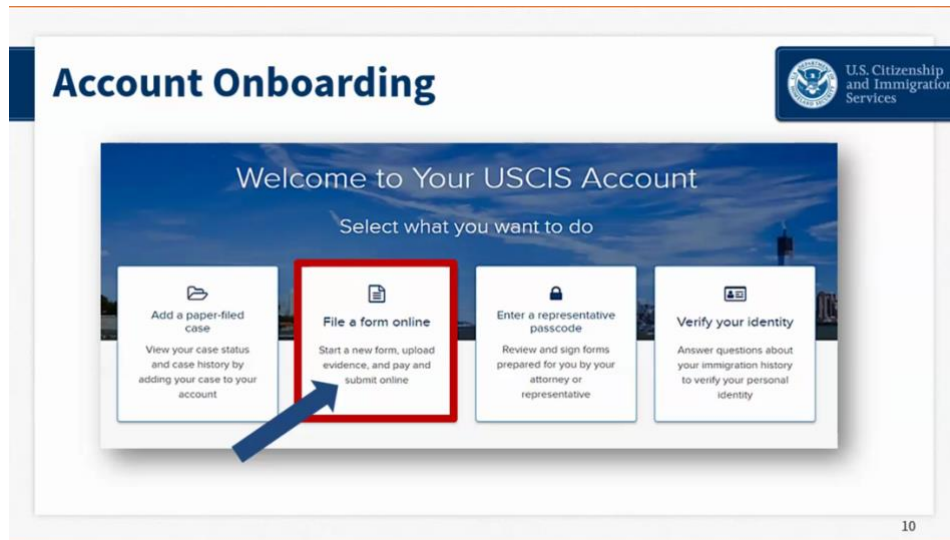# F-1 Student OPT Application (STEM) Checklist

Note: This checklist is intended to serve as general guidance on the OPT application process. You should always speak with an international student advisor regarding OPT or any other benefit associated with your F-1 status. If you believe you are eligible for OPT and would benefit from practical training (a work permit) in your field of study, please start the application process by completing the following these steps.

Step	Action	Completed
1.	Contact your International Student Advisor (DSO) and discuss your eligibility to apply for STEM OPT. If you are eligible, proceed with the Steps below.	
2.	Complete Forms required > email them to DSO: • I-983 Training Plan – https://studyinthestates.dhs.gov/stem-opt-hub DSO must approve I-983 before you can move on to the I-765 online submission.	
3.	Create account on USCIS & start online I-765 – https://www.uscis.gov/ 	

Select the form you want to file online.

○ Application to Replace Permanent Resident Card (I-90)

○ Request for a Hearing on a Decision in Naturalization Proceedings (N-336)

○ Application for Naturalization (N-400)

○ Application for Replacement Naturalization/Citizenship Document (N-565)

○ Application for Certificate of Citizenship (N-600)

○ Application for Citizenship and Issuance of Certificate Under Section 322 (N-600K)

○ Petition for Alien Relative (I-130)

○ Application To Extend/Change Nonimmigrant Status (I-539)

◉ Application for Employment Authorization (I-765)
Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:

- Pre-completion OPT - (c)(3)(A) eligibility category;
- Post-completion OPT - (c)(3)(B) eligibility category; or
- a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category.

- **Application Category – STEM OPT > (c) (3) (C)**

Items required to upload with Online I-765:
- Employer/Supervisor Employment Letter or Employment Contract
- Most recent I-94 record – https://i94.cbp.dhs.gov/I94/#/home
- Valid passport – copy of information page (and renewal or extensions)
- F-1 Visa (if applicable) – copy of visa page
- STEM OPT I-20 issued by DSO
- Copies most recent LLU OPT I-20
  - Copies of previous school OPT I-20 (If applying for STEM with degree from a previous school)
- Copies of current Employment Authorization Documents (EAD)
- Copy of LLU Degree/Diploma and/or Final Transcript with Degree posted
- One photograph (JPG, JPEG, or PNG file only)
  - 2x2 inch U.S. passport size
  - White Background

| 4. | Meet with your DSO via Zoom to ask question about online I-765 & finalize STEM OPT I-20 dates:

• Your DSO will issue the *STEM OPT I-20* and email you the electronic copy.
• Send DRAFT of I-765 application to DSO for review and editing (if needed) before submitting I-765.
• **DO NOT submit payment until DSO has approved the I-765 DRAFT**.

WARNING – You must receive the *STEM OPT I-20* from your DSO **BEFORE you can submit your I-765 application. **Failure to upload the STEM OPT I-20 before I-765 is submitted will result in a denial from USCIS.** | |

5.	Submit the I-765 application online:	
	• Upload all items in Step 3	
	• Submit fee payment online through a secure USCIS website	
	• Once payment is completed, the I-765 application is filed	
	• I-765 must be filed within 30 days of date DSO issues the *STEM OPT I-20*	