

OPT Stem Extension Request Checklist

- ☐ Confirm that all employment and contact information during Post-Completion OPT is accurately reported in SEVIS by checking your [SEVP portal](#).
 - Notify ISSS if you notice any discrepancies in the contact or employment information reported on your SEVP portal or I-20.
- ☐ Review the OPT STEM Information and OPT STEM Extension Tutorial on ISSS [website](#) to determine eligibility and understand the step-by-step process.
- ☐ Complete the [Form I-983](#) in conjunction with your E-Verified employer and review the [instructions for the I-983](#).
- ☐ Pay the OPT SEVIS Maintenance Fee (\$204) on the [ISSS e-Store](#).
- ☐ Gather the required documents:
 - Completed Form I-983
 - Employment Letter (Employment Verification Letter or Offer Letter) on Company Letterhead
 - Receipt of OPT SEVIS Maintenance Fee Payment (\$204 fee)
 - Copy of Post-Completion OPT EAD card (front and back)
- ☐ Submit the [OPT STEM Extension Request & Acknowledgement Form](#) at least one month before filing the I-765.
 - Wait 5 business days for ISSS to process your OPT STEM Extension request. Your new I-20 with the OPT STEM Recommendation will be emailed to your SMU email.
- ☐ Prepare your documents to file with the Form I-765:
 - 2x2 inch photo (taken within the past 30 days)
 - [Most Recent Form I-94](#)
 - Scanned Copy(ies) of All Previous EADs
 - Scanned Copy(ies) of Current Passport(s) and F-1 Visa or Change of Status I-797 Approval Notice
 - Form I-20 with OPT STEM Recommendation issued within the past 60 days
 - Scanned Copy of Diploma and Official Transcript with the Conferral Date

- ☐ File the [Form I-765](#) with USCIS before the current Post-Completion OPT expiration date. USCIS must receive your application before your current Post-Completion OPT end date.
 - Do not file your I-765 online without an OPT STEM I-20 issued within the past 60 days from ISSS.
 - Can be filed as early as three months before your Post-Completion OPT End Date.
- ☐ Wait 3-4 weeks for your OPT STEM receipt notice (i.e. I-797 Notice of Action) to be delivered in the mail.
- ☐ Wait about 90-100 days for your Employment Authorization Document (EAD) to be approved and delivered in the mail. While your OPT STEM application is pending, you may continue to work up to 180 days after your current OPT end date.
 - Contact ISSS if your application is still pending if it has been more than 160 days.
- ☐ Report any changes in your contact and employer information to ISSS.
- ☐ Refer to the [Reporting Requirements Guide](#).
 - Complete and submit validations every six months and self-evaluations every twelve months to ISSS.
- ☐ Request an updated I-20 after reporting employment changes by submitting the [Document Request/Reprint Form](#) via DocuSign