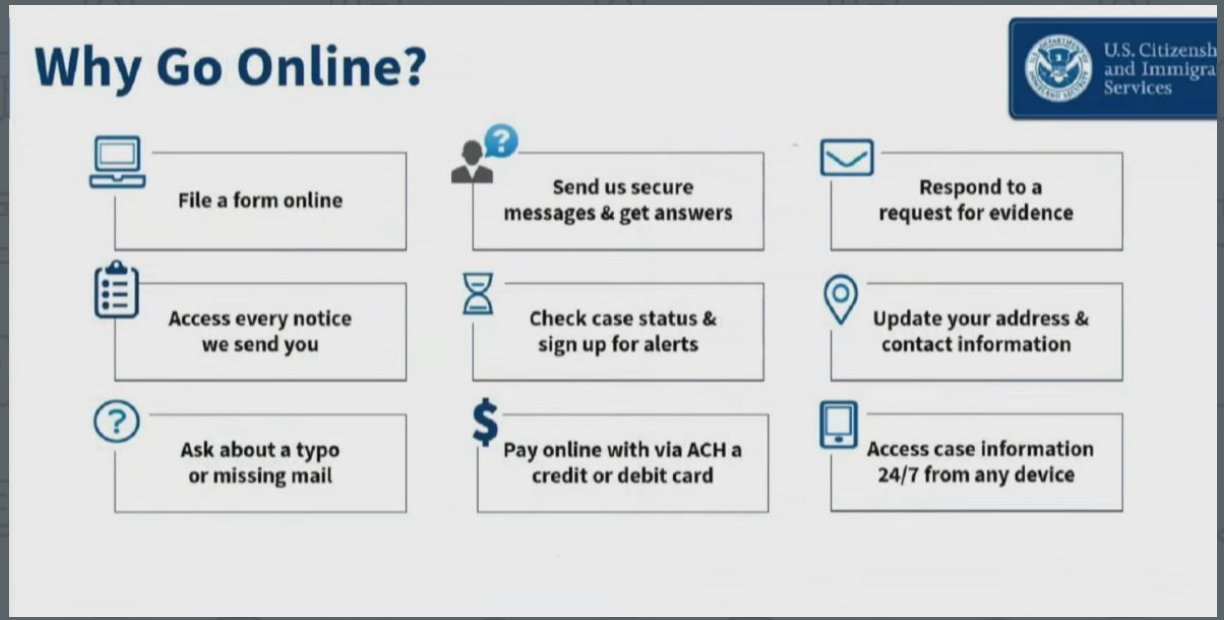
# OPT and STEM Applications:

## Online I-765 Walkthrough

This recording and any related materials provided by UMD are intended for the sole use of UMD alumni who participate under a valid UMD-issued I-20.

Any information contained within or linked to from this site is subject to changes and updates. You as the user are responsible to verify the accuracy and sufficiency of any such content. UMD makes reasonable efforts to ensure that any information contained within or linked from this site has been obtained from reliable sources, however all information is provided AS IS. UMD is not responsible for any errors or omissions, for any results obtained, or for resulting decisions made by USCIS on STEM OPT eligibility resulting from the use of this information.

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# Why file online?

The USCIS online form allows students to easily manage their OPT application throughout its life cycle. Through the online form, students can:

- Reduce fees, mailing costs, and delivery times
- Have fees deducted from credit cards or bank account immediately
- Access and respond to USCIS notices quickly
- Send secure messages to USCIS or request corrections

# Getting Prepared to File Online

# Change of Address

*If you have previously filed an application with USCIS, we recommend that you update your address with USCIS before you begin your OPT application!*

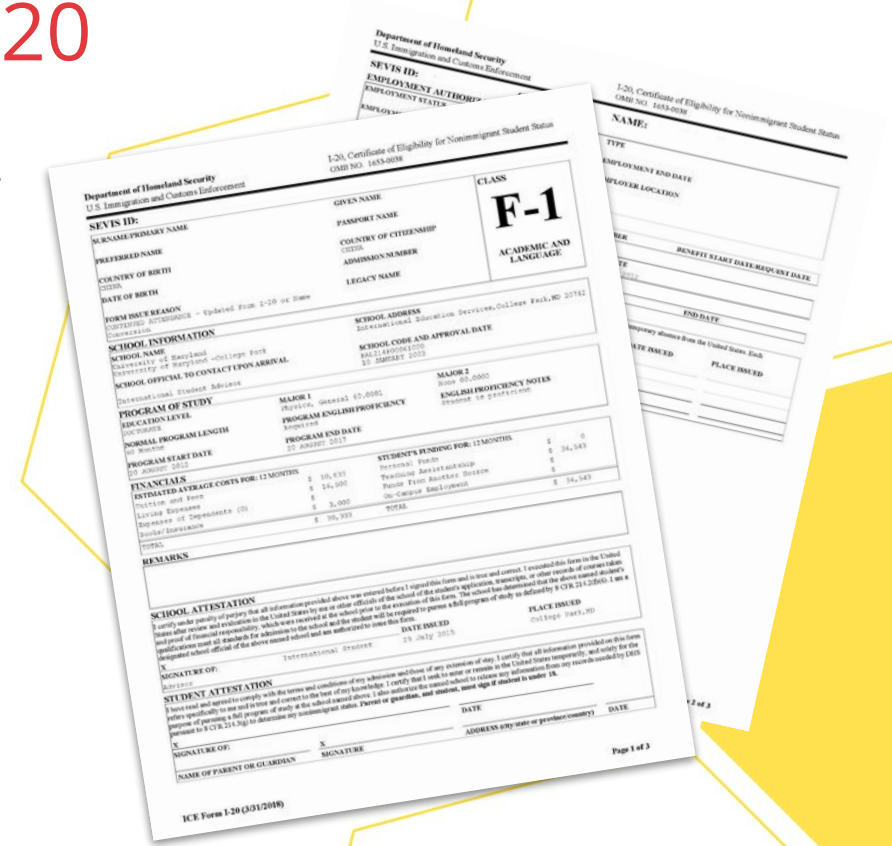
**File the E-COA with USCIS *before* you file for your OPT**

# Getting Prepared: OPT I-20

Complete the correct iTerp e-form and wait for its approval. Fill out the following iTerp form based on your application type:

- Pre-completion - **OPT: Request (Pre-Completion)**
- Post-Completion - **OPT: I-20 Request**
- STEM - **STEM OPT Request**

You will receive your new I-20 with the OPT or STEM recommendation on the second page.
**Do not begin your online application until you have your I-20 with the OPT/STEM recommendation.**




INTERNATIONAL STUDENT & SCHOLAR SERVICES



**Department of Homeland Security**
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

**SEVIS ID:**

| | | |
|---|---|---|
| **SURNAME/PRIMARY NAME** | **GIVEN NAME** | **CLASS** |
| **PREFERRED NAME** | **PASSPORT NAME** | **F-1** |
| **COUNTRY OF BIRTH** CHINA | **COUNTRY OF CITIZENSHIP** CHINA | |
| **DATE OF BIRTH** | **ADMISSION NUMBER** | |
| **FORM ISSUE REASON** CONTINUED ATTENDANCE - Updated Form I-20 or Name Conversion | **LEGACY NAME** | **ACADEMIC AND LANGUAGE** |

**SCHOOL INFORMATION**

| | |
|---|---|
| **SCHOOL NAME** University of Maryland University of Maryland -College Park | **SCHOOL ADDRESS** International Education Services,College Park,MD 20742 |
| **SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL** International Student Advisor | **SCHOOL CODE AND APPROVAL DATE** EAE214F00041000 10 JANUARY 2003 |

**PROGRAM OF STUDY**

| | | |
|---|---|---|
| **EDUCATION LEVEL** DOCTORATE | **MAJOR 1** Physics, General 40.0101 | **MAJOR 2** None 00.0000 |
| **NORMAL PROGRAM LENGTH** 60 Months | **PROGRAM ENGLISH PROFICIENCY** Required | **ENGLISH PROFICIENCY NOTES** Student is proficient |
| **PROGRAM START DATE** 20 AUGUST 2012 | **PROGRAM END DATE** 20 AUGUST 2017 | |

**FINANCIALS**

| **ESTIMATED AVERAGE COSTS FOR:** 12 MONTHS | | **STUDENT'S FUNDING FOR:** 12 MONTHS | |
|---|---|---|---|
| Tuition and Fees | $ 10,833 | Personal Funds | $ 0 |
| Living Expenses | $ 16,500 | Teaching Assistantship | $ 34,543 |
| Expenses of Dependents (0) | $ | Funds From Another Source | $ |
| Books/Insurance | $ 3,000 | On-Campus Employment | $ |
| TOTAL | $ 30,333 | TOTAL | $ 34,543 |

**REMARKS**

**SCHOOL ATTESTATION**

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.

X

| **SIGNATURE OF:** International Student Advisor | **DATE ISSUED** 29 July 2015 | **PLACE ISSUED** College Park,MD |
|---|---|---|

**STUDENT ATTESTATION**

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status. **Parent or guardian, and student, must sign if student is under 18.**

X

| **SIGNATURE OF:** | | **DATE** |
|---|---|---|
| **NAME OF PARENT OR GUARDIAN** | **SIGNATURE** | **ADDRESS (city/state or province/country)** **DATE** |

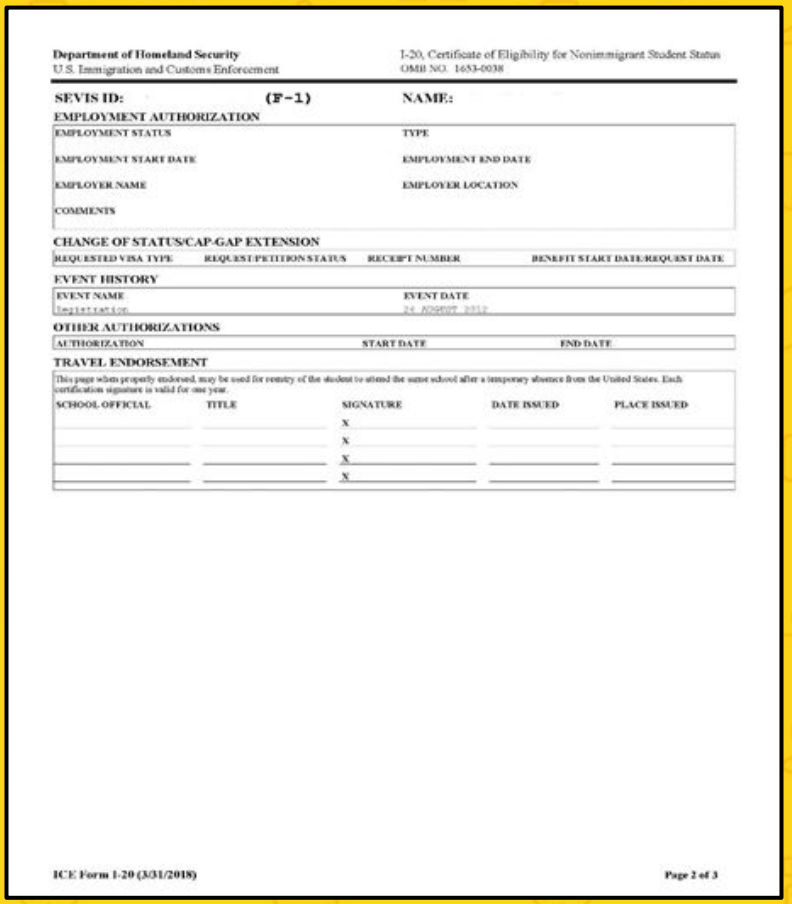
**ICE Form I-20 (3/31/2018)** **Page 1 of 3**

INTERNATIONAL STUDENT & SCHOLAR SERVICES

# OPT/STEM I-20

- Please note: Your online application materials must be submitted to USCIS within **30 days of the creation** of the OPT I-20 and **60 days of the creation** of the STEM I-20.

- **Make sure to sign your I-20 in blue ink in the Student Attestation box!**
  Do this before scanning a copy for your online submission.



Department of Homeland Security
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1653-0038

**SEVIS ID:** (F-1) **NAME:**

**EMPLOYMENT AUTHORIZATION**

| | |
|---|---|
| EMPLOYMENT STATUS | TYPE |
| EMPLOYMENT START DATE | EMPLOYMENT END DATE |
| EMPLOYER NAME | EMPLOYER LOCATION |
| COMMENTS | |

**CHANGE OF STATUS/CAP-GAP EXTENSION**

| REQUESTED VISA TYPE | REQUEST/PETITION STATUS | RECEIPT NUMBER | BENEFIT START DATE/REQUEST DATE |
|---|---|---|---|

**EVENT HISTORY**

| EVENT NAME | EVENT DATE |
|---|---|
| Registration | 24 AUGUST 2012 |

**OTHER AUTHORIZATIONS**

| AUTHORIZATION | START DATE | END DATE |
|---|---|---|

**TRAVEL ENDORSEMENT**

This page when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.

| SCHOOL OFFICIAL | TITLE | SIGNATURE | DATE ISSUED | PLACE ISSUED |
|---|---|---|---|---|
| | | X | | |
| | | X | | |
| | | X | | |
| | | X | | |

ICE Form I-20 (3/31/2018) Page 2 of 3

# OPT I-20

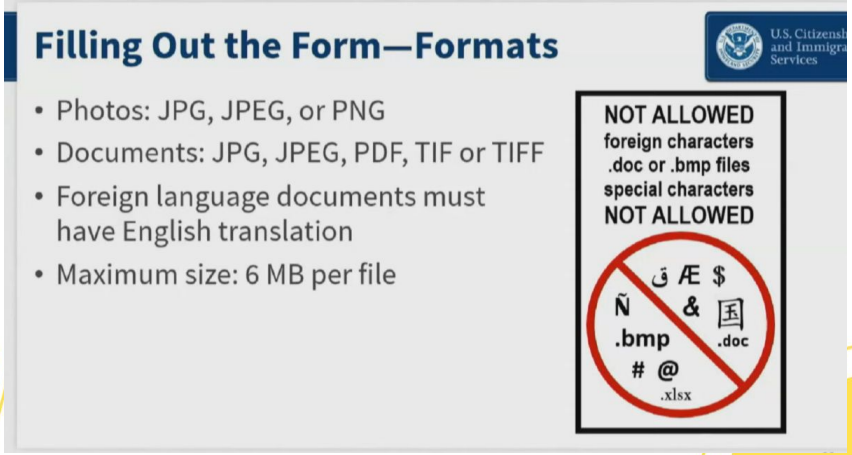
- **For pre- and post-completion OPT only:** Once you apply for OPT, the dates you requested as your start and end dates are written on your new I-20. *SEVIS does not allow these dates to be changed/updated.*

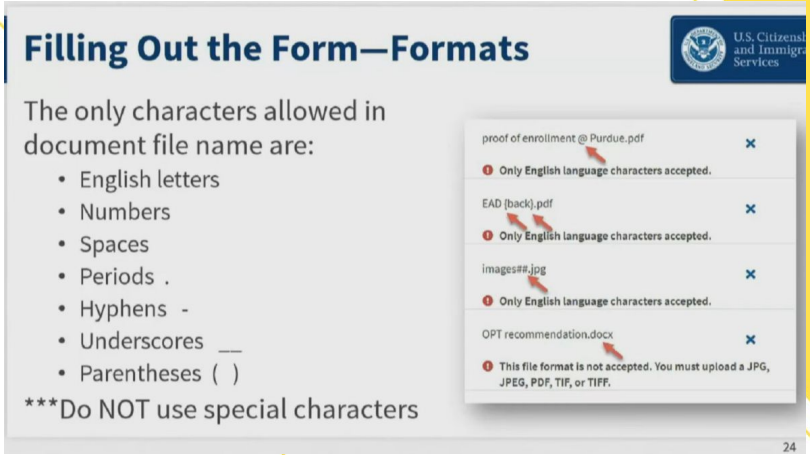
# Getting Prepared: Organize your Files

We suggest making an electronic copy of all materials and save them as **separate files** in the **same folder** on your computer.

**Please check:**

- Are your files in the correct format?
- Are they clearly labeled so you can quickly see which file is which?
- Do the file names meet the standard (no special characters or foreign language characters)?
- Are the file sizes less than 6MB each?



# Getting Prepared:
# Required Materials (all application types)

**These are the documents you should save together on your computer:**

- Passport style photograph
  - We recommend https://tsg.phototool.state.gov/photo to create your photos
- Electronic I-94 record (or hard copy I-94)
- Current passport (biographical page)
- Current F-1 visa (optional)
- New I-20 with OPT recommendation on 2nd page ***(make sure to sign it!)***
- Copies of any previous I-20s **with CPT or OPT recommendations only**
  - Include any copies with CPT or OPT from previous degrees, too!
  - Not required for STEM applications
- *If applicable: Copies of any prior EAD card(s)*



Documents you may need

Most applicants must upload:

- A copy of your Form I-94, Nonimmigrant Arrival-Departure Record (front and back), a printout of your electronic Form I-94 from www.cbp.gov/i94, passport, or other travel document.
- A copy of your last EAD (front and back). If you were not previously issued an EAD, you must submit a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/or fingerprint. The identity document photocopy must clearly show your facial features and contain your biographical information.
- A color passport-style photograph of yourself taken recently.

We will automatically inform you which documents and additional evidence you may need to provide as you fill out your application. These recommendations for additional information will be based on the information you provide in the application, such as your personal history and circumstances.

Any document containing foreign language submitted to USCIS must be accompanied by a full English language translation that the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

# Getting Prepared:
# Required Materials (**Pre-completion only**)

For **Pre-Completion OPT applications only:**

- Proof of enrollment
  - Request from TESTUDO using the **Transcript Ordering** link

For **full-time Pre-Completion OPT during the semester only**:

- Copy of academic advisor's letter certifying that only the thesis/dissertation remains



The following interactive web services are available
Mon - Sat, 7:30am - 11:00pm & Sun, 5:30pm - 11:00pm.

| | |
|---|---|
| Appointment and Registration Status | Student ID Barcode |
| Change Address / E-mail | Student Schedule |
| Degree Audit | Unofficial Transcript |
| Grant/Remove Parent Access | Waitlist Check-In |
| Registration (Drop/Add) | |



The following interactive web services are available 24 hours

| | |
|---|---|
| Deactivate ID Card | Graduation Application & Diploma Status |
| Diploma Remake Request | Institute of Applied Agriculture Transcripts |
| Enrollment Certification Request & Status | Schedule of Classes |
| GPA Calculator | Transcript Ordering |
| Grades | |

# Getting Prepared:
# Required Materials (**STEM Extension only**)

For **STEM Extension applications only:**

- Copy of your diploma or transcript from your STEM degree
- Evidence that your school is currently accredited by U.S. Department of Education
  - If you are applying based on a University of Maryland degree, download and save this accreditation file or use https://ope.ed.gov/dapip/#/institution-profile/120218
  - If you are applying based on a degree from another school, visit https://ope.ed.gov/dapip/#/home to search for your school.

# Getting prepared: Payment methods

Before you begin your online application, think about how you will pay for the application and have that information available. You can pay by:

- Credit card or debit card
- ACH from checking or savings account (automatic withdrawal from a bank account)
    - Have bank routing number and account number available

**Important!**

To pay by credit, debit or ACH withdrawal from a bank account, the credit/debit card or bank account needs to be associated with a **US address**. It does not need to be your own account or credit card.

# Final Reminders Before You File Online

- Once you start the online form, it will be saved for 30 days, or from the last time you worked on the form.
  - *Remember to file your application **within 30 days of the OPT I-20 issuance** and **within 60 days of the STEM I-20 issuance.***
  - *Contact an ISSS advisor before filing online if you have exceeded these dates.*

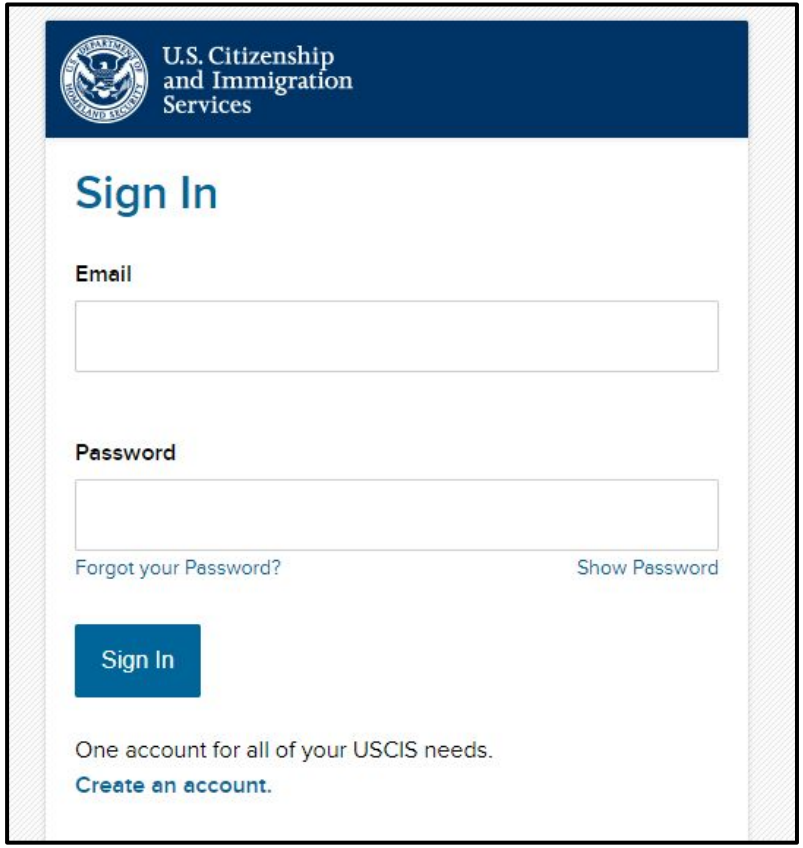
- This is a **personal application**. You are solely responsible for the content of your I-765 application, accuracy of information, and submission of all required materials.

# Creating the USCIS Online Account and Filing Online

# Create or Sign into USCIS account

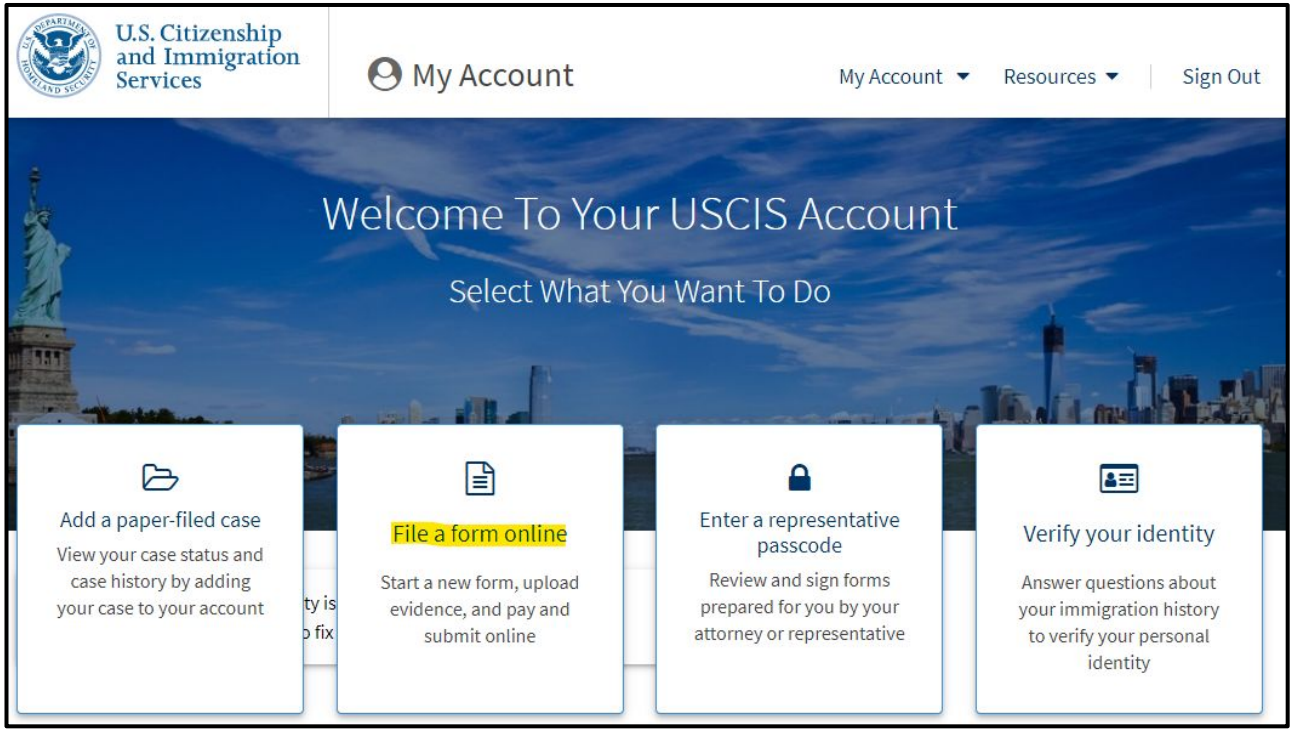
Visit https://myaccount.uscis.gov/ to create a new account or sign in to an existing account.

***Helpful tip!*** The email address you use for this account **does not** need to be the same email address you have on TESTUDO and SEVIS. Use an email address that you will continue to check after your graduation from UMD.



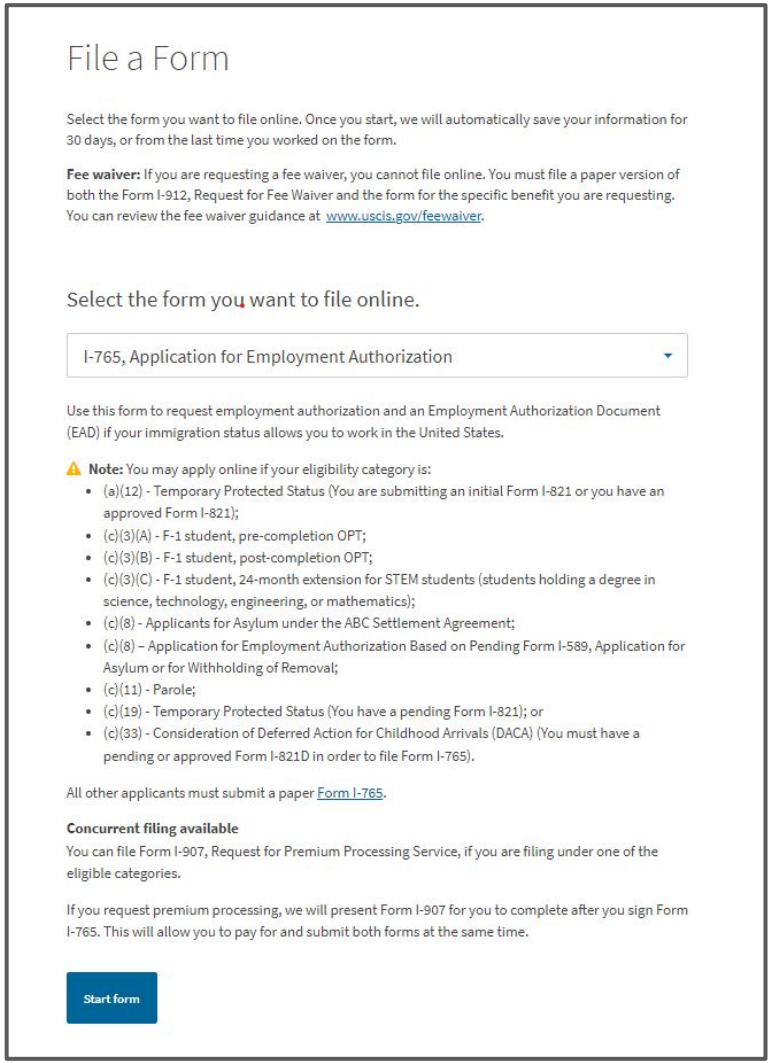
# Start I-765 Application

Once you are logged in, in the My Account section, select **File a form online**.

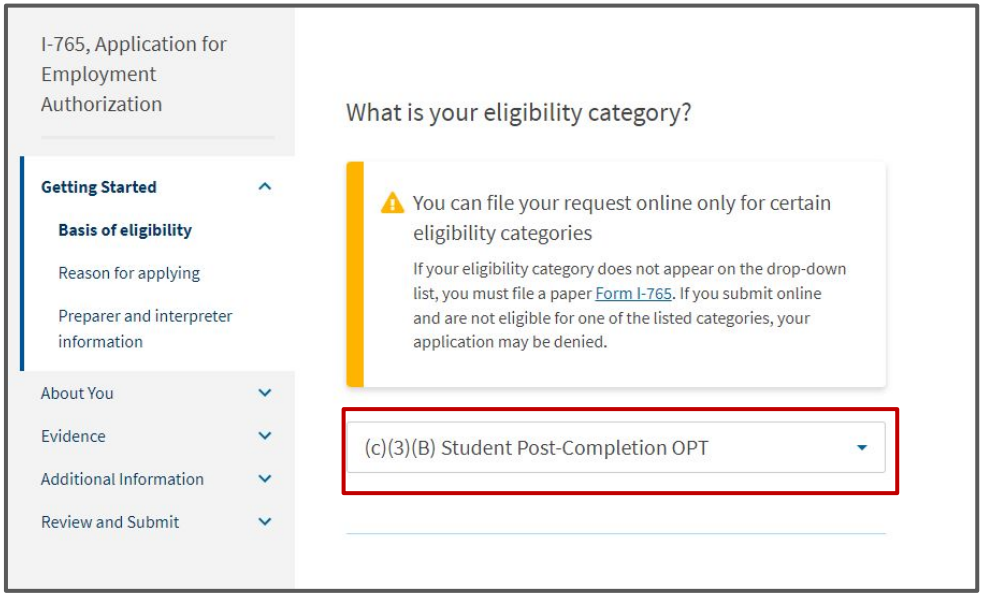


# Start I-765 Application

Select **Application for Employment Authorization (I-765)** from the list of application types.



# Getting Started: Basis of Eligibility




Select your Eligibility Category from the dropdown menu:

- **(c)(3)(A): Pre-completion OPT**
- **(c)(3)(B): Post completion OPT**
- **(c)(3)(C): STEM Extension OPT**

*Please note: other categories are not eligible to file online.*

**Double-check before you continue: Did you select the correct eligibility category for your application?**

# Getting Started: Premium Processing

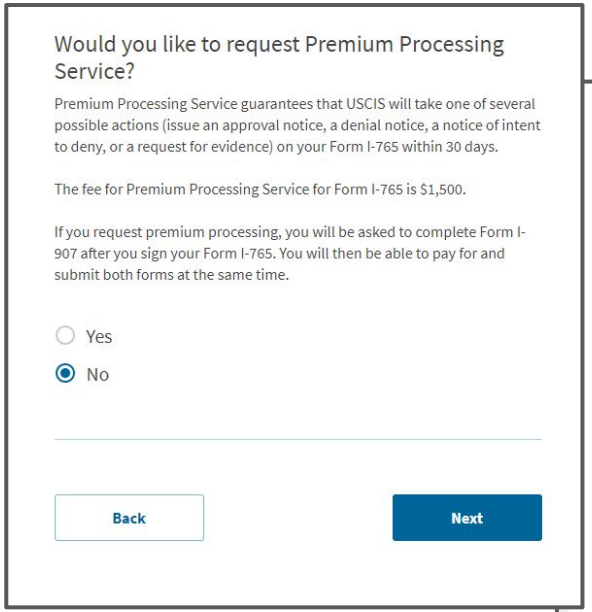
F-1 students may now submit applications for premium processing of their OPT & STEM applications.

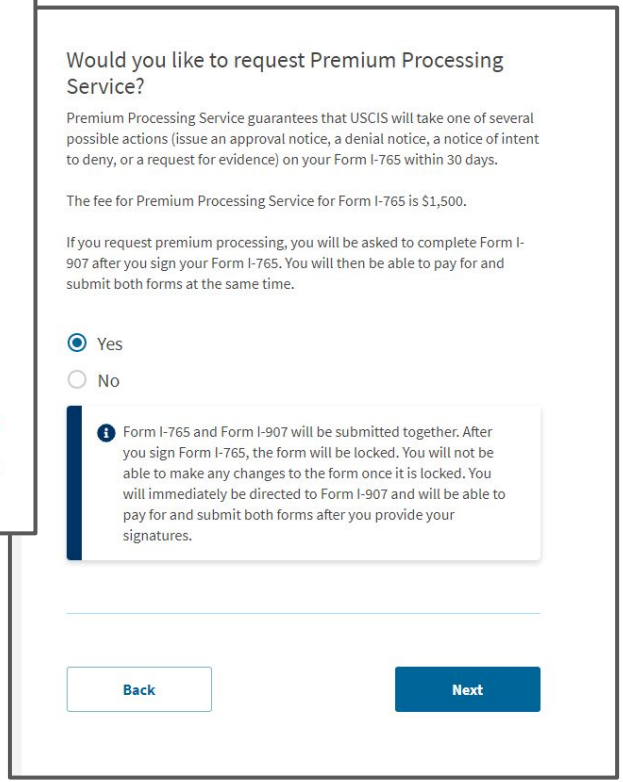
- Processing fee
- Form I-907
- USCIS will process in 30 business days or less
- Applications for premium processing can also be filed concurrently with the I-765 application
- Make sure to check USCIS Processing Times first!

For more information, see our FAQs on premium processing. Schedule an appointment with an advisor if you are interested in filing with premium processing.

# Getting Started: Premium Processing

- Select “Yes” or “No”
- If you select Yes, you will be directed to Form I-907 (application for Premium Processing) directly after you sign Form I-765

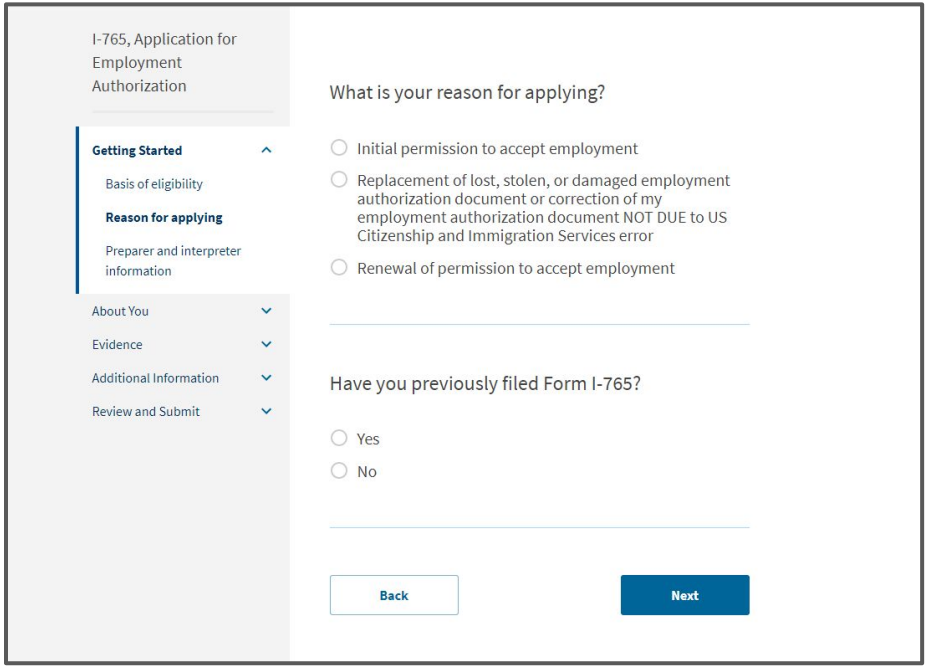


# Getting Started: Reason for Applying

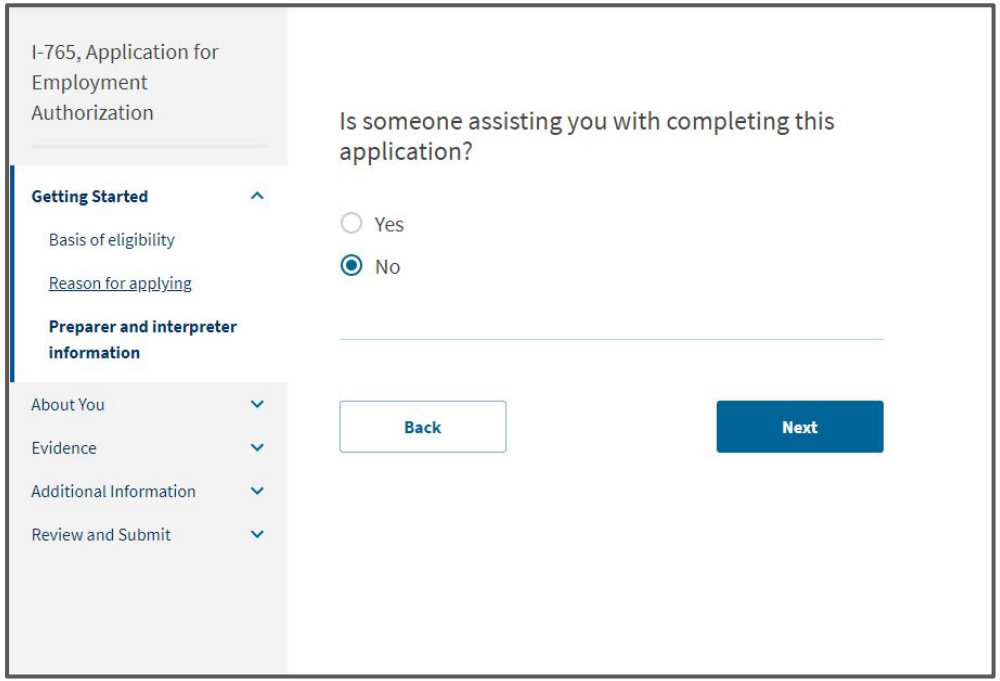
Select:

- '**Initial permission…**' if it is your first time applying for OPT on your current degree level
- '**Renewal of permission**' if you have had OPT previously on your current degree level



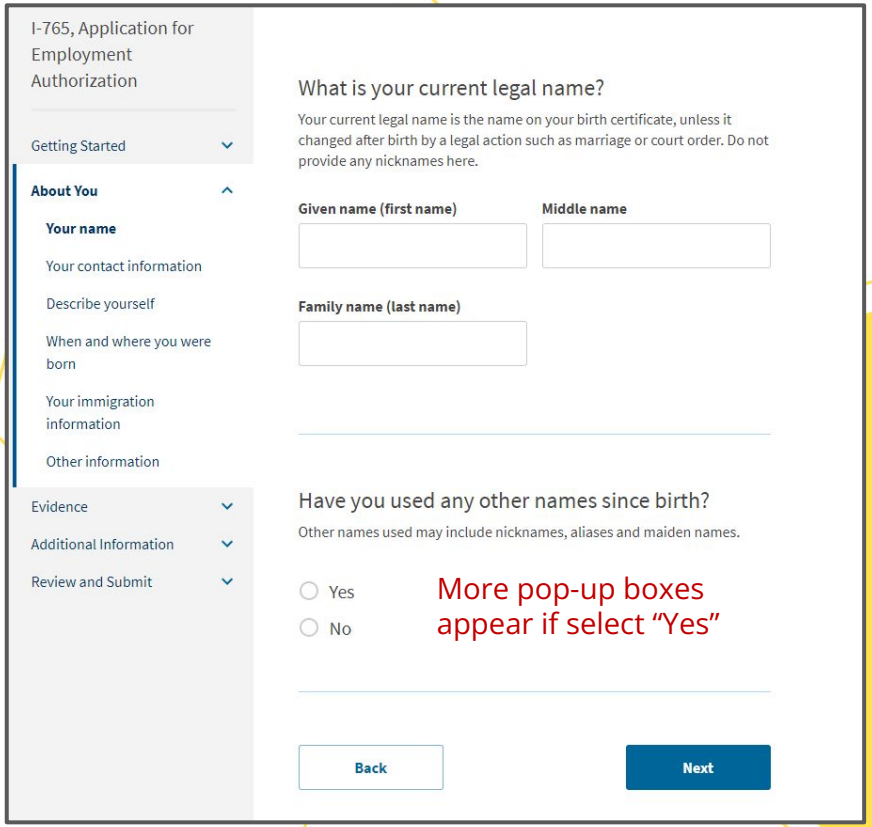
# Getting Started: Preparer and Interpreter Information

- Mark ‘No’ for the question on whether someone is assisting you



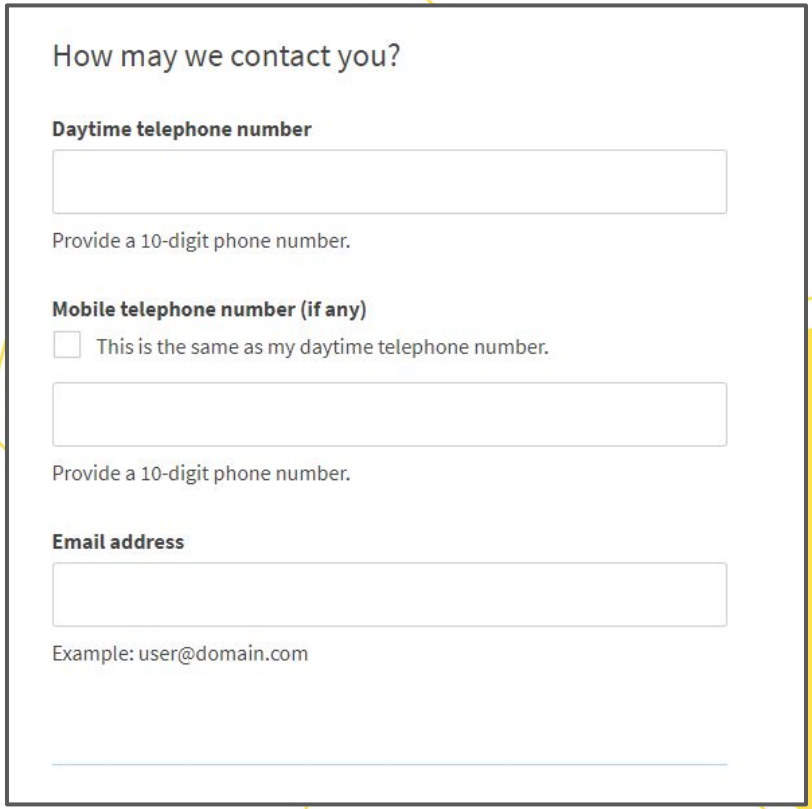
# About You: Your Name

- Please enter your legal name. If your name does not fit in the boxes allotted, enter it on the ‘Additional Information’ page at the end
- If you do not have a first, middle, or last name, please leave the text box blank
- Proceed to the demographic questions



# About You: Your Contact Information

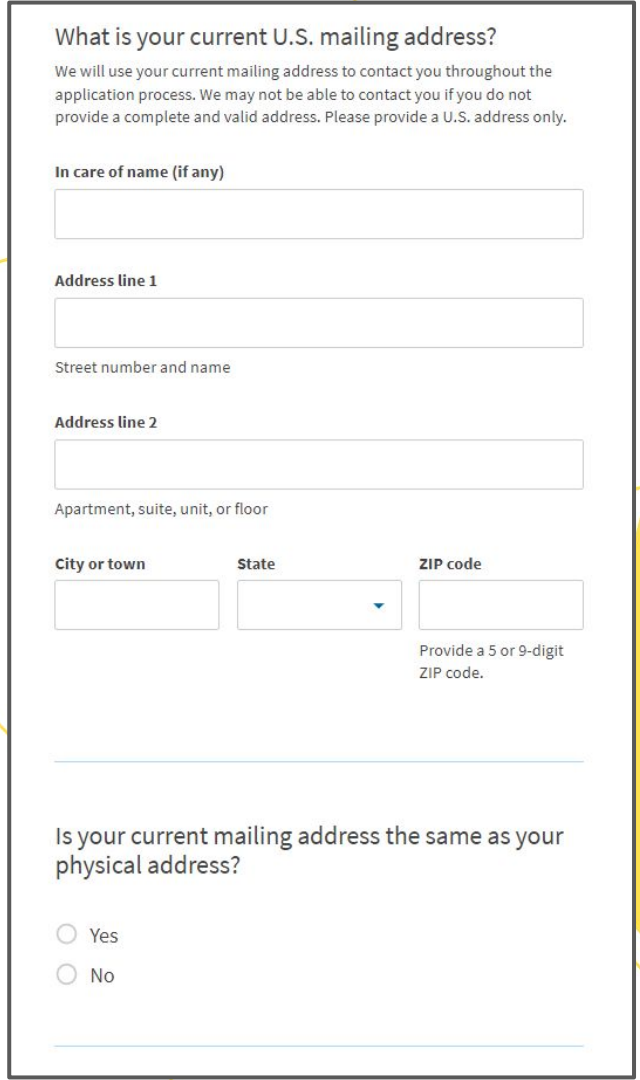
- Please enter your phone number and email address
- Use an email address that you will not lose access to after you graduate



# About You: Your Contact Information

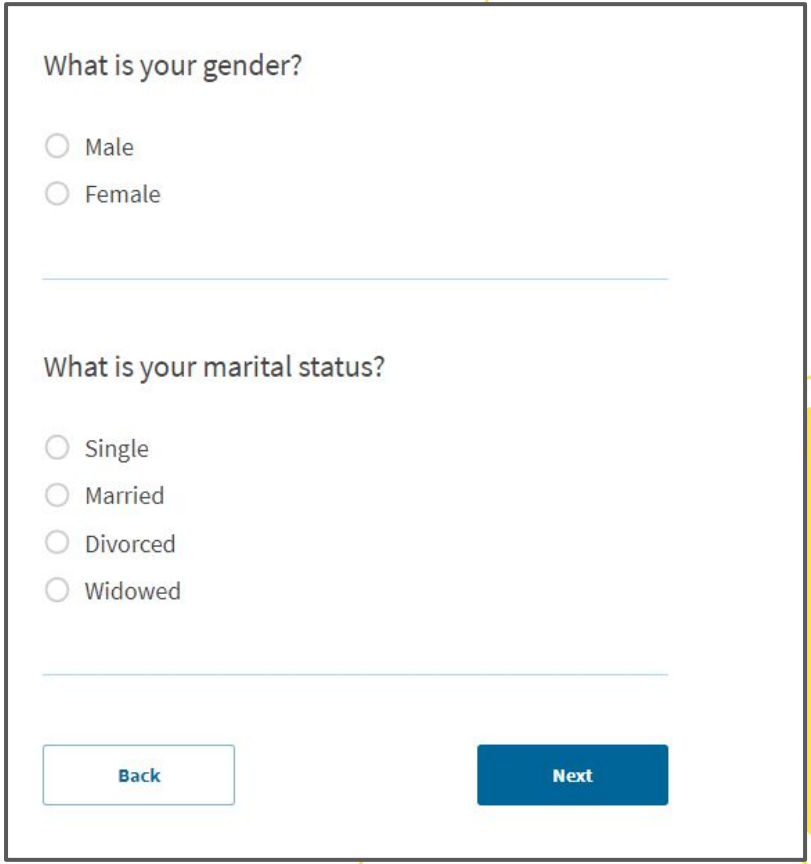
- Please enter your U.S. mailing address. This address is where your EAD will be sent.
  **If you might move in the next 1-5 months, please use a friend's or family member's address.**

- If your mailing address is not the same as your address of residence in the U.S., mark 'No' and enter your U.S. address of residence. Your EAD card will NOT be sent to this address



# About You: Describe Yourself

- Select your gender and marital status



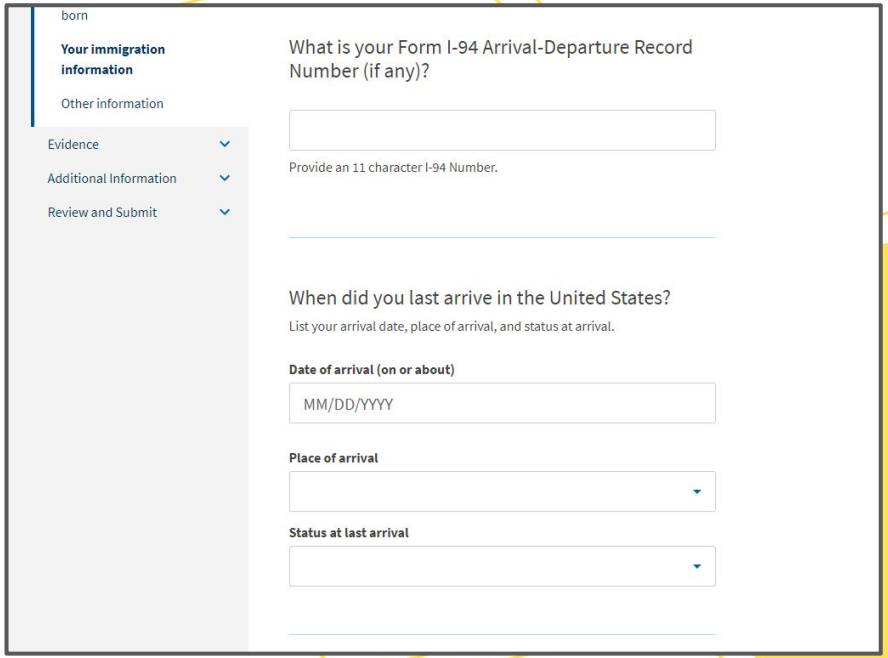
# About You: When and Where you were born

- Enter your city, town, or village of birth
- State or province of birth
- Country of birth
- Date of birth
  - Month/Day/Year
  - Ex: December 31, 1999
  - 12/31/1999



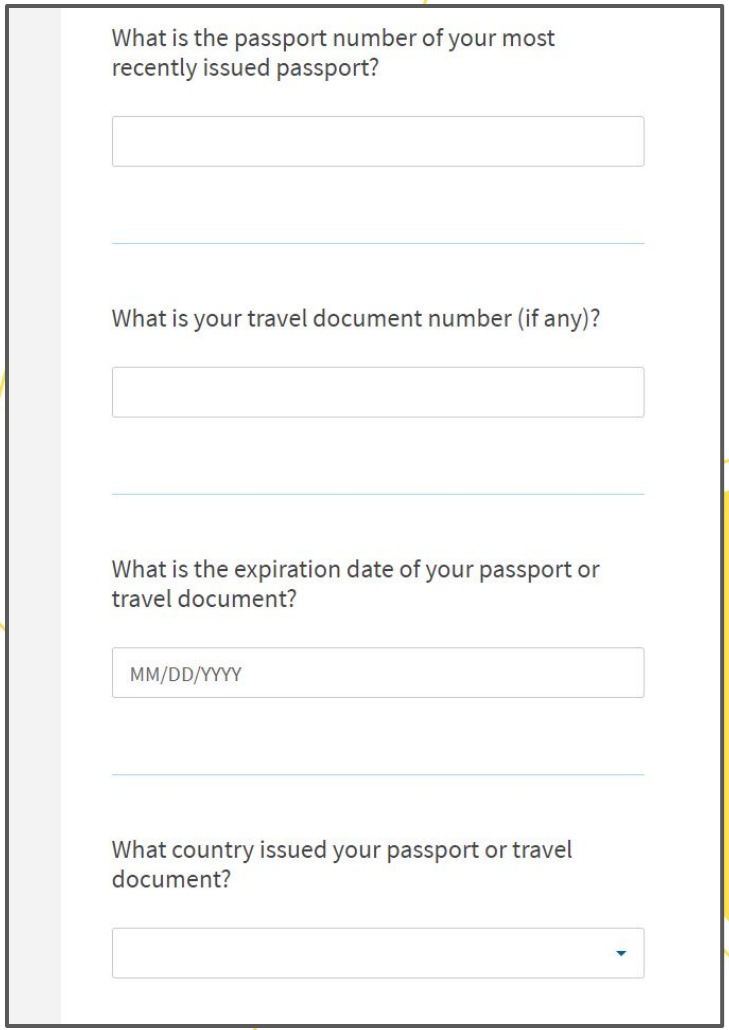
# About You: Your Immigration Information

- Select your country of citizenship or nationality
- Please enter your I-94 information
  - Electronic records can be found here: https://i94.cbp.dhs.gov
    - You can find the last 'place of arrival' by selecting 'View Complete Travel History'
  - If you have a paper card, please record the requested information
- You will be uploading your I-94 later! Please have your I-94 record downloaded/scanned and ready to upload.



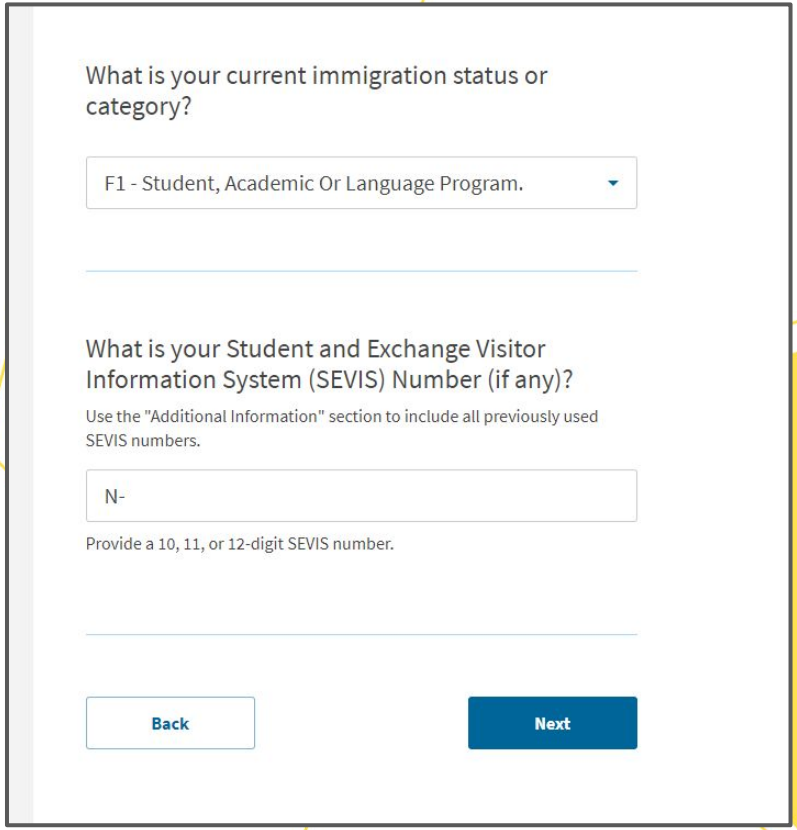
# About You: Immigration Information (Continued)

- Enter passport number of your **most recently issued passport**
- If you enter a passport number, **leave the travel document number blank**
- Expiration date of passport
- Country that issued your passport



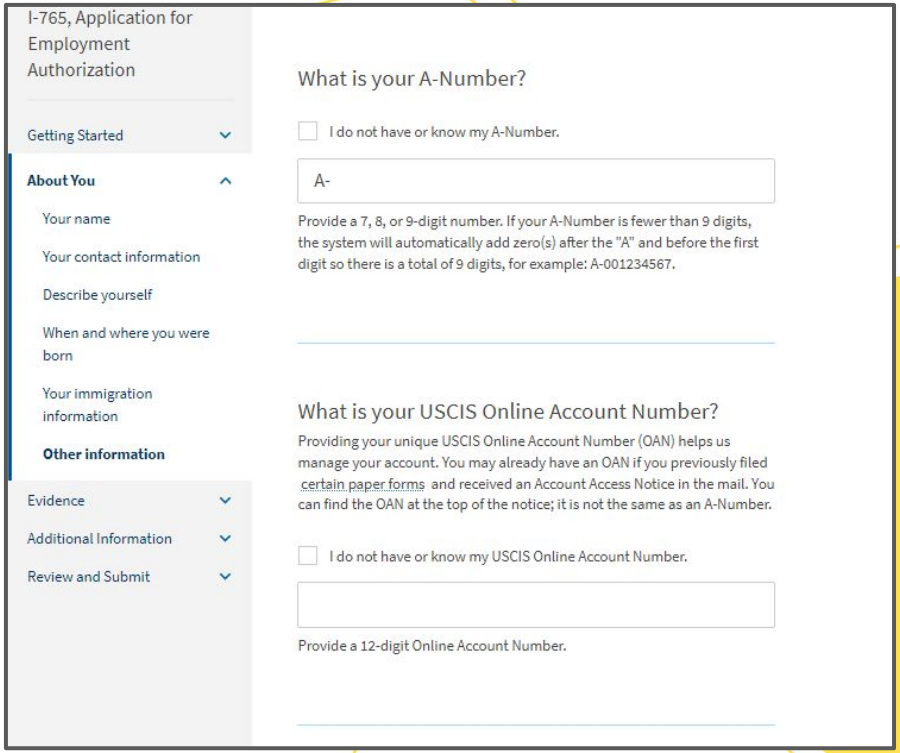
# About You: Immigration Information (Continued)

- For current immigration status or category, select “F1 - Student, Academic, or Language Program”
- Enter your SEVIS Number (at the top of your I-20)
- If you have had different SEVIS numbers in the past, add them in the “Additional Information” section at the end of the application



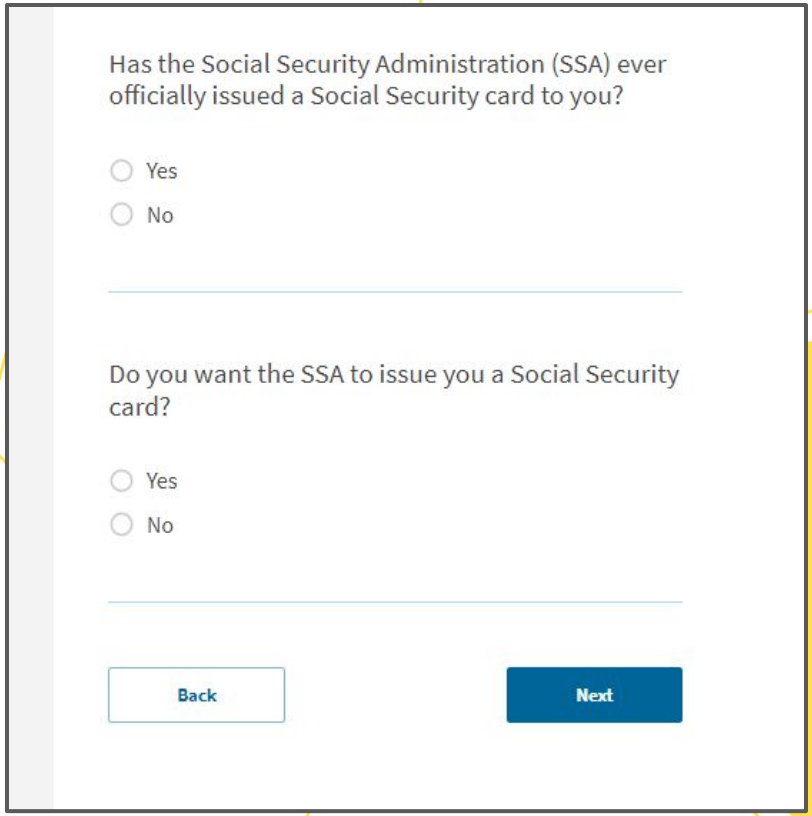
# About You: Other Information

- If you have had an EAD card in the past, enter your A-Number
  - The A number can be found on prior EAD cards listed as the USCIS#.
  - If this is your first time applying for OPT, check “I do not have or know my A-Number”
- If you have filed an application with USCIS before, enter your USCIS Online Account Number.
  - The USCIS Online Account number can be found on your user profile page of USCIS’ portal.
  - If this is your first time filing with USCIS, check “I do not have or know my USCIS Online Account Number”



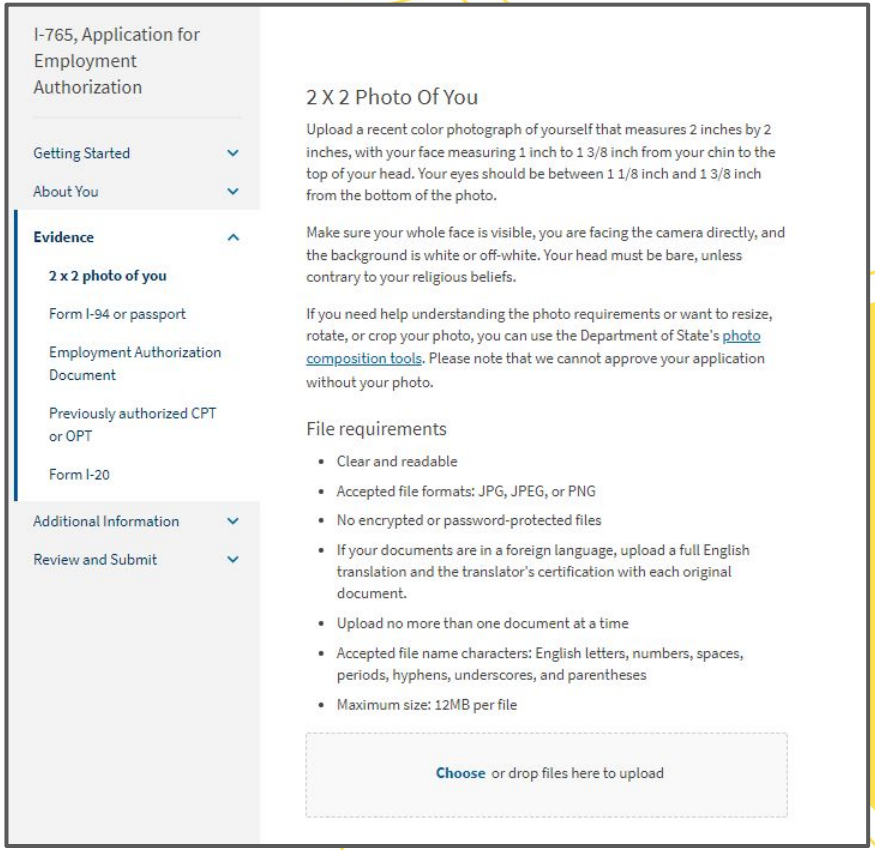
# About You: Other Information (Continued)

- If you have an SSN number please mark ‘yes’ and enter it here
  - An SSN is good for life; you do not need to request another
- If you do not have an SSN number please mark ‘no’ and answer the following question as to whether you would like a Social Security card to be issued to you
  - Complete the requested information



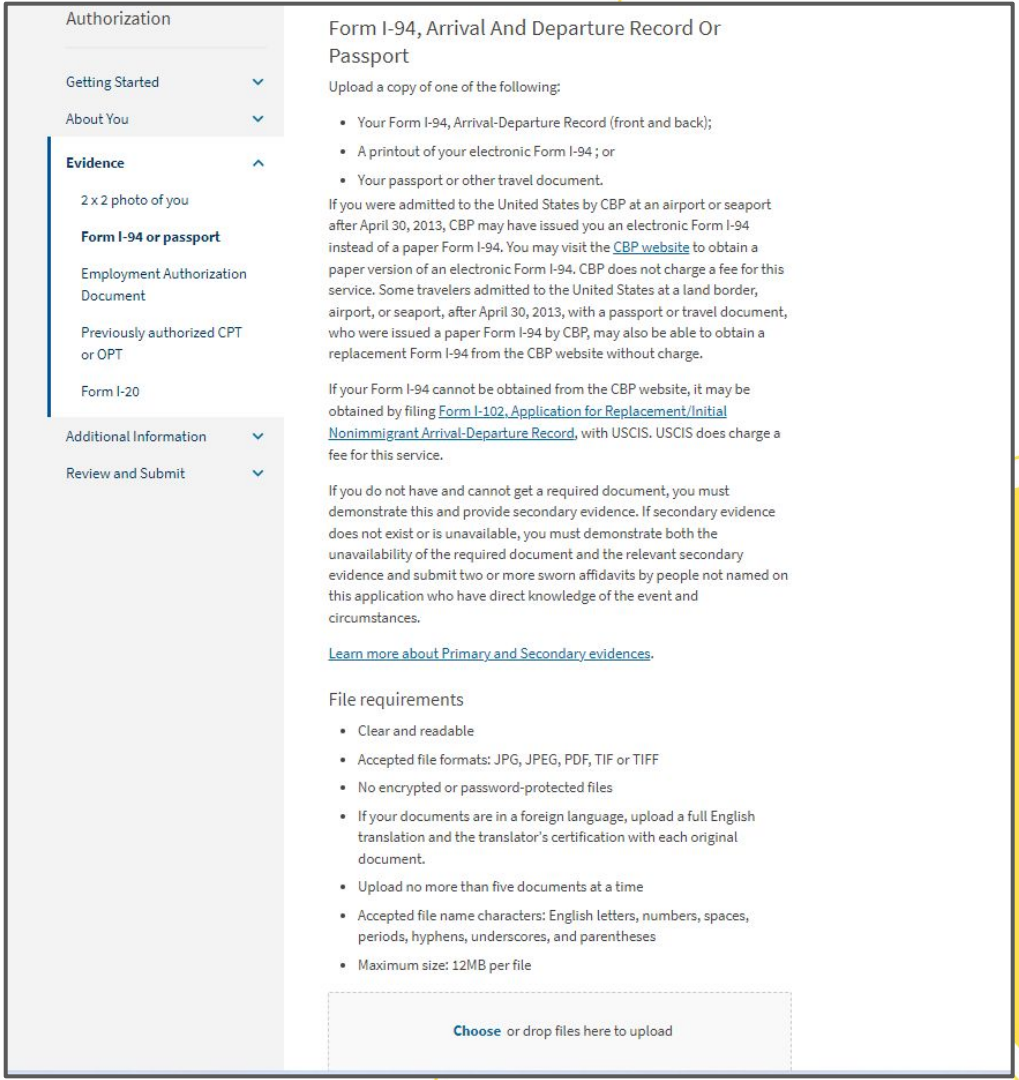
# Evidence: 2x2 Photo of You

- Upload a passport style photo of yourself here
- **We recommend you use this free tool to check your photos: [https://tsg.phototool.state.gov/photo](https://tsg.phototool.state.gov/photo)**
- Pay attention to file size and titles



# Evidence: Form I-94 or Passport

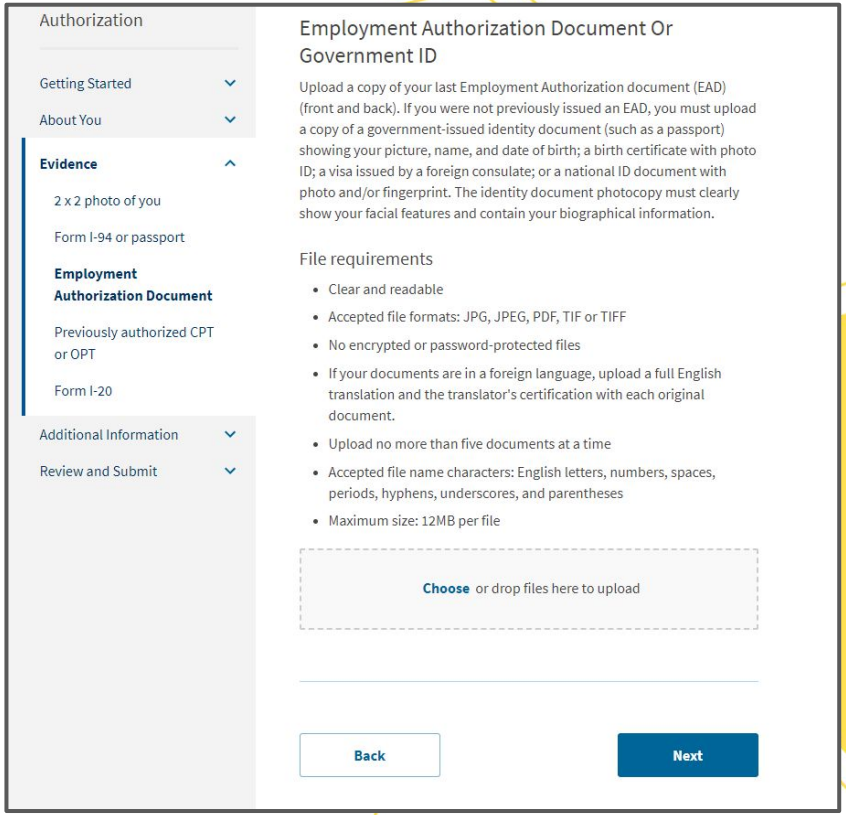
- Upload your most recent I-94 record and most recent passport here
- If you have an electronic copy:
  - You only need to include the main page of your I-94 record
- If you have a paper card:
  - You must scan and upload both sides of the card



# Evidence: Employment Authorization Document

- If you have previously had OPT, please upload a copy of your EAD card

- If you have not previously had an EAD card, upload a copy of a government-issued identity document such as your Passport or F-1 visa

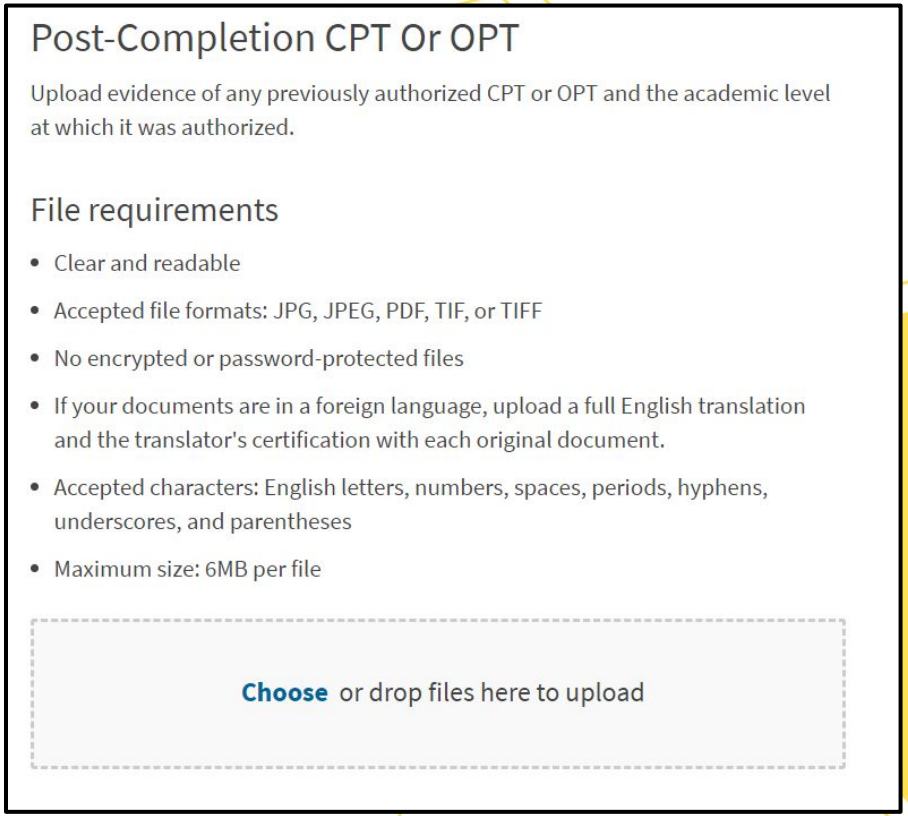


# Evidence: Previously Authorized CPT or OPT

Note: this screen is available on pre- and post-completion OPT applications only. STEM applicants are not required to upload copies of past CPT or OPT I-20s.

- Upload a copy of any I-20s you had previously with CPT or OPT. If you do not have prior i20s with CPT/OPT you may skip this step!
  - Go past the warning message

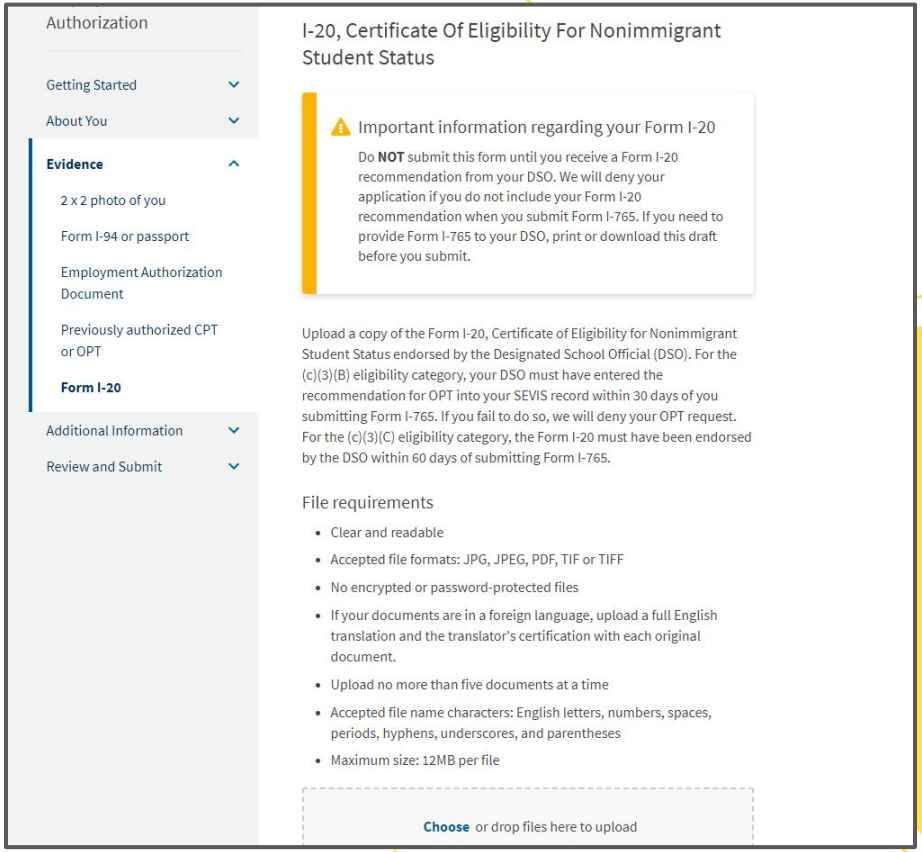
- **This does NOT include your new OPT/STEM I-20 - you will upload that in the next step.**



# Evidence: Form I-20

- Please upload your I-20 with the new OPT/STEM recommendation (make sure you signed it!)
  - You must upload your I-20 with the OPT recommendation from ISSS within 30 days of receiving it

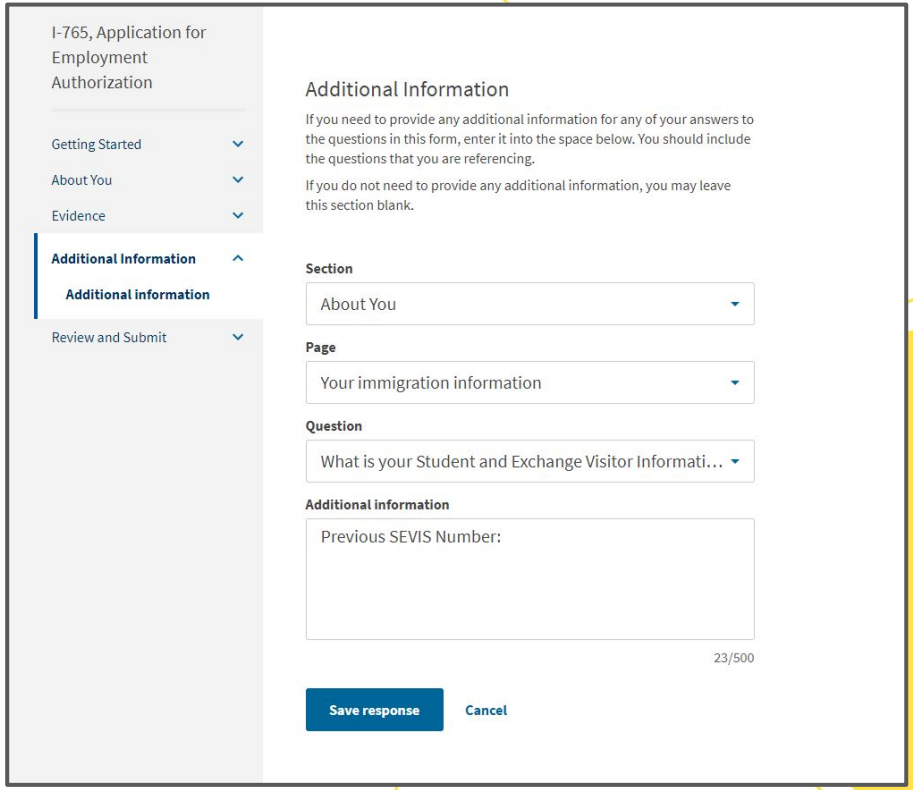
- Pay attention to file size and title



# Additional Information

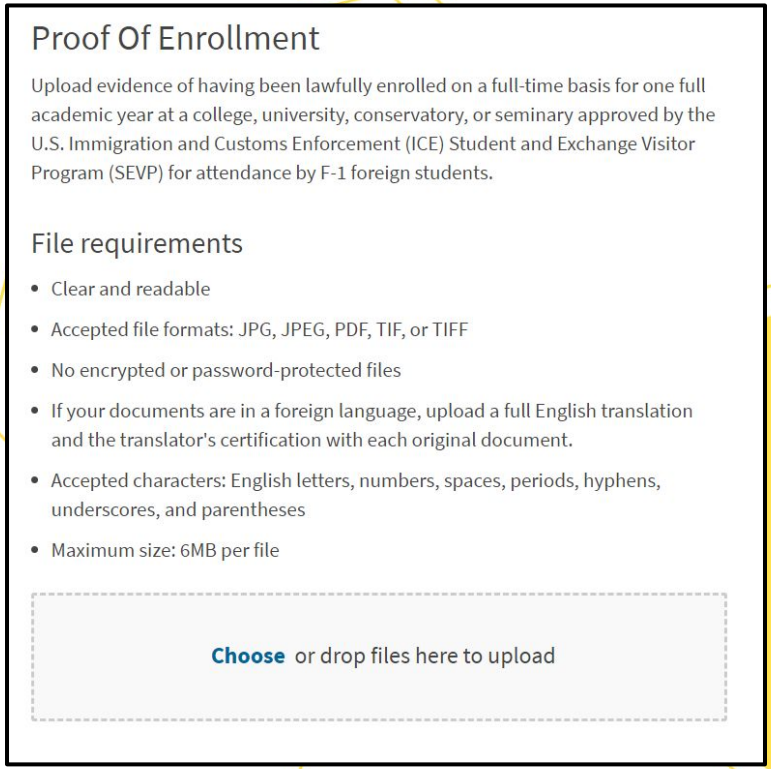
- Use this section to add any explanations or additional information to previous sections
  - Example: Name Issues, I-20 Issues Explanations

- If you have had an alternate SEVIS number in the past, please provide it here.
  - Choose Section: About You
  - Page: Your Immigration Information
  - Question: What is your SEVIS #?
  - Additional Info: Put your previous SEVIS numbers here!



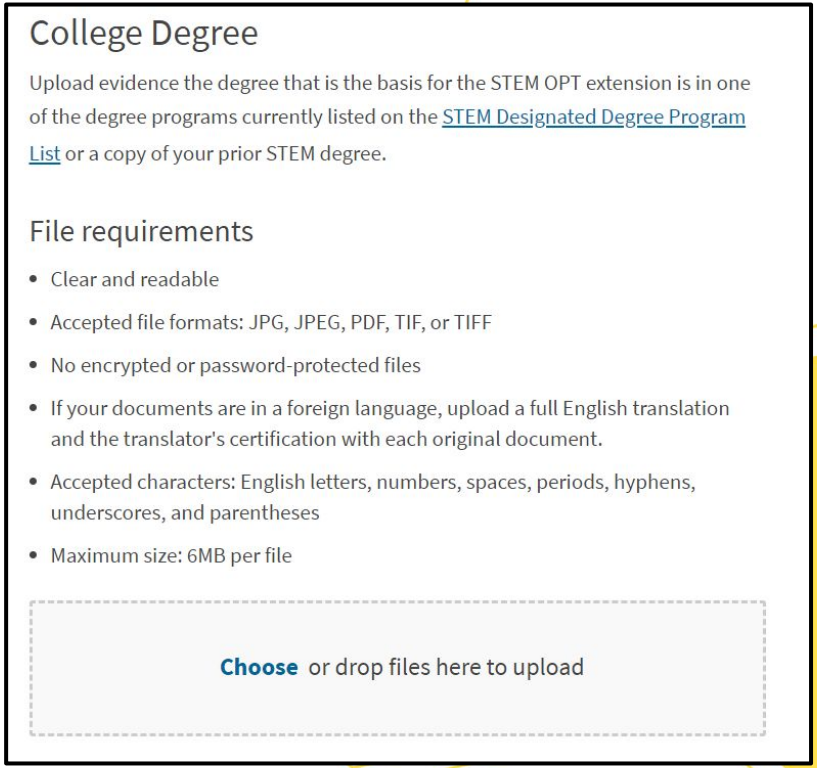
# Evidence: Proof of Enrollment
# **Pre-Completion Only**

- For **Pre-Completion** only:
  - Use the Proof of Enrollment Section to upload your transcript.
    - Reminder: Request this document from TESTUDO using the **Transcript Ordering** link
  - If you are requesting full-time pre-completion OPT during the semester, you may also upload the advisor's letter here.



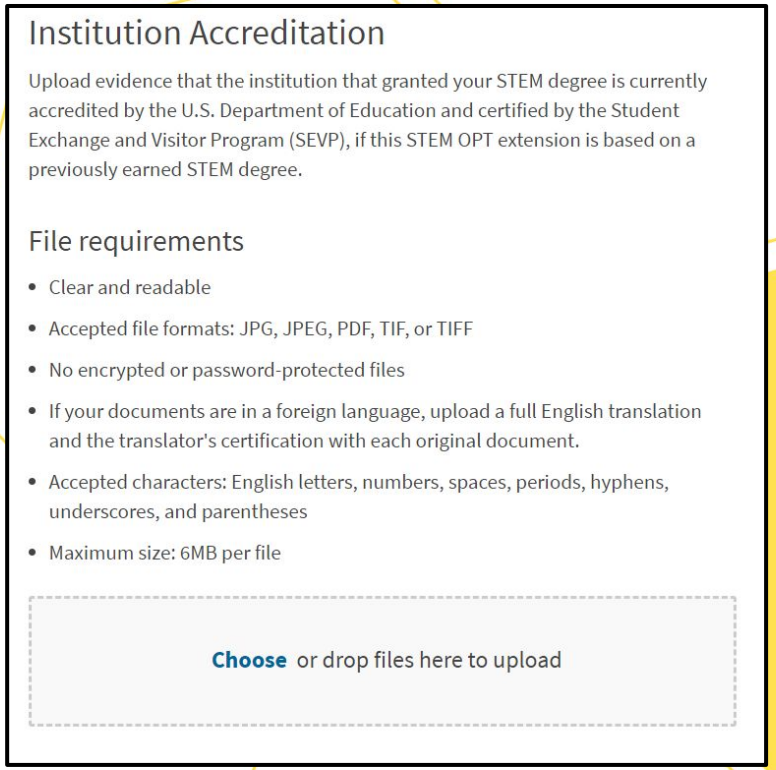
# Evidence: College Degree
# **STEM Extension Only**

- For **STEM Extension** only:
  - Use the College Degree section to upload your transcript or copy of your diploma from the STEM-eligible degree.



# Evidence: Institution Accreditation
# **STEM Extension Only**

- For **STEM Extension** only:
  - Use the Institution Accreditation section to upload evidence that the school you earned your STEM-eligible degree is accredited.
- Reminder:
  - If you are applying based on a University of Maryland degree, download and save this accreditation file or use https://ope.ed.gov/dapip/#/institution-profile/120218
  - If you are applying based on a degree from another school, visit https://ope.ed.gov/dapip/#/home to search for your school.

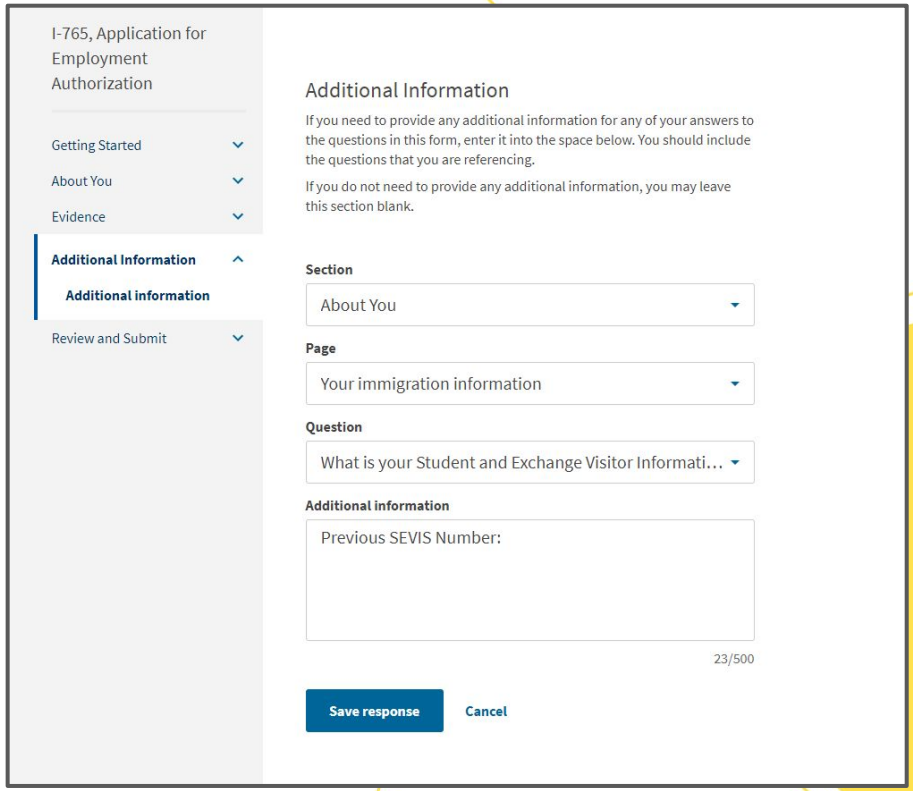


# Additional Information
# **STEM Extension Only**

*OPTIONAL* for **STEM Extension** only:

- Optional Documentation- If applicable, use the Additional Information section to upload optional letter of evidence that specific programs have provided ISSS for their CIP Code Mismatch.

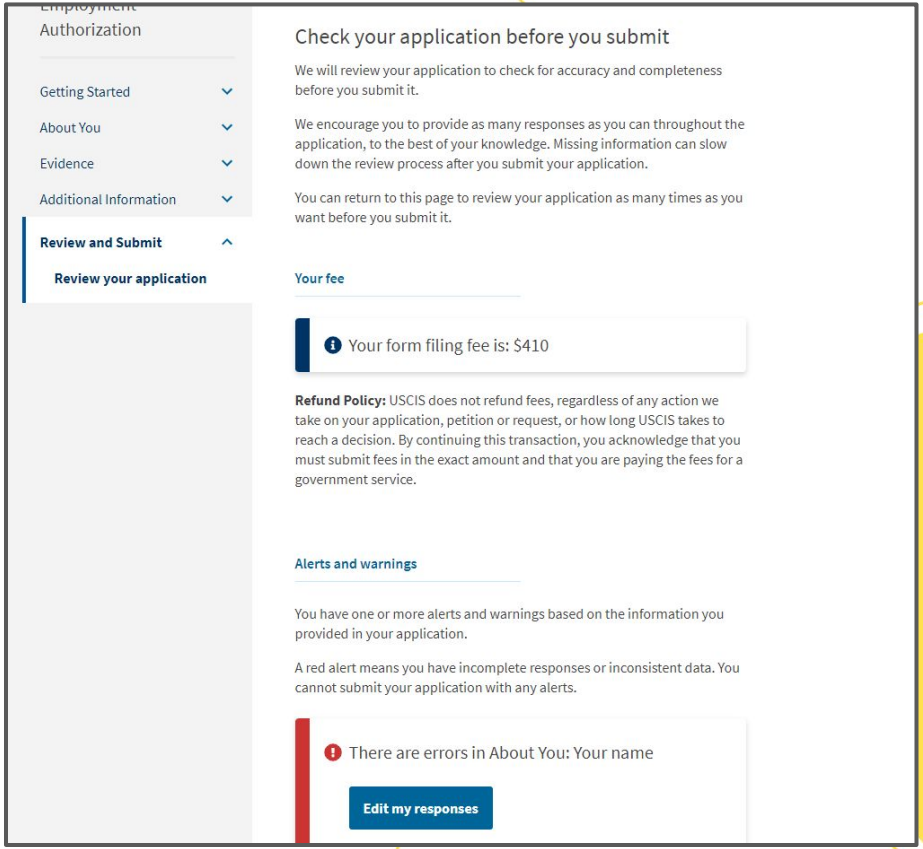
**Reminder:** Some departments have provided an optional letter of explanation, visit [ISSS OPT STEM Extension] to review program specifics and examples.



# Review and Submit

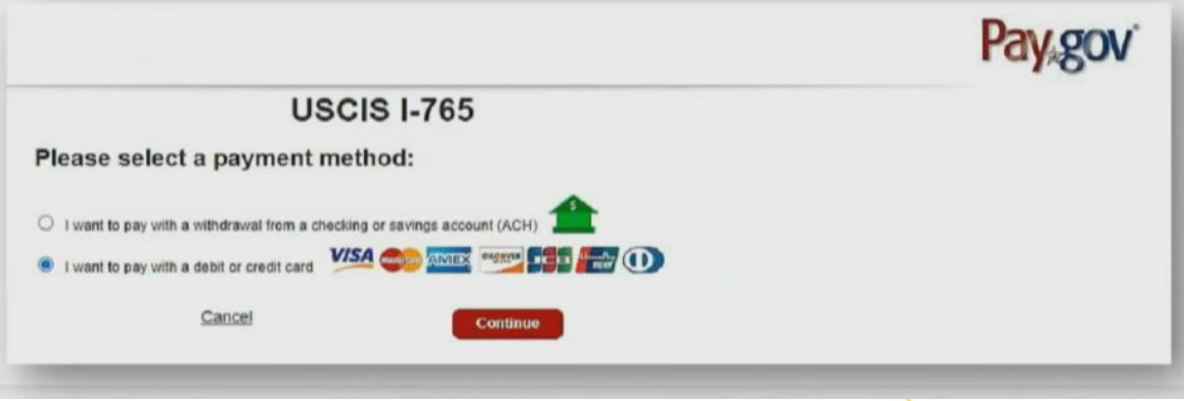
- Please review your application before submitting
  - **You cannot make further changes once you submit your application!**

- If Alerts/Warnings are present, you must address them before moving forward with your application



# Filling Out the Form—Paying the Fee

- After you agree to the applicant statement, you will be directed to pay.gov, a secure government portal
- Pay by ACH withdrawal, or debit or credit card




**Remember to use an account associated with a US address!**

# Filling Out the Form—Paying the Fee

- Enter payment information
- Note the form type and agency tracking ID at the top
- When you hit “Continue” to pay the fee, your form will be submitted

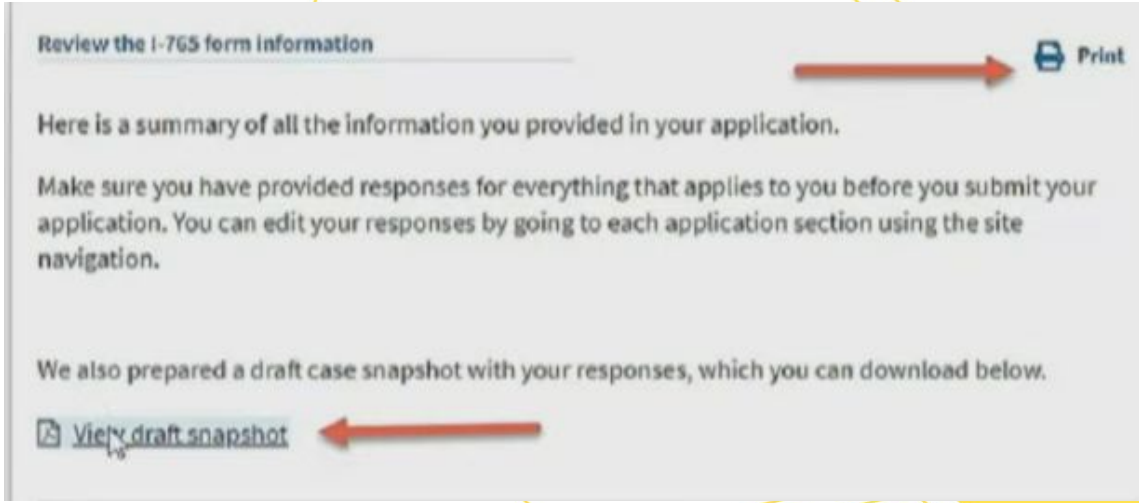



**Warning - this is the final step before submitting! You cannot modify your application after hitting continue.**

# After You File the Online I-765

# Download and Save Your Application

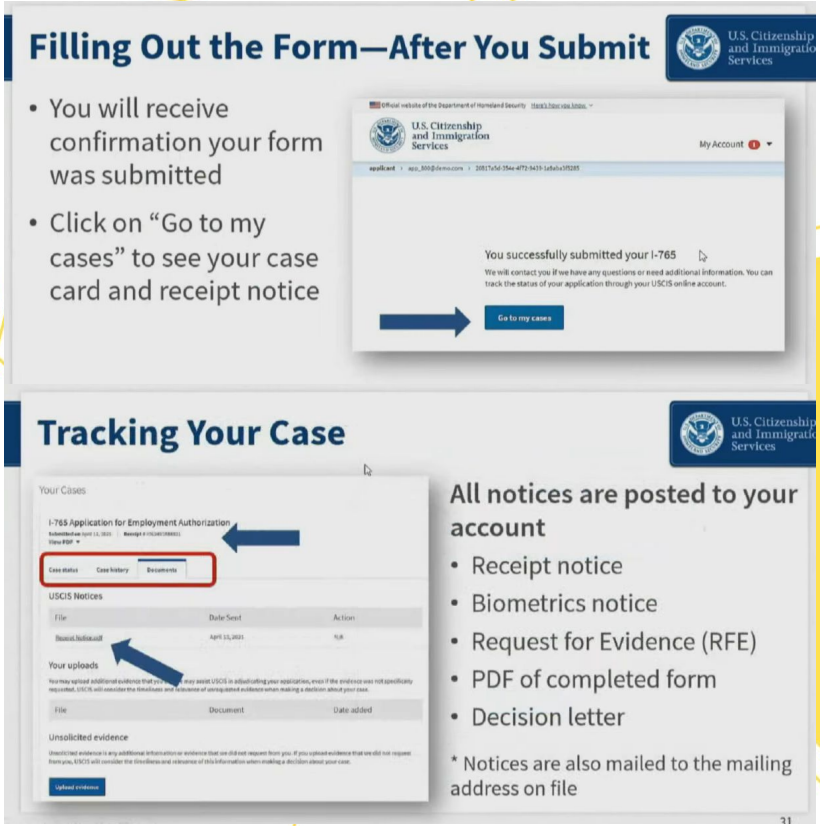
Print or view the draft snapshot and **save a copy for your records.** We would suggest saving it in the same folder with the files you uploaded.



# View/Save Your Receipt Notice

You can immediately view your receipt notice and any future documentation about your case.

**Note:** All documentation will be mailed to the address you provided; however, you can log in to this portal to view and download any notices in advance.



# Questions?

If you have questions about your OPT application or materials, please contact ISSS.

It is recommended that you contact ISSS **before** uploading additional documentation to your USCIS application or making any correction requests.

We are here to support you during the application and while you are on OPT/STEM. Good luck with your OPT/STEM application!

**How to contact us:**

Schedule an appointment

Chat with ISSS

E-mail an ISSS advisor