STEM

OPT APPLICATION SAMPLE

VISA & IMMIGRATION SERVICE ADVISING
STEM OPT APPLICATION CHECKLIST

SUBMIT YOUR STEM OPT APPLICATION TO THE VISA OFFICE 3 MONTHS BEFORE YOUR OPT END DATE

The following items must be submitted to apply for STEM OPT:
1. Request for STEM (filled out online) and signed STEM OPT Responsibilities Form
2. I-765 (typed in the fillable PDF online)
3. I-983 Training Form
4. Copies of all I-20s AND any DS-2019s ever issued to you by ODU and any other school (this includes F-2 I-20s and J-1 or J-2 DS-2019s)
5. Biographical information page from your passport (if the picture and/or expiration date are on different pages, include those as well)
6. Most recent visa stamp
7. I-94: if you have the card (from a pre-May 2013 entry), copy of BOTH sides OR I-94 print-out
8. Any previous EADs (front and back)
9. Two passport-style photos
10. Personal check for $410 made out to US Department of Homeland Security OR Form G-1450 for credit card payment of $410
11. Copy of diploma you are using to apply for STEM
12. Official or unofficial transcripts with degree conferral date for current and prior degrees

Please note that copies should be submitted on 8.5 x 11 paper and documents should be copied both in actual size and centered on the page. The only exception to this is your diploma, which must be reduced in size to fit on 8.5 x 11 paper.
STEM OPT Request Form

View your addresses in LeoOnline

Enter your employment info

EIN Number and E-Verify Number are REQUIRED
Ask your employer for these numbers

The **EIN number** (employer identification number) is a **nine (9) digit number** assigned by the IRS.
The **E-Verify number** is a **4-7 digit number** assigned by USCIS.

SIGN & DATE HERE

**Personal Information**

Name: ____________________

ODU E-Mail: ____________________

Phone: ____________________

Major: ____________________

Current Address: ____________________

**Employer Information**

Company Name: ____________________

Address: ____________________

Supervisor’s Name: ____________________

Supervisor’s Phone: ____________________

Supervisor’s E-Mail: ____________________

Your Job Title: ____________________

Employer’s ID Number (EIN) ____________________

Employer’s E-Verify Number: ____________________

NOTE: The EIN number (employer identification number) is a nine (9) digit number assigned by the IRS. The E-Verify number is a 4-7 digit number assigned by USCIS.

Do you currently work for this employer? If YES, have you submitted this employer’s information via VISA’s OPT Employment Update form? ☐ Yes ☐ No

- If my STEM OPT is approved, I understand that I am responsible for maintaining my F1 status.
- I will continue to make appropriate and timely address and employment updates to VISA every SIX months and/or within FIVE days when there are any changes in my employment.
- I certify that I will check my ODU email and read emails sent from the VISA office.
- I understand that USCIS must receive my application before the end of my OPT EAD card and that VISA office’s processing time is up to 10 business days.

Signature: ____________________ Date: ____________________

**For VISA Use Only**

☐ Employer Info ☐ STEM Major ☐ SEVIS Address

☐ EAD Card ☐ Transcript ☐ I-863 form ☐ I-765 version

Notes: ____________________ Revised: 4/2020
STEM OPT Responsibilities Form

CAREFULLY READ AND SIGN THE RESPONSIBILITIES FORM

While on STEM OPT (24-month authorization), I understand that:

1. UPDATES: I will notify VISA of any biographical updates while I am on OPT (e.g. name change, address changes, change of status etc.) via the proper forms.

2. TRAVEL: I understand that travel outside the U.S. while my STEM OPT application is being processed by USCIS is strongly discouraged.

3. OPT EMPLOYMENT UPDATES: I will submit the OPT Employment Update form to VISA every six months AND if there are any changes in my employment.

4. I-983 Form: I will submit 12th month evaluation part of I-983 within 30 days of completing my 1 year of STEM OPT and 24th month evaluation part of I-983 form within 30 days for finishing my STEM OPT.

5. EMPLOYMENT: I can work anywhere in the US, as long as my work is directly related to my major, is a minimum of 20 hours per week per employer, and the employer participates in E-Verify. If I change my job or become unemployed, I understand that I must notify VISA via the OPT Employment Update Form.

6. UNEMPLOYMENT: Between Regular and STEM OPT, I have a total of 150 days of unemployment.

7. CLASS REGISTRATION: I can register for one or two classes per semester for recreational or professional development reasons while on STEM OPT but only as a nondegree student.

8. INSURANCE: Having health insurance is STRONGLY recommended when I am on STEM OPT and that I am still eligible for the ODU health insurance.

9. SEVIS TRANSFER: My STEM OPT will be terminated once my SEVIS record is transferred from ODU to another school and/or if I-I-20 issued for me to begin another program. I will communicate with the international student advisor issuing my I-20 to coordinate the issuance date.

10. POLICY UPDATES: This responsibilities form is valid for current VISA policies and USCIS regulations. I will follow any regulatory updates, which will be announced on the VISA site and/or via the ISSlist.

11. ODU EMAIL: I understand that I may be contacted for additional information about my employer and will check student email account regularly.

I have read and agree to follow these regulations.

Student Name (Print) & UID | Student Signature | Date

Visa & Immigration Service Advising

instlist@odu.edu
Part 2. Item 2.a. Your other names such as maiden name, nicknames
Write N/A for not applicable

Part 1. Item 1.c. Select Renewal of my permission to accept employment.

Part 2. Item 1.a. Your Family and Given Name
Item 5.a. “In care of” name: if your mail is sent to someone other than yourself, write the recipient’s name.

**IMPORTANT!!! THIS IS THE ADDRESS TO WHICH YOUR EAD CARD WILL BE MAILED**

Item 6. U.S. Physical address will become fillable when you select “NO” here

Item 7.a. – 7.d. If you checked “NO” in Q6. Enter your current SEVIS address

Item 8. Your current EAD card will have this 9-digit number beneath “USCIS #.” Do not enter your I-94 #. You will enter your I-94 number in Q21.

Item 9. If you have filed an application with USCIS online, write your account number here. If you have never filed an application online, write “NONE”.

Item 18.a & 18.b. Answer both questions.
I-94 can be retrieved within 5 years of entry.

Item 21.c. Document used to enter the US instead of the passport. Write “NONE” if you have a passport.

Item 23. Use the port of entry city.

Item 24. Write “F-1 student” if you entered the US on an F-1 visa. If you entered the US on a different visa and changed your status to F-1 after you arrived, write the visa status that you used to enter the US.

Item 25. Write “F-1 Student”

Item 26. Your SEVIS # from your current I-20

Item 28.a. Your degree level and major. This box only allows 16 characters. Handwrite neatly in black ink if you need more space, for example: MS in Aerospace Eng.

Items 28.b. and 28.c. Ask your employer for name and E-Verify Number. You must write the company name exactly as it appears in E-Verify. The E-Verify number is a 4-7 digit number assigned by USCIS. The E-Verify number is NOT the EIN number.

ENTER “C 3 C”
Complete Items 3-5.
IMPORTANT!
SIGN WITH BLUE OR BLACK PEN AND DATE
NO PHOTOCOPIES
NO ELECTRONIC SIGNATURES
SIGNATURE MUST FIT INSIDE BOX

Part 4. Items 1.a, 1.b, and 2. Write N/A for not applicable
Write “N/A” across the entire page.

<table>
<thead>
<tr>
<th>Preparer’s Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.a. Preparer’s Family Name (Last Name)</td>
</tr>
<tr>
<td>1.b. Preparer’s Given Name (First Name)</td>
</tr>
<tr>
<td>2. Preparer’s Business or Organization Name (if any)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparer’s Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.a. Street Number and Name</td>
</tr>
<tr>
<td>3.c. City or Town</td>
</tr>
<tr>
<td>3.d. State</td>
</tr>
<tr>
<td>3.e. Province</td>
</tr>
<tr>
<td>3.f. Postal Code</td>
</tr>
<tr>
<td>3.g. Country</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparer’s Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Preparer’s Daytime Telephone Number</td>
</tr>
<tr>
<td>5. Preparer’s Mobile Telephone Number (if any)</td>
</tr>
<tr>
<td>6. Preparer’s Email Address (if any)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preparer’s Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.a. I am not an attorney or accredited representative but have prepared this application on behalf of the applicant and with the applicant’s consent.</td>
</tr>
<tr>
<td>7.b. I am an attorney or accredited representative and my representation of the applicant in this case extends or does not extend beyond the preparation of this application.</td>
</tr>
</tbody>
</table>

**NOTE:** If you are an attorney or accredited representative, you need to submit a completed Form G-25 Notice of Entry of Appearance as Attorney or Accredited Representative, with this application.

<table>
<thead>
<tr>
<th>Preparer’s Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.a. By my signature, I certify, under penalty of perjury, that I prepared this application at the request of the applicant. The applicant reviewed this completed application and informed me that he or she understands all of the information contained in the application without, but for her application, including the Preparer’s Declaration and Certification, and that all of the information is complete, true, and correct. I completed the application based on information that the applicant provided to me or authorized me to obtain or use.</td>
</tr>
<tr>
<td>8.b. Preparer’s Signature</td>
</tr>
<tr>
<td>8.c. Date of Signature (mm/dd/yyyy)</td>
</tr>
</tbody>
</table>
Enter your OPT authorization info in Item 3.a.

For example:

- different SEVIS Number
- completed CPT
- Requested multiple OPT changed your visa status in the US.
I-983 FORM – PAGES 1-4

View step by step instructions for I-983 form here:

“Based on Prior Degree:”
---If you are applying for STEM OPT based on your most recent degree from ODU (the degree you used to apply for post-completion OPT), check “NO”.
---If you are applying for STEM OPT based on a degree you earned BEFORE your most recent ODU degree, check “YES”.

SUBMIT NOW: Pages 1-4
SUBMIT LATER:
Page 5- first evaluation is due within 12 months of STEM OPT

Page 5 - final evaluation is due within 24 months of completing STEM OPT
Photocopies of ALL your I-20s and DS-2019s

- Please do not submit your original I-20s or copies of your dependents’ I-20s.
- Make sure you have signed all your I-20s on page 1.
Photocopy of Your Passport Biographical Page

- Photocopy should be in the **middle** of the page
- Do not modify the size of your passport
Photocopy of your US visa stamp page OR Change of Status Approval Notice

- Visa photocopy should be in the middle of the page
- Do not modify the size of your visa stamp
Photocopy of your OPT EAD card

- Photocopy should be in the **middle** of the page
- Copy both sides of your EAD card
Photocopy of your diploma

- Photocopy should be in the middle of the page
- Please reduce the size so it fits 8.5 x 11 in paper
ODU transcript

Official Transcript

Unofficial Transcript

Display Transcript

This is NOT an official transcript. Unofficial transcripts are for personal use only. Courses which are in progress may also be included on this transcript.

Old Dominion University Credit Transcript Totals

<table>
<thead>
<tr>
<th>Transcript Date</th>
<th>ODU Credit</th>
<th>University Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2017</td>
<td>4.00</td>
<td>4.00</td>
</tr>
<tr>
<td>Winter 2017</td>
<td>3.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Spring 2018</td>
<td>3.00</td>
<td>3.00</td>
</tr>
<tr>
<td>Total</td>
<td>10.00</td>
<td>10.00</td>
</tr>
</tbody>
</table>

CARISSA L. HANSON
May 10, 2016 09:52 am

https://www.transcripts.odu.edu/pdf/3590/58300
I-94 arrival record

Electronic I-94:
You can get the most recent I-94:
https://i94.cbp.dhs.gov

Paper I-94:
U.S. Customs & Border Protection (CBP) began the automation of the I-94 records on April 30, 2013
Payment

Check for $410 made out to U.S. Department of Homeland Security

Dates in the US are written in a MONTH/DAY/YEAR format. However, if your country writes it as DAY/MONTH/YEAR, you can write the date as it is below.

Completed G-1450 – Authorization for Credit Card Transactions

“Authorized payment amount” = $410
2 Photos : 2 by 2 inches (51 mm x 51mm)

- 2 identical color passport-style photographs taken recently
- white to off-white background, be printed on thin paper with a glossy finish
- Glasses are not allowed
- Directly facing camera with a neutral expression, eyes are clearly visible
- Head centered and sized between 1” and 1.4” (25 and 35 mm)
- Using a pencil or felt pen, lightly print your name and your SEVIS Number on the back of the photo.
Completed **G-1145 Form**

E-Notifications do not include any personal information, including your name, because email and text message are not secure ways for USCIS to transmit this information. The notification will list your receipt number and tell you how to obtain case status information.