



## OPT STEM APPLICATION PREPARATION LIST

Please read the list below, each item is needed for your STEM OPT application. The first document to obtain, however, is your new I-20 with STEM OPT recommendation. Please start the process by sending an email to the [globalengagement@rivier.edu](mailto:globalengagement@rivier.edu) email. Write “**OPT STEM Application**” on the subject, **scan all the required items and SAVE in ONE pdf file (only) and email to us.**

### ○ **Form I-983 Training Plan**

The student and their supervisor must agree on the components of the plan as follows: the role of the student in the work place, the goals and objectives of the proposed training, how the employer will provide oversight of the plan, and what set of measures and assessments will be used. Both student and supervisor must sign (**No electronic signatures**) this form and send it together with all the items below (one file) Use the attached pre-filled I983.

#### ○ **Form I-765 visit: <https://www.uscis.gov/i-765>**

- Check the 1c box: Renewal of my permission to accept employment
- Question 5: Make certain that the address you put in item 5a will be valid for the next 90 to 120 days as this is where your receipt and EAD will be sent. Mail from USCIS will **not** be forwarded by the U.S. Postal Service. If you have any doubt that your mail will be delivered securely, we strongly advise that you use the OISS address: 420 South Main Street, Room 120, Nashua, NH 03060
- Question 21: Number from your online I-94 record
- Question 27: Eligibility code: (c)(3)(c)
- Question 28: Degree awarded and field of study. Employers E-Verify number (**this is a 7 or 8 digit number and is different from the EIN**), as supplied by your employer
- Signature: Sign in blue ink and make sure your signature does not touch any text or lines

### ○ **Form G-1145**

### ○ **Photographs**

Two recent photographs on thin, glossy paper. **Write your name and SEVIS number in pencil on the back of the photos. Do not cut to size or staple.**

### ○ **Check or Money Order**

\$410.00 payable to U.S. Department of Homeland Security. (If you use a money order: fill in address and sign, where indicated)

○ **Photocopies of (see below)**

- All previous I-20s (you will receive one additional I-20 to add to your application after OGE review)
- F-1 visa and passport ID pages (including your photo, passport number and expiration date)
- All previous EADs, including your current EAD
- Printed online I-94 record

○ **Proof of STEM Degree**

Proof of your STEM degree can include a copy of your **Rivier diploma and an official transcript.**

○ **New I-20**

When all materials are complete OGE will create the required I-20 recommending the STEM OPT extension within 10-15 business days. We will send first an electronic version which can be submitted by the student with their application (see instructions for Submitting to USCIS below). Please make arrangements to pick up your original I-20.

○ **Submit to USCIS & USCIS Processing**

- Once you receive your **new OPT I-20** from OGE you are ready to mail your application to USCIS.
- You will include a copy of this new I-20 with the rest of your OPT application that you submit it to USCIS.
- Make a copy of all application materials for your records and staple them together (attach photos using a paper clip).
- Make sure to send your application **via certified mail with a return receipt or tracking number.**
- Your OPT application must be **received by USCIS within 30 days of the issuance of your new OPT I-20.**

The application and all of the required documentation must be sent to the USCIS Service Center Lockbox facility. Those with addresses in NH, CT, MA, and NY will send their application to the address below. **Those with addresses in other states should read the I-765 instructions on the USCIS website** to learn where to mail their applications.

**By Courier Service (FedEx, DHL, UPS):  
USCIS, Attn: AOS  
2501 S. State Hwy. 121**

**By U.S. Postal Service:  
USCIS  
PO Box 660867  
Dallas, TX 75266**

**Business Suite 400  
Lewisville, TX 75067**

○ **Checking the Progress of Your OPT Application**

Within 2 to 3 weeks, USCIS will send you a receipt notice (Form I-797). This is proof that USCIS has received your application. Make sure to check the spelling of your name. If you notice an error, contact OISS. The receipt will also have your case number printed on it (EAC#####), with which you can track the progress of your application on the USCIS website.

○ **Request for Additional Documentation**

Occasionally, a student will receive a Request for Further Evidence (RFE) from USCIS. These requests are typically because the application is missing a document or new photographs are required. If you receive such a request (normally a yellow sheet of paper) reply immediately to USCIS with the requested documents, including the original yellow sheet placed on top. If you do not understand the USCIS request, contact OGE. Be sure to make copies of your materials before you mail them, and send the reply by courier mail.

○ **EAD Delays**

If you do not receive your EAD card within 80 days from the date immigration received your application, contact OGE and we can check the status of your application.

**IMPORTANT REMINDER:** *You are responsible in mailing your OPT STEM according to the reminders listed above. You must not forget to report your employment status every 6 months and 12 months as indicated on the last pages of the I-983.*