

Checklist for OPT 24-Month Extension (STEM majors)

Please review all OPT STEM requirements and processes at <https://www.oakland.edu/isso/employment> prior to completing this form.

ACTION REQUEST: F-1 permission for OPT 24-month STEM Extension
Employer must be E-verified to apply!

Required documents to process OPT STEM: Be sure to bring to your ISSO appointment the required numbers of copies of the documents below, so that your OPT STEM packet is complete and may be processed. We are not responsible for making copies upon your arrival!

- ☐ Check payable to "Department of Homeland Security". For current I-765 fees please check www.uscis.gov/forms/our-fees. Check must have your name, current address and phone number on the front.
- ☐ Two passport size photos. Print full name and SEVIS number on back of each photo. (SEVIS number found on top left of I-20, begins with N). Pictures can be taken at 149 Oakland Center (\$10).
- ☐ Completed online Form I-765 and printed (it is better to type it rather than handwrite this form). Use an address that will not change for 3-4 months during OPT processing.
- ☐ Completed online form G-1145 (E-notification of application/petition acceptance)
- ☐ Employment offer letter (on company letterhead)
- ☐ Employer (or client) "E-Verify" ID Number (listed on I-765 form question #28.C)
- ☐ Copy of diploma
- ☐ Official Academic transcript(s) - NOT AN ELECTRONIC VERSION. These can be requested through the Office of the Registrar: www.oakland.edu/registrar/records/transcripts
- ☐ Copy of current EAD (OPT) card
- ☐ Copy of last I-20. You do not need to print the instructional page of I-20 (page 3).
- ☐ I-94 Card, which must be printed out by going to <https://i94.cbp.dhs.gov/i94/#/home> Canadian citizens and visa holders who receive hard copies of I-94, please copy front and back.
- ☐ Copy of valid passport. This must not expire within 6 months of application – no blank pages needed.
- ☐ Copy of F-1 Visa stamp page in passport and a copy of photo passport page. If you have completed a change of status in the U.S., we will also need a copy of your I-797 approval notice.
- ☐ Copy of completed and signed by Employer [I-983 Form](#) (instructions [here](#))
- ☐ [OPT Employer Information Report](#)
- ☐ Please make a COPY of ALL COMPLETED forms and documents listed above before arriving to your appointment (including check and photos). The ISSO is not responsible for making copies when you arrive to the office. The original will be mailed to USCIS and the copy will stay in your file.
 - When you arrive at your appointment, please have all documents that we will mail to USCIS in one pile, and all copies of those same documents to be kept here in your ISSO file in another pile.

Please note: When you are on OPT or OPT STEM, you are required to renew your travel signature on your I-20 every 6 months. If you plan on travelling, please visit the ISSO before you leave if a travel signature is required before you return.

What To Do After Receiving Your OPT STEM EAD (Employment) Card

After your OPT STEM is approved and you receive your STEM EAD card in the mail, you will need to get a new I-20 from the ISSO that will say "approved" under STEM OPT on page 2 (instead of "requested"). It is important that you have this new I-20, because the I-20 you received when you applied for OPT will be a temporary, pending I-20. You will also need to submit this new I-20 to your employer as proof of your work authorization.

The ISSO needs three (3) documents in order to create your new I-20 with the OPT approval information on it. The following three requirements can be brought to the ISSO in person, emailed to the ISSO at isso@oakland.edu, faxed to 248-370-3351 or sent by mail to the ISSO: 586 Pioneer Drive Ste. 328, Rochester MI 43309. Please DO NOT email the documents to more than one email address as it will not speed up, but rather slow down, the process of generating your new I-20.

1. A Copy of the EAD Card:
You will receive it at the address you put down on the I-765 form. If you used the ISSO address in your application, we will email you once we receive the card.
2. EIR (Employer Information Report):
This form is on our website under the "Forms" tab on the left, and is titled "OPT and OPT STEM Employer Information Report (EIR)". Please fill out the form completely. Print and complete only the first page of the EIR (unless you have multiple employers and must complete both pages 1 & 2). To be in compliance with federal USCIS and OU regulations, **you must resubmit this form, even if there are no changes, every six (6) months!**
3. Job Offer Letter:
This letter should have your name and dates of employment on it.

Once the ISSO has the 3 required documents, your I-20 will be created within 2 business days. When you receive an email from the ISSO saying your I-20 is ready, you may come into the office with your ID and to pick up the new I-20. We will only mail your new I-20 if you live and work outside of Michigan.

You also need to submit the Training Plan for OPT STEM students (I-983 form) to the ISSO **every 12 months**.

If your EAD is approved and you are currently unemployed, please call our office (248-370-3358) to schedule a 30-minute appointment with an adviser to review your efforts and options for finding a job.

Also, if you have applied for, or have been approved for H1-B, please let the ISSO know so we can close your SEVIS record accordingly.

*****Please note that being unemployed for more than 150 days, or not submitting these documents could result in your SEVIS record being terminated.***

By signing this form, I understand that I must report the following situations to the ISSO, or my immigration status will be jeopardized:

- Every 6 months you must complete and submit the EIR form (also found under the OPT STEM packet on the website)
- Once you receive your EAD STEM card, the ISSO needs to be sent a photocopy.
- If you have a change in employer, the ISSO needs to be informed straight away.
- If you have a change of address, the ISSO needs to be informed straight away.

When submitting these items, please send an email with "OPT Updates" in the subject line, to the ISSO, at isso@oakland.edu. Please do not copy multiple people in the office on this matter.

Printed name: _____

Signature: _____ Date: _____