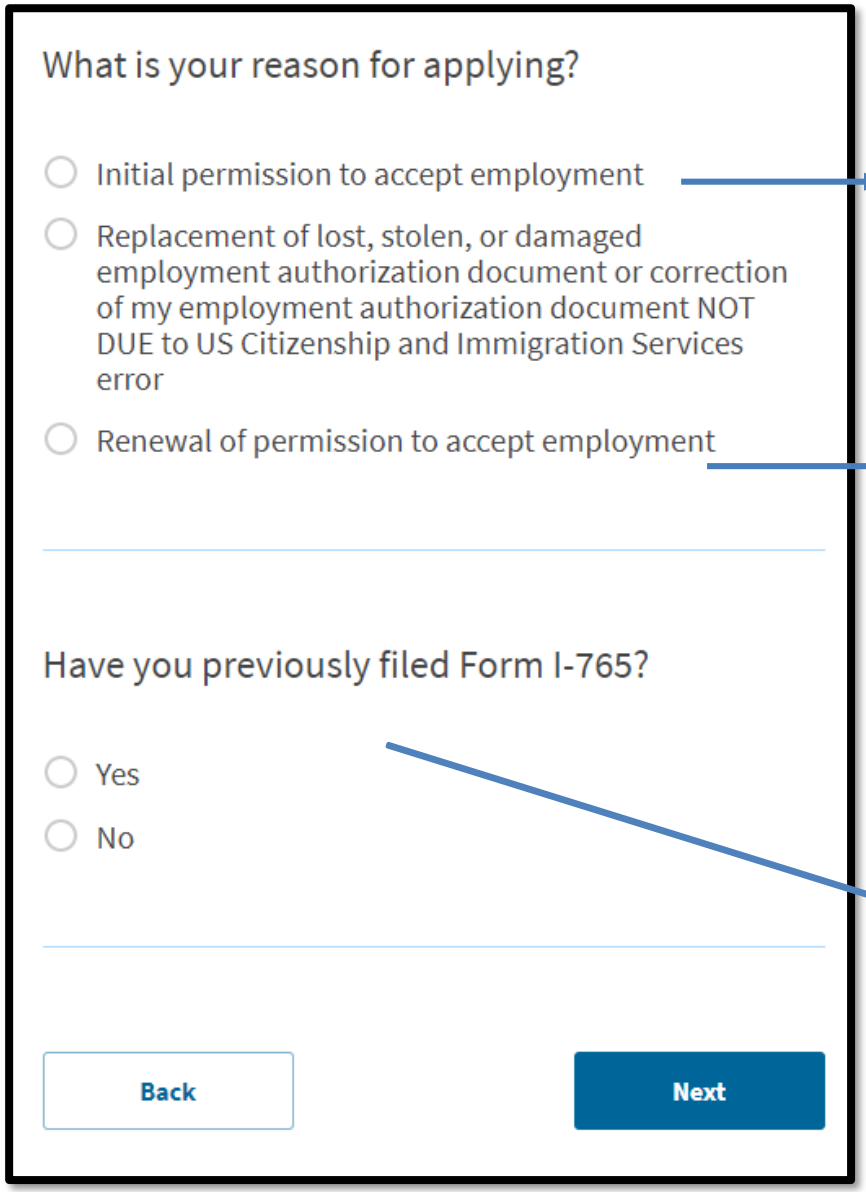
- **(c)(3)(B) Post-completion OPT:** If you are currently enrolled as an F1 student and would like to apply for the ability to train/work/volunteer based on completion of program/graduation, you will apply for the 12-Month Full-Time standard Post-completion OPT - (c)(3)(B) eligibility category, regardless of whether your major is STEM Extension OPT eligible.

- **(c)(3)(C) STEM Extension OPT:** If you are currently working as an F1 student on the 12-Month Full-Time standard Post-completion OPT, and have a STEM Extension OPT eligible CIP code and would like to extend your current post-completion OPT, you will apply for the 24-Month Full-Time STEM Extension OPT - (c)(3)(C) eligibility category.

Click *Next* to proceed

Choose from the drop-down menu.
C(3)(C)
Click *Next*.



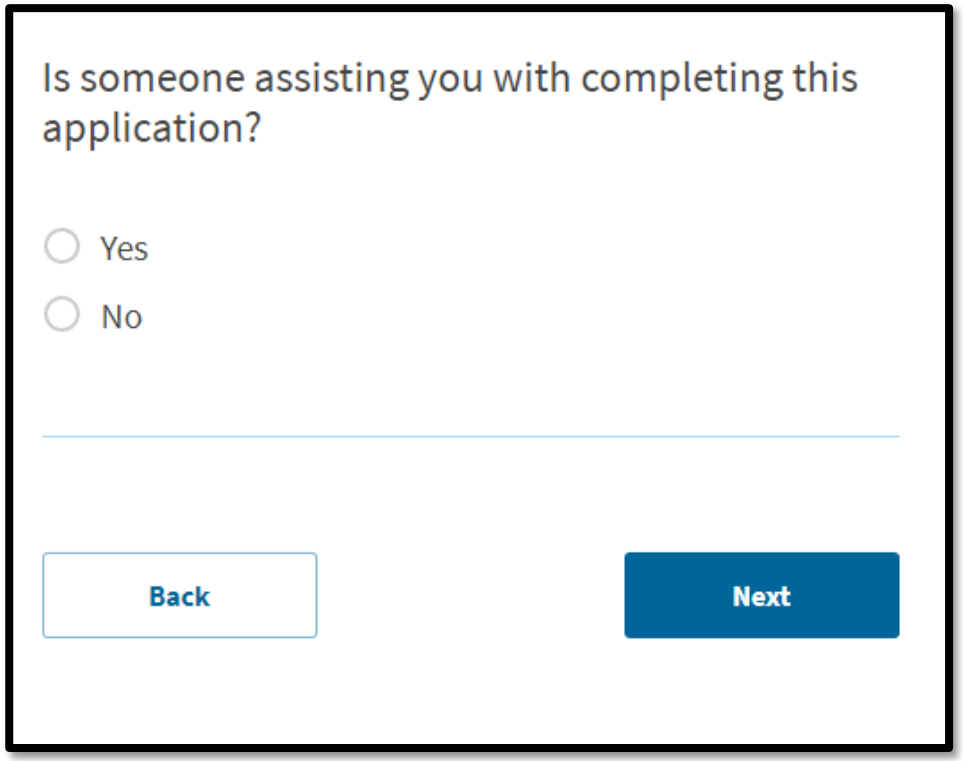



## Choose according to below instructions and click *next*.

•Initial permission to apply to accept employment: Select this if this is your first time applying for OPT or if you have applied for OPT after you received a Bachelor's/Master's and now you are applying for a second or third OPT based on the most recent degree completion (e.g. current Master's/Doctorate).

•Select if you are currently working as an F1 student on the 12-Month Full-Time standard Post-completion OPT, and have a STEM Extension OPT eligible CIP code and would like to apply for the 24-Month Full-Time STEM Extension OPT - (c)(3)(C) eligibility category.

If this is your FIRST I-765 form filed, answer NO. If you have filed an I-765 before, regardless of the category, answer YES.

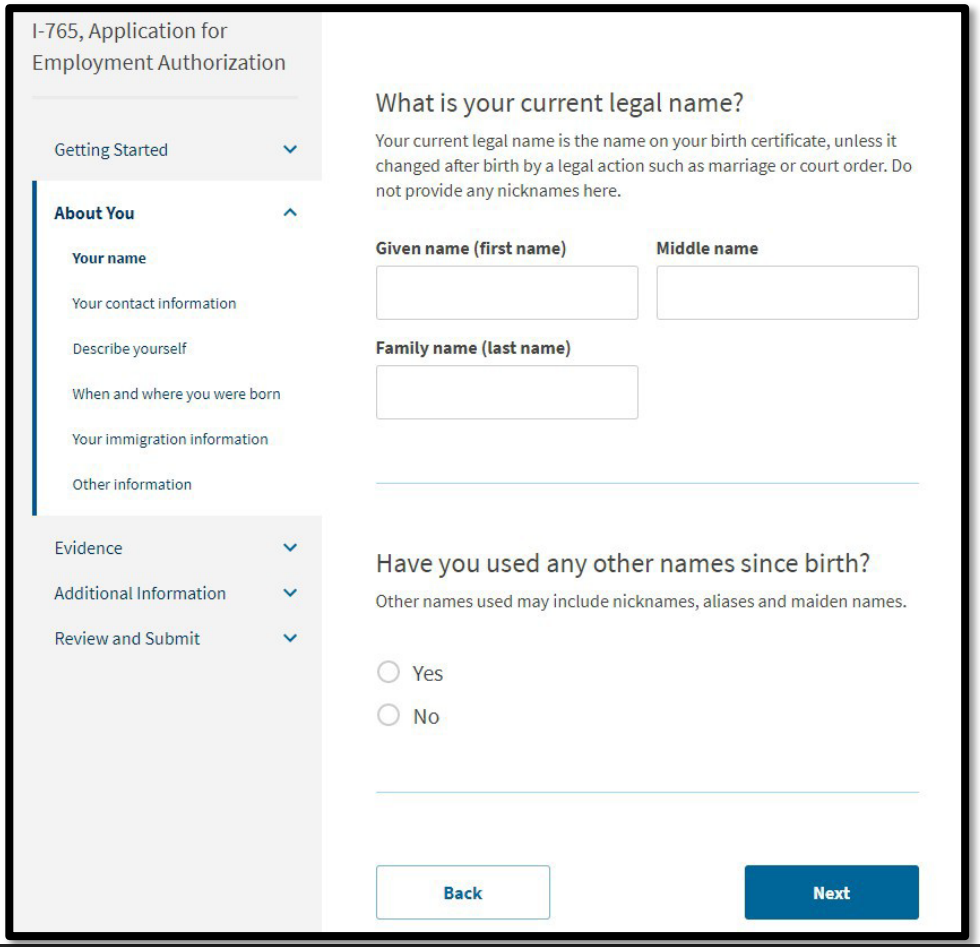


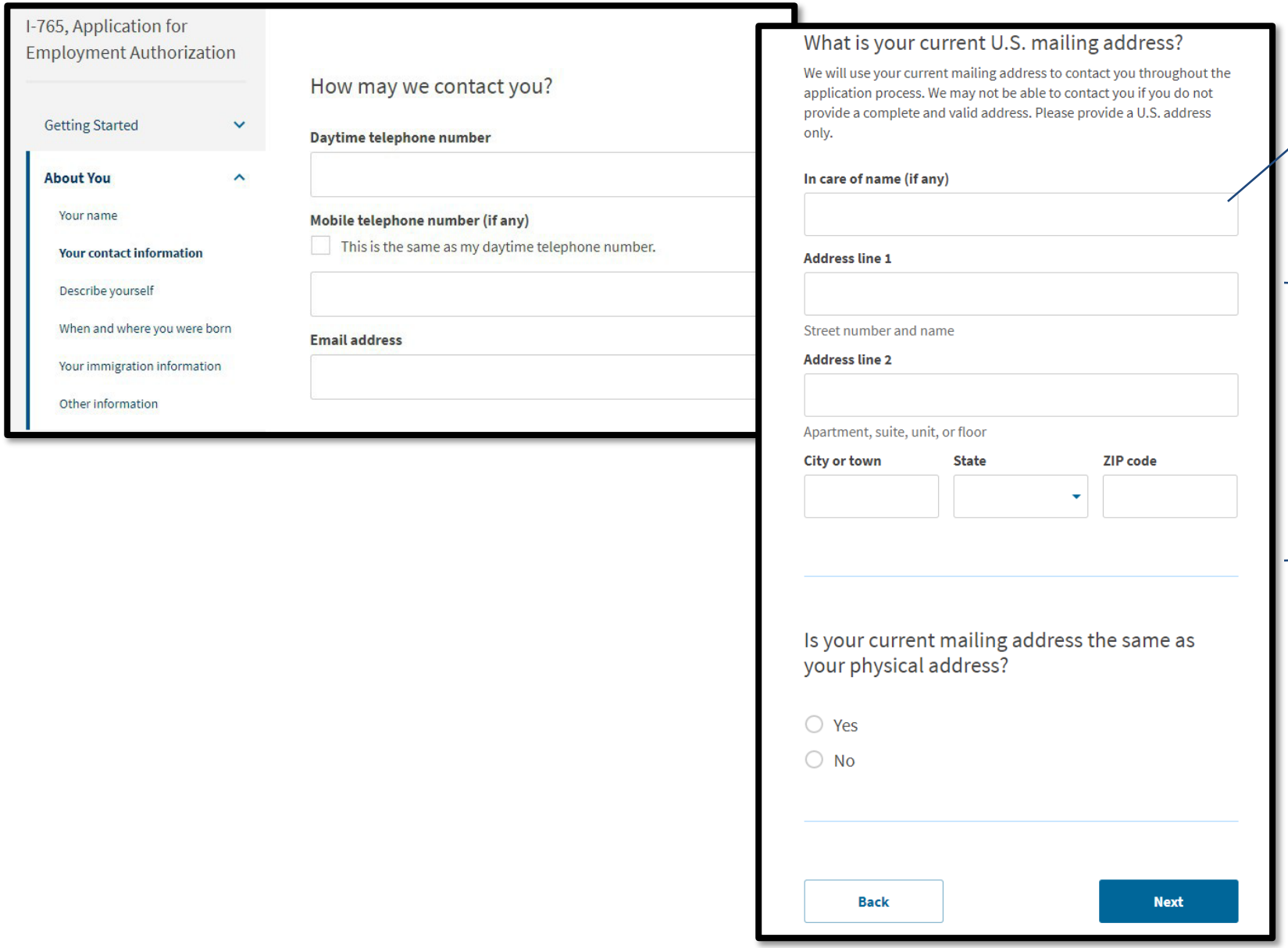

Answer No.
Then, click *Next*.

9. Provide your name exactly as it appears in your passport. If you only have one name, you may be required to place it in the family/last name field. If you do not have a middle name, leave it blank.

Other names: If you have never had your name legally changed, answer No. If you answer Yes, a new section will pop out for you to add other used names.

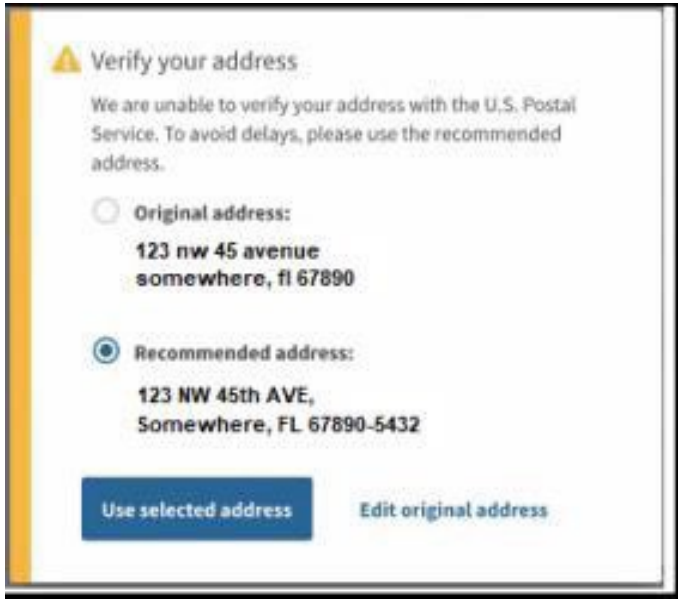
Click *Next* when ready.



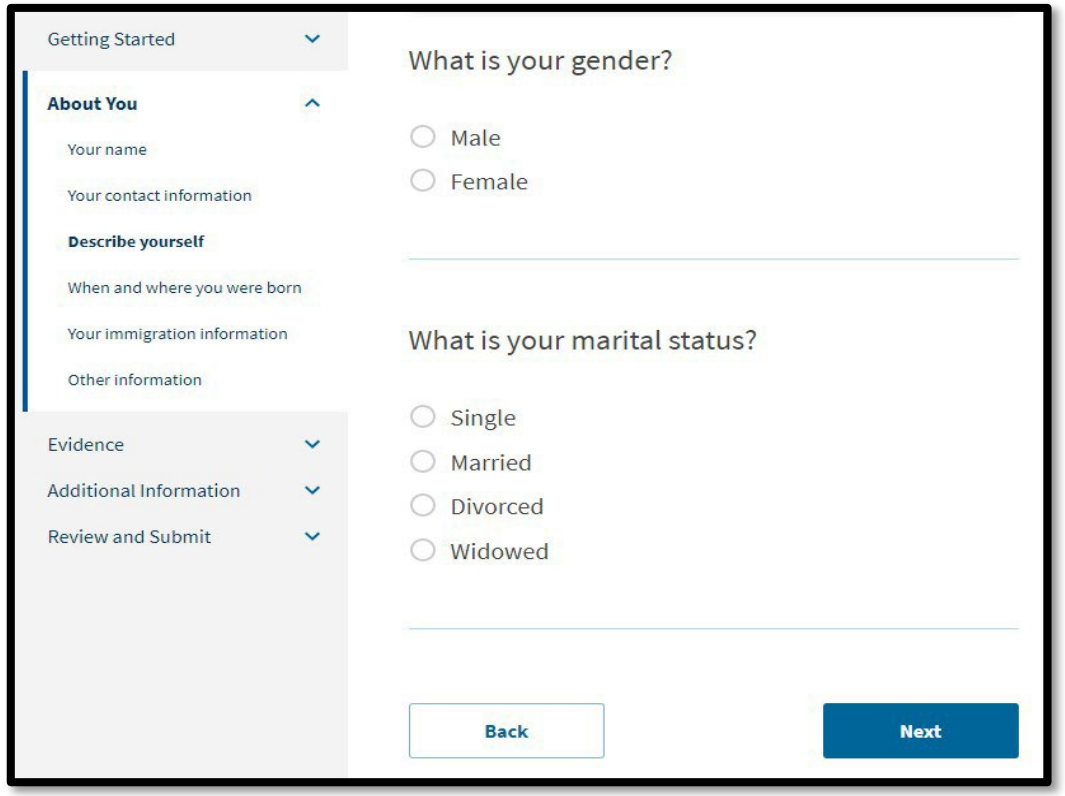



If you are using a friend's/family member's address, provide their name in this field.

This is the address where USCIS will mail your OPT card and any other relevant documents. USCIS requests 90-120 days to adjudicate your application, therefore, you should be able to receive mail at this address for at least 3-4 months




verify the address.



Provide accurate information on the next two pages.
Click *Next* when ready.

# 13. Provide accurate information on following pages. Click *Next* when ready.

What is your country of citizenship or nationality?

List all countries where you are currently a citizen or national.

+ Add country

What is your Form I-94 Arrival-Departure Record Number (if any)?

When did you last arrive in the United States?

List your arrival date, place of arrival, and status at arrival.

**Date of arrival**

MM/DD/YYYY

**Place of arrival**

**Status at last arrival**

[Download most recent I-94 from: I94 - Official Website (dhs.gov)](#)

Click on "Get Travel History" to see your number, status and place of arrival.

You must be in F1-Student status to be eligible for OPT. If you are currently in the US in a status other than F1, you are not eligible for OPT.

What is the passport number of your most recently issued passport?

What is your travel document number (if any)?

What is the expiration date of your passport or travel document?

MM/DD/YYYY

What country issued your passport or travel document?

If you have renewed your passport since you last entered the US, your most recently issued passport may have a different number from your most recent I-94. That is fine. Provide the number of your valid and most recently issued passport on this page.

F-1 students do not have travel documents. You have passport and visa for travel.

What is your current immigration status or category?

What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?

Use the "Additional Information" section to include all previously used SEVIS numbers.

Enter the numbers which follow the "N" in your SEVIS number on your I-20.

Back

Next

If you have previously been issued an Employment Authorization Document (EAD), your A-Number is the same as the USCIS# found on the EAD. Otherwise, check the "I do not have or know my A-Number" box.

If this is the first application you are filing online, you do not have a USCIS Online Account Number yet. You will have a USCIS Online Account Number after filing this application.

What is your A-Number?

☐ I do not have or know my A-Number.

A-

What is your USCIS Online Account Number?

Providing your unique USCIS Online Account Number (OAN) helps us manage your account. You may already have an OAN if you previously filed certain paper forms and received an Account Access Notice in the mail. You can find the OAN at the top of the notice; it is not the same as an A-Number.

☐ I do not have or know my USCIS Online Account Number.

Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

○ Yes
○ No

This is asking whether you have a Social Security Number (SSN) already. Answer accordingly.

Do you want the SSA to issue you a Social Security card?

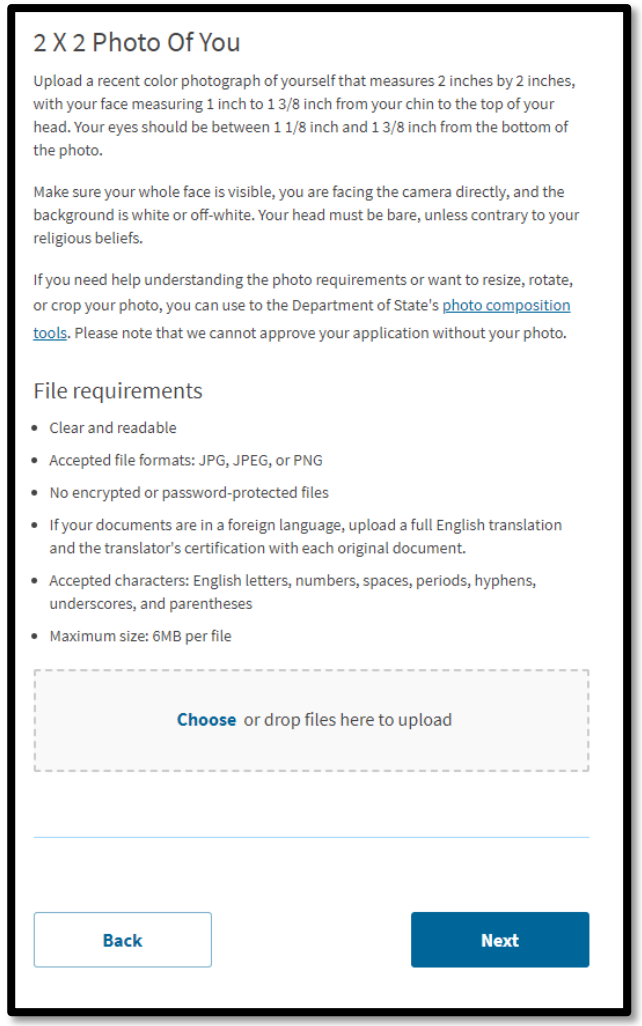
○ Yes
○ No

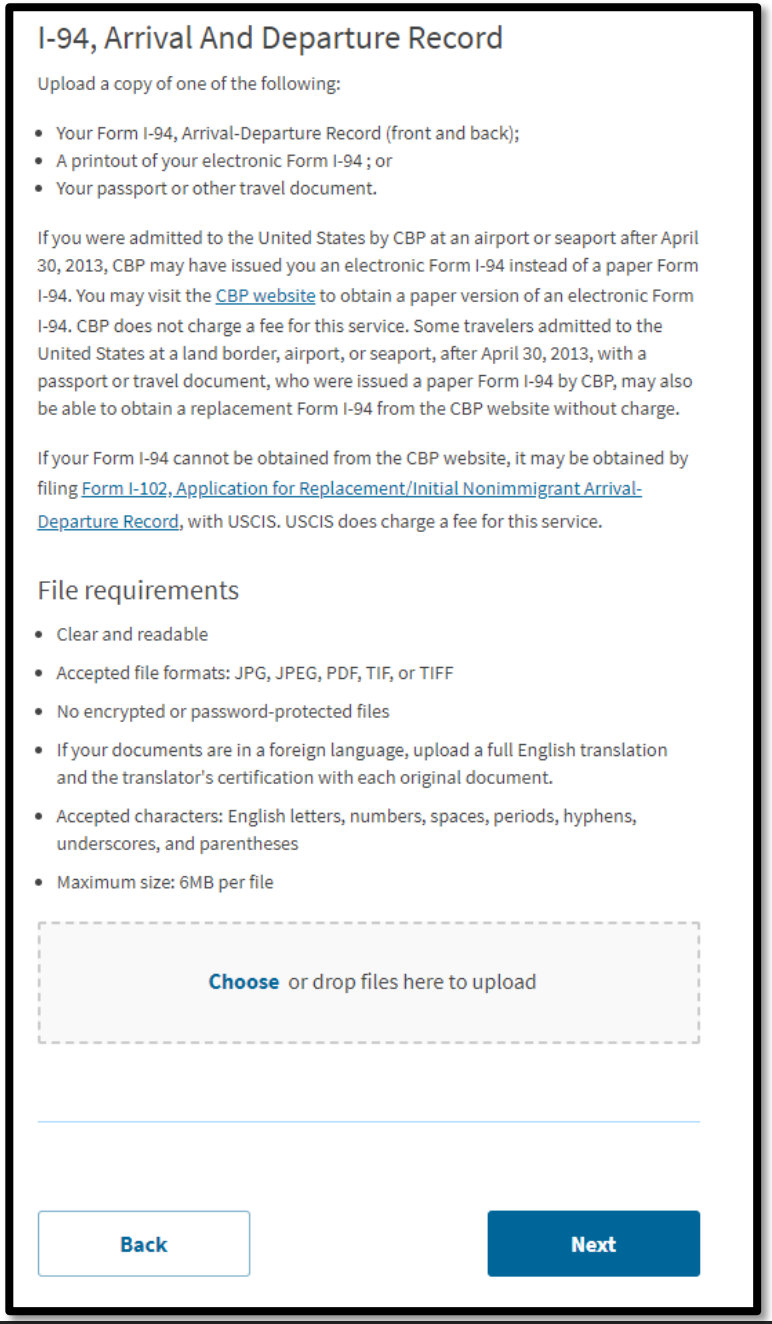
**Answer *No.***

If you already have an SSN, you do not need a new one issued.

Back Next

# 14. Upload your photo as required. Click *Next* when ready.



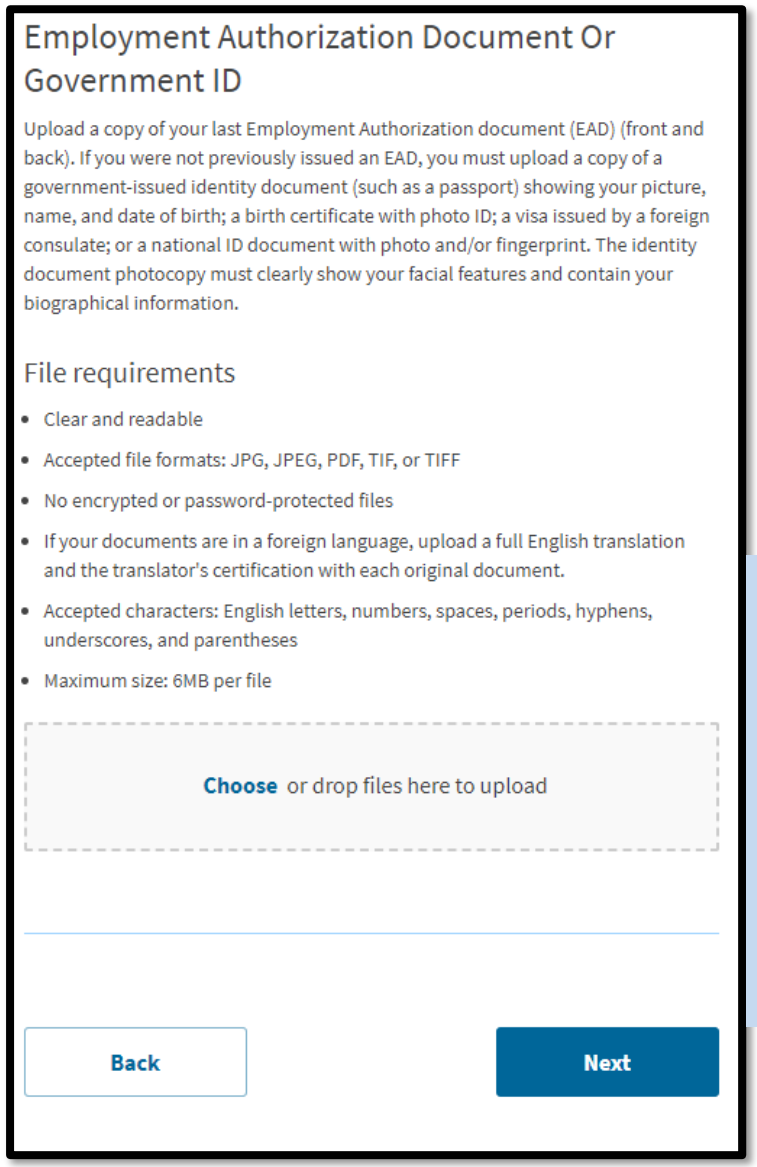




You may obtain your most recent electronic I-94 at https://i94.cbp.dhs.gov/I94/#/home.

Click on "Get Most Recent I-94."

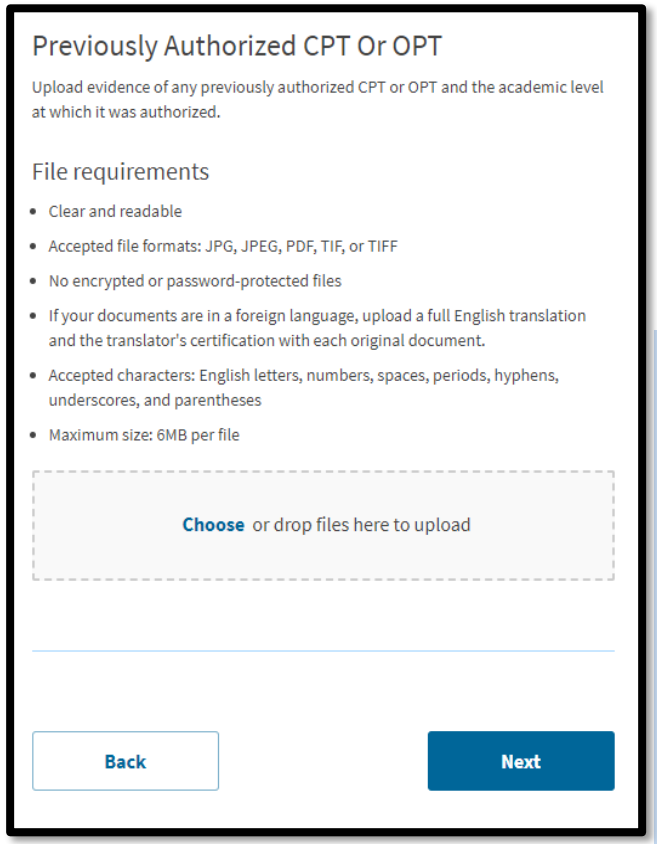
You may also upload a copy of your passport identification pages(s) in this section as an additional document, however, the next section also allows for uploading your passport, if you have never been issued an Employment Authorization Document, previously.

# 15. Upload documents as required on following pages. Click *Next* when ready.




If you have been issued an Employment Authorization Document by USCIS in the past (such as for OPT after a previous degree program), upload a copy here.

Otherwise, upload a copy of your passport identification page(s) here.

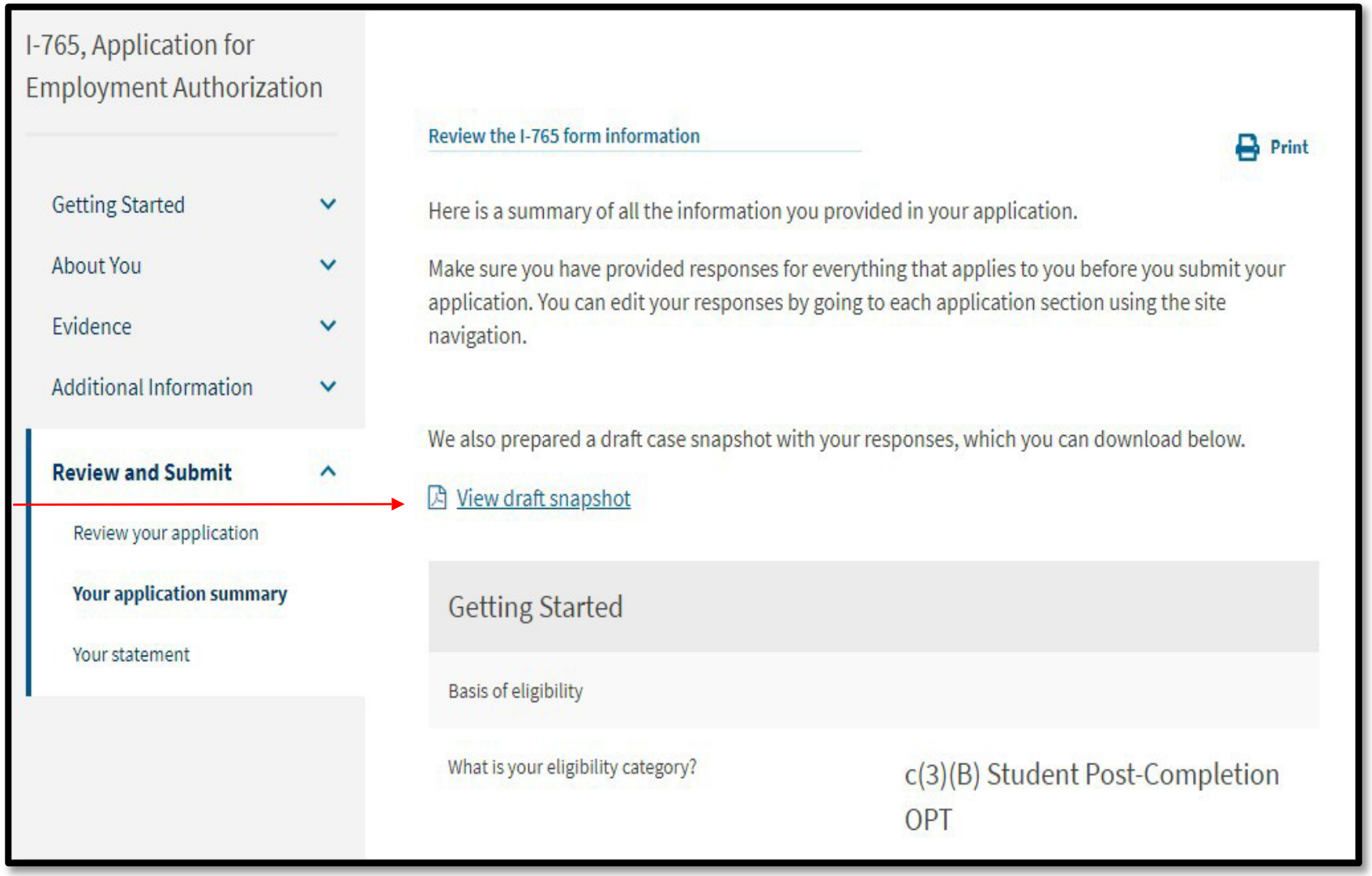



If you have had CPT or OPT before:

- CPT: upload a copy of the I-20 you received with the CPT authorization.
- OPT/STEM OPT: Upload a copy of the EAD card you received from USCIS.

If you have not had either CPT or OPT, click *Next* to continue.

**Save a PDF of your application by clicking here. You will need to send it to ISSO for review**



# Obtain an updated Form I-20 with an OPT Recommendation

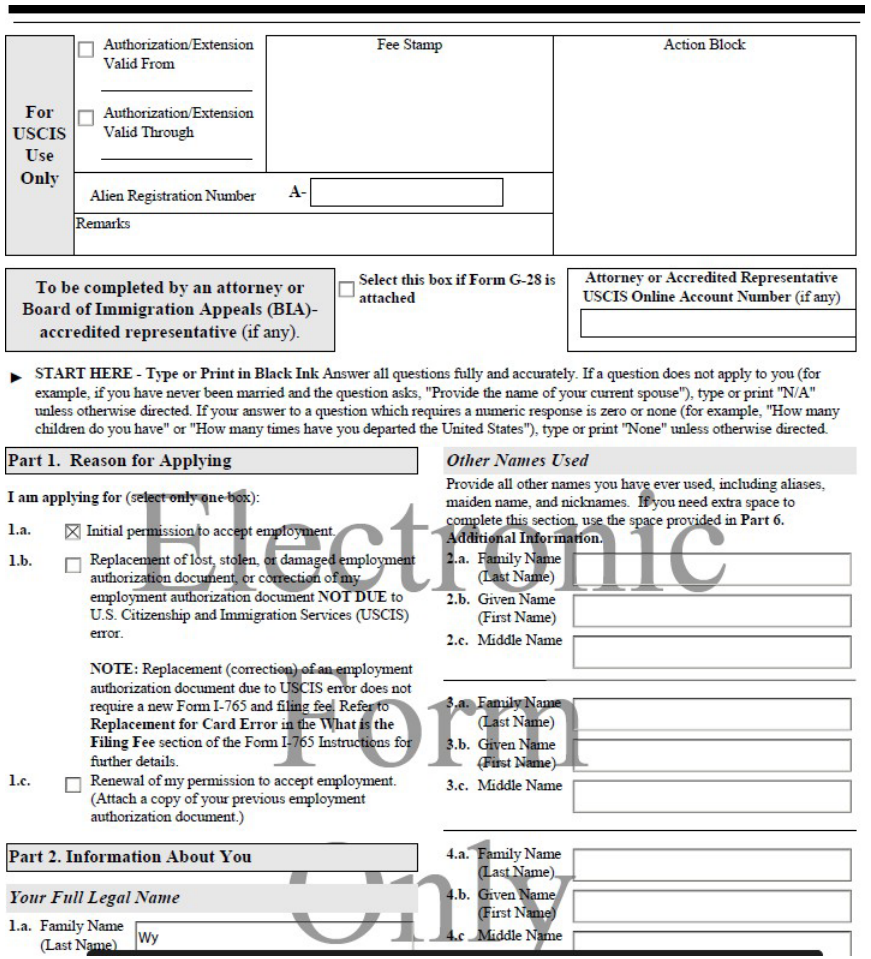
**Use the ISS Virtual Office Assistant to complete the OPT Request Form and upload your documents:**

📍 **Submit via ISS Virtual Office Assistant – OPT**

**Upload These Documents to ISSO**

1. **Draft of Form I-765** code **C(3)(C)** for STEM OPT
2. **Completed & signed Form I-983 (Training Plan)**
3. **Copy of current OPT EAD card**
4. **Copy of diploma** (STEM-eligible)
5. **Hand-signed Disclaimer Form**

QC ISSO will process a new I-20 with the OPT recommendation dates and will email a copy with electronic signature so you can print it , sign and submit it with your I765 on line application



For USCIS Use Only

Authorization/Extension Valid From

Authorization/Extension Valid Through

Fee Stamp

Action Block

Alien Registration Number A-

Remarks

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).

Select this box if Form G-28 is attached

Attorney or Accredited Representative USCIS Online Account Number (if any)

START HERE - Type or Print in Black Ink Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print "N/A" unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None" unless otherwise directed.

Part 1. Reason for Applying

I am applying for (select only one box):

1.a. ☒ Initial permission to accept employment.

1.b. ☐ Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error** in the **What is the Filing Fee** section of the Form I-765 Instructions for further details.

1.c. ☐ Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Part 2. Information About You

*Your Full Legal Name*

1.a. Family Name (Last Name) Wy

*Other Names Used*

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in **Part 6. Additional Information.**

2.a. Family Name (Last Name)

2.b. Given Name (First Name)

2.c. Middle Name

3.a. Family Name (Last Name)

3.b. Given Name (First Name)

3.c. Middle Name

4.a. Family Name (Last Name)

4.b. Given Name (First Name)

4.c Middle Name

Electronic Form Only

# Check your new OPT I-20 for accuracy

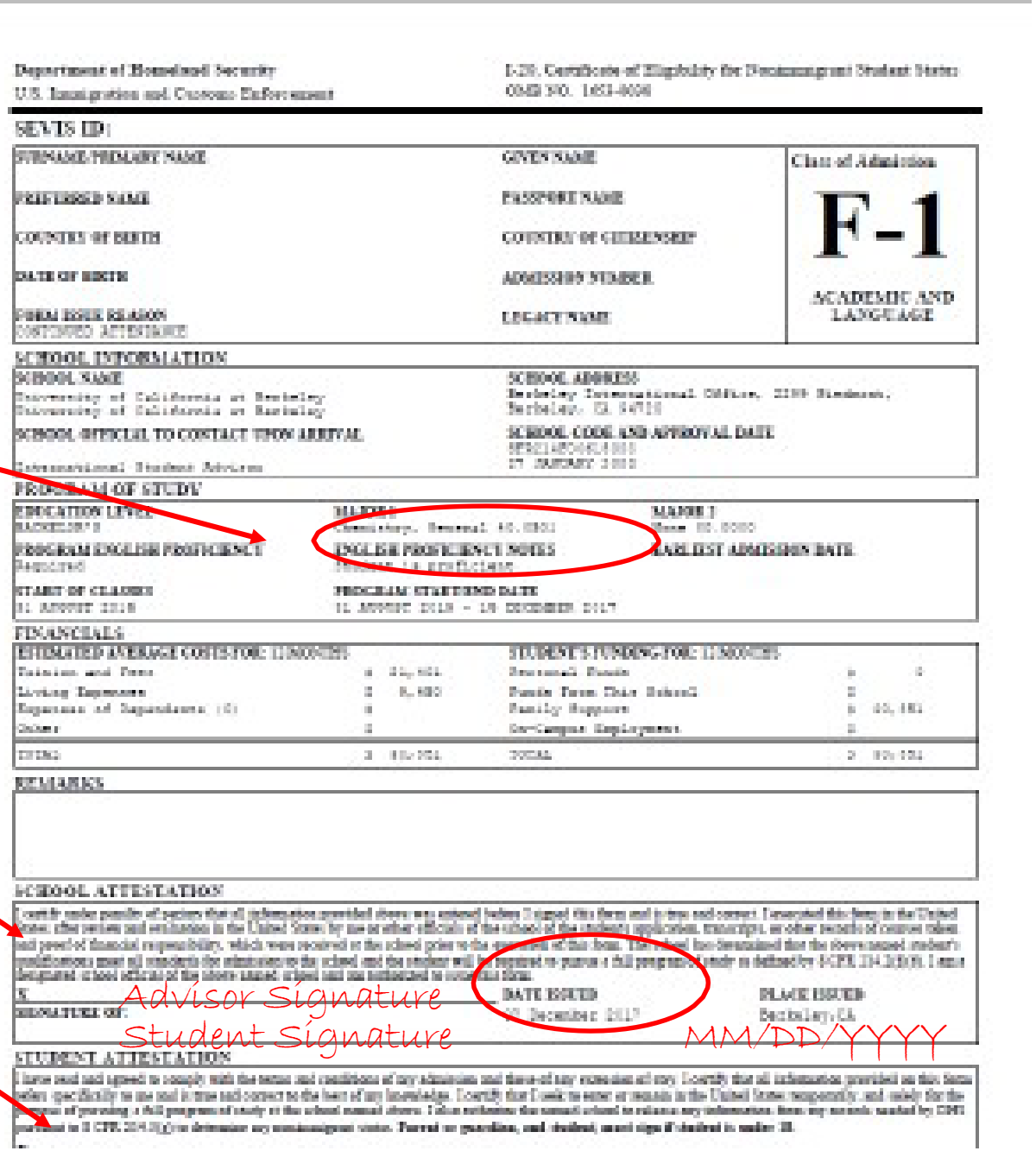
**After receiving your OPT I-20, notify ISSO immediately if there are any errors.**

**Education Level**

**Program End Date**
(I-20 will remain valid through OPT authorization period on page 2 or the approved EAD card dates)

**School Attestation**
Make sure there is a ISSO advisor signature.
Check the DATE ISSUED– USCIS must receive your application within 30 days of this date.

**Student Attestation**
You should sign & date I-20. Students 18 and over do not need a parent's signature.



**OPT start and end dates requested**
(ISSO will recommend your OPT dates, but the final decision is made by USCIS. Your OPT start date may be adjusted in SEVIS if USCIS does not complete processing by your requested date. Apply as early as possible.)

You will receive a new travel signature at the time you request your OPT I-20.

Please note: USCIS must receive your application within 30 days of the DATE ISSUED date on PAGE 1, *not* the travel signature date. (The travel signature may be a later date.)

Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

**SEVIS ID: N0011744461 (F-1)** **NAME: Shiying Qu**

**EMPLOYMENT AUTHORIZATIONS**

| TYPE | FULL/PART-TIME | STATUS | START DATE | END DATE |
|---|---|---|---|---|
| POST-COMPLETION OPT | FULL TIME | REQUESTED | 16 JUNE 2022 | 15 JUNE 2023 |

**CHANGE OF STATUS/CAP-GAP EXTENSION**

**AUTHORIZED REDUCED COURSE LOAD**

**CURRENT SESSION DATES**

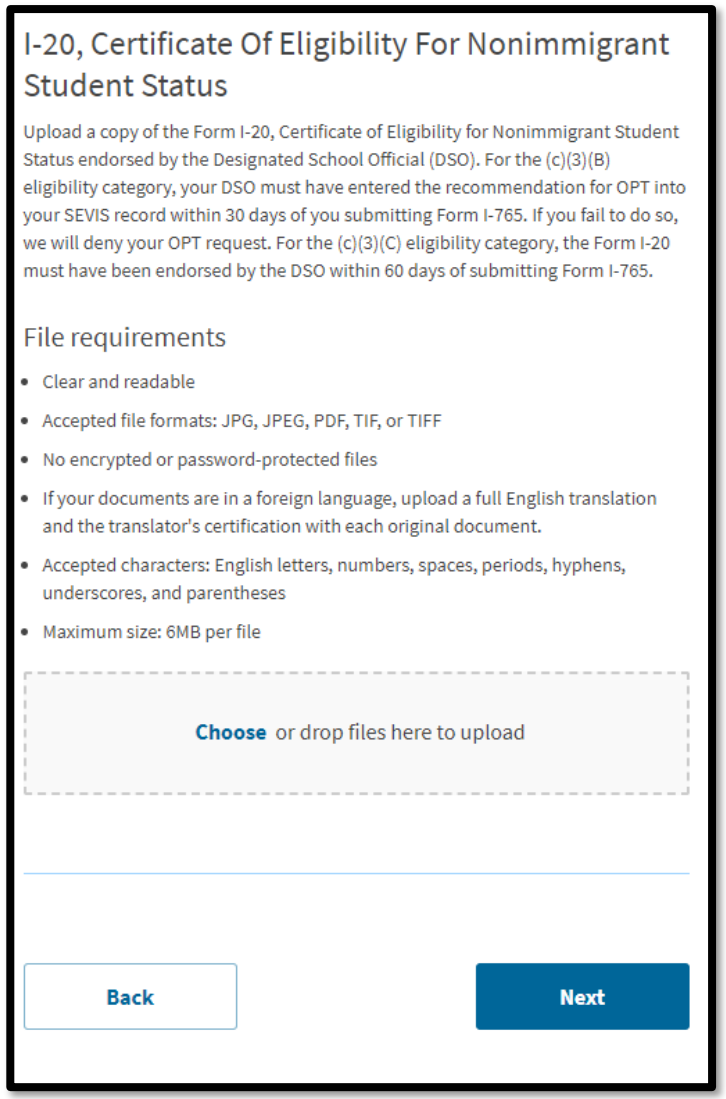
| CURRENT SESSION START DATE | CURRENT SESSION END DATE |
|---|---|
| 26 JANUARY 2022 | 24 MAY 2022 |

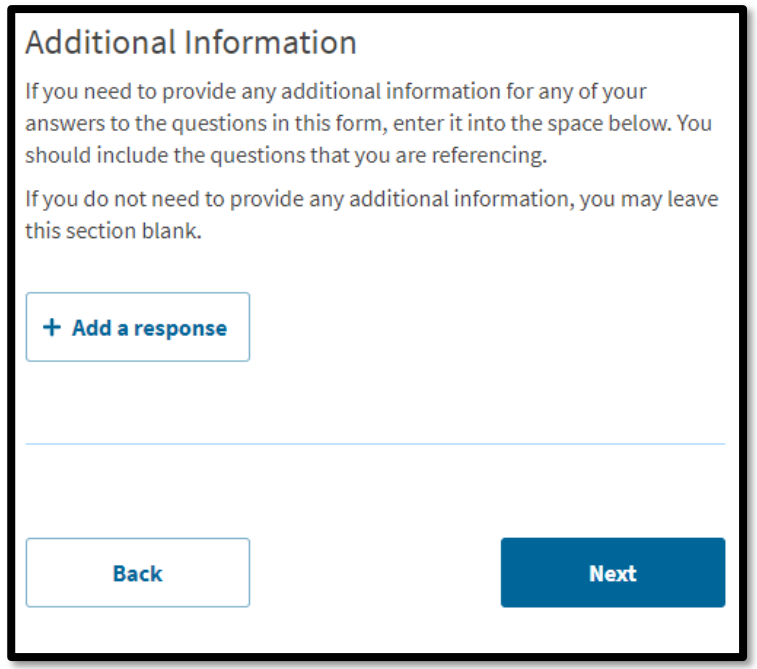
**TRAVEL ENDORSEMENT**

This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.

| Designated School Official | TITLE | SIGNATURE | DATE ISSUED | PLACE ISSUED |
|---|---|---|---|---|
| *Advisor Name* | | *Advisor Signature* | | |
| | | X | | |
| | | X | | |
| | | X | | |

Upload the OPT STEM I-20 which ISSO issue to you with the OPT recommendation on page 2.
The OPT STEM I-20 must be signed and dated by both you (on page 1) and the advisor (on pages 1 and 2).
Print it, sign and upload to your PC in a PDF format before you complete your application

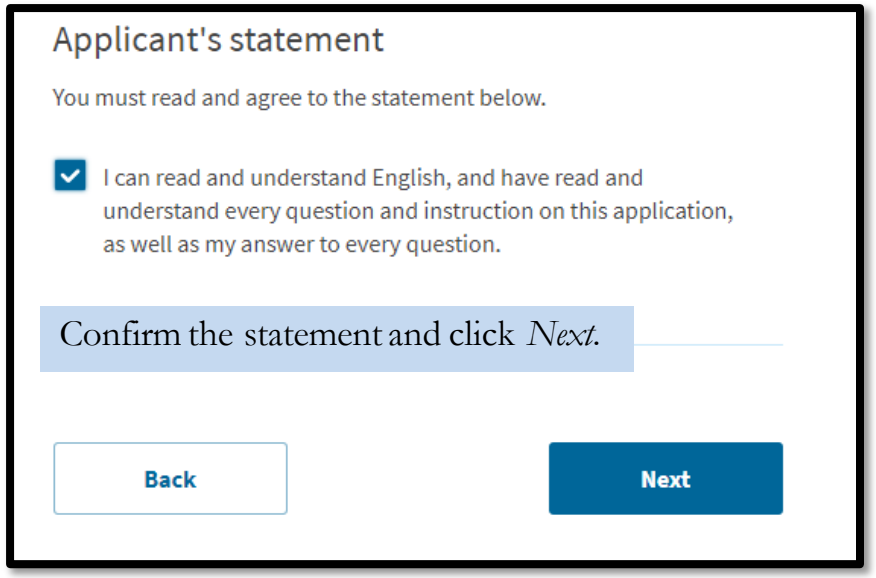



You can upload a copy of your F-1 Visa in this section. Your F-1 visa does not have to be valid.

**After you receive your OPT STEM I-20 from your ISSO advisor, log back in to finish your application.**

**We recommend to make sure everything is correct before you submit the application**



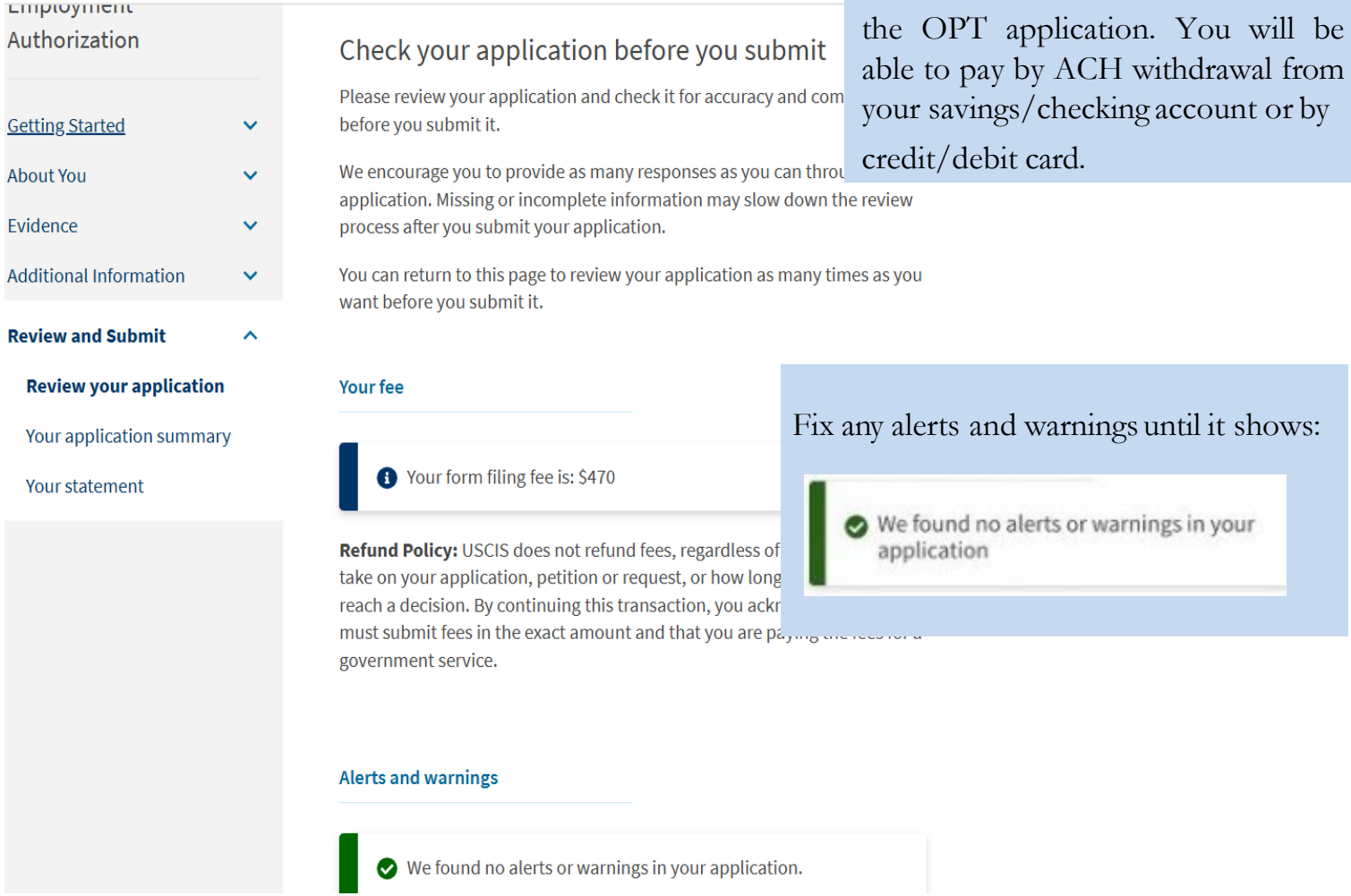
**Confirm the statement.**

**Type your full legal name here. Handwritten not permitted.**

# Final Checklist – Complete Your I-765 Online

Log in to USCIS Online Account
& select Form I-765
Upload required documents:

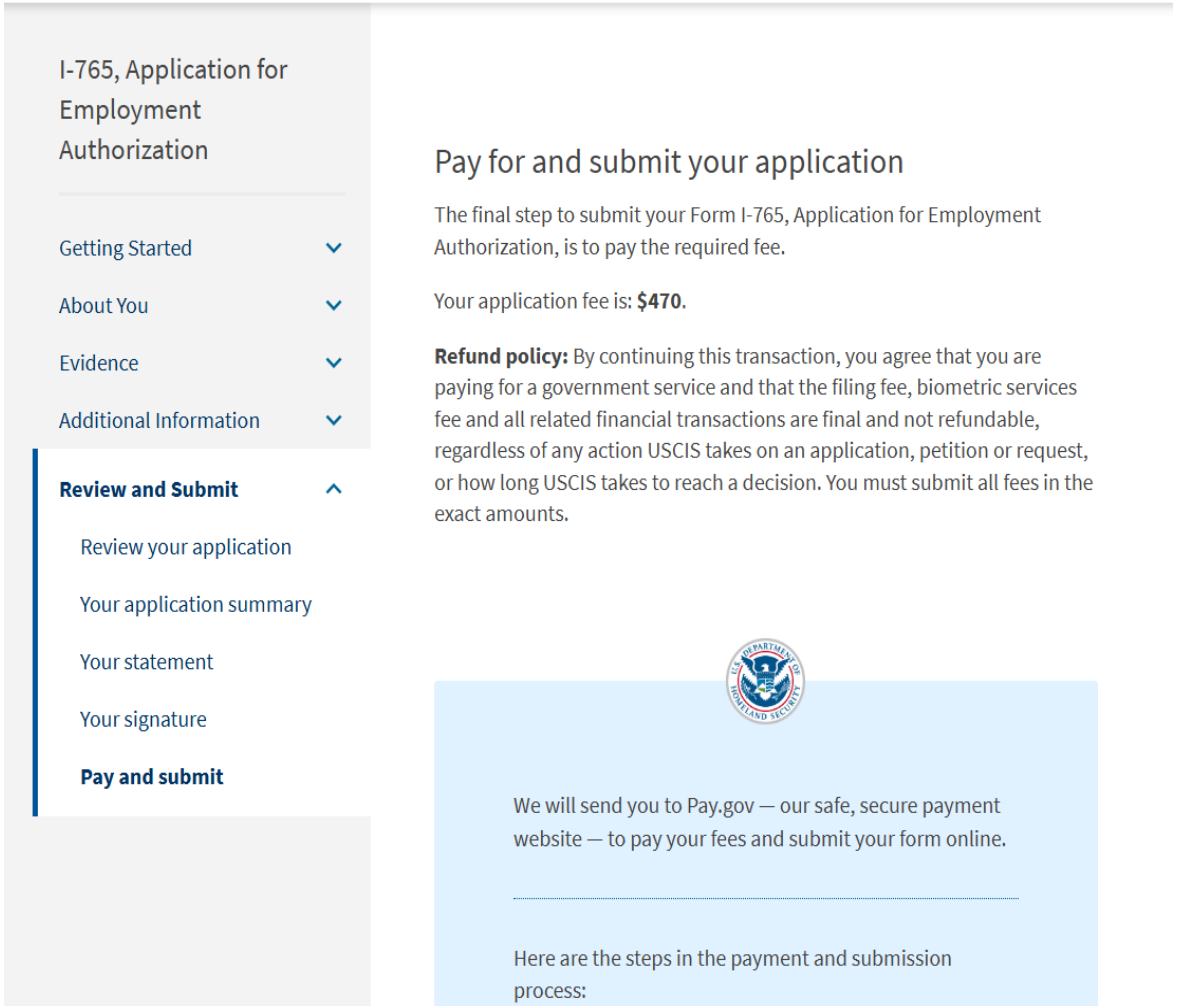
OPT I-20 (issued within 30 days, signed)
Passport-style photo (2x2, recent)
Copy of passport biographic page
Most recent I-94 (Download)
Passport and F-1 visa copy (if applicable)
Previous EAD card (if applicable)
Additional (if applicable):
Diploma (STEM-eligible U.S. degree)
Additional (if applicable):
Previous CPT/OPT I-20s
Name change proof




Here it will show the correct fee for the OPT application. You will be able to pay by ACH withdrawal from your savings/checking account or by credit/debit card.

Fix any alerts and warnings until it shows:

# Make payment and submit your application.



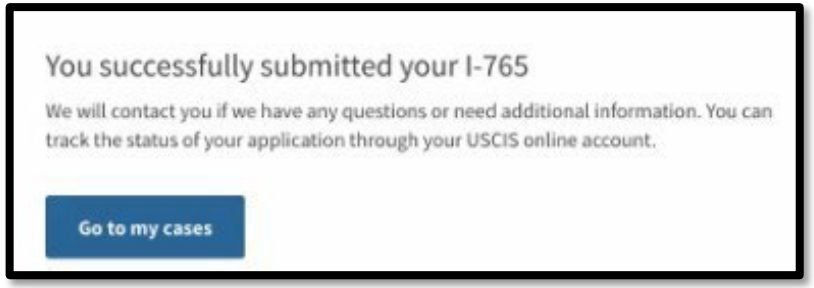

https://www.uscis.gov/forms/filing-feesfor Form I-765. To find the current fee, please check the USCIS Fee Calculator

**Click here. You will be taken to Pay.gov to pay the application fee.**

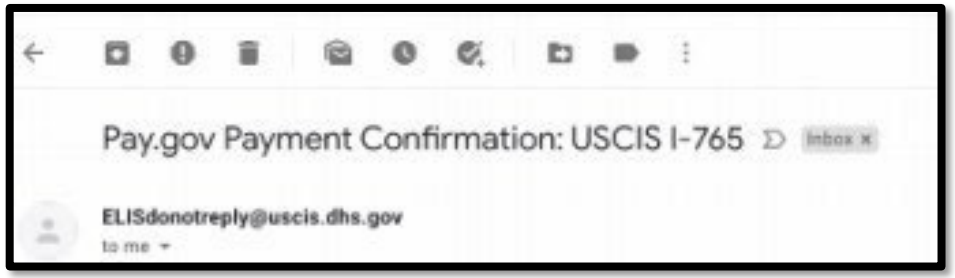
20. Choose your payment method and put in payment information.

Once you have completed the Pay.gov sections, you should

* see a screen which confirms "You successfully submitted your I-765" application; and




*receive an email from Pay.gov with your payment confirmation.




Make sure to securely store these confirmation notice for your future record.

You have submitted your OPT STEM application! You may follow the progress of the application by viewing "Your Cases" in your *myUSCIS* account and clicking on *Case Status*, *Case History*, or *Documents for application history/receipt*.

Questions?
ISSO is happy to help!

Email: iss@qc.cuny.edu
Website: www.qc.cuny.edu/isso