

OPT STEM EXTENSION APPLICATION CHECKLIST

Below is a checklist of the items you need to submit to ISSS before you may file a STEM Extension of Optional Practical Training (OPT) application. ISSS must issue a new Form I-20 indicating a recommendation for OPT, which you must have **before** sending your application to USCIS; please allow 2-3 weeks from when a completed application is submitted to issue a new Form I-20. A full description of eligibility for OPT, the application process, and maintenance of F-1 status during OPT can be found on the [ISSS webpage](#). You will be contacted by email when the I-20 is ready.

TO REQUEST A NEW FORM I-20 FOR THE STEM EXTENSION OF OPT, YOU WILL NEED TO SUBMIT THE FOLLOWING DOCUMENTS TO ISSS (EMAIL TO ISSS@UNC.EDU):

- FORM I-983**, completed and signed by the student and employer. Instructions are located [here](#).
 - The SEVIS School Code for UNC-Chapel Hill is ATL214F10290000
 - For Designated School Official (DSO) Name and Contact Information, please put: iss@unc.edu and 919-962-5661
- OPT EMPLOYMENT REPORTING FORM**
- MEMORANDUM OF UNDERSTANDING FOR THE 24-MONTH STEM EXTENSION OF OPT**, completed and signed.
- STEM OPT PRIOR DEGREE VERIFICATION FORM AND FINAL TRANSCRIPT FROM PREVIOUS INSTITUTION** (if applying for STEM OPT based on a previous degree program at another institution).

THE FOLLOWING ITEMS SHOULD BE SUBMITTED TO U.S. CITIZENSHIP AND IMMIGRATION SERVICES (USCIS) **AFTER** YOU RECEIVE YOUR NEW FORM I-20 WITH OPT RECOMMENDATION:

- COMPLETED FORM G-1145** (E-Notification of Application/Petition Acceptance).
- COMPLETED FORM I-765**. ([Get help filling out the I-765 form](#)).
 - It is strongly recommended that you TYPE information into the form, check carefully for errors, then print and sign it. If you choose to complete it by hand, print neatly in BLOCK letters using black ink.
 - Complete item #20 with the appropriate code as follows: for OPT STEM Extension: (c)(3)(C)
- FILING FEE PAYMENT OF \$410.00** ([See full USCIS guidelines for paying fees](#)).
 - Option 1: Personal Check or Money Order, payable to "U.S. Department of Homeland Security"
 - Option 2: Credit Card Payment ([Form G-1450](#))
- TWO (2) PHOTOGRAPHS**. These must meet the requirements outlined on page 13 of USCIS's [Instructions for Form I-765](#).
 - It is recommended that students write their **full name, date of birth and I-94 number** in pencil or felt pen on the back of each photograph. The photos should be cut by the photo establishment.
- PHOTOCOPIES OF EACH OF THE FOLLOWING:**
 - Form I-94 (I-94 card copied front and back OR I-94 electronic record printed from <https://i94.cbp.dhs.gov>)
 - F-1 visa stamp (OR I-797 Approval Notice from USCIS if applicable)
 - Passport personal information page(s) and passport validity page showing expiration date
 - Previous Employment Authorization Documents (EADs), front and back
 - All previously issued Forms I-20 (including the newest I-20 recommending STEM OPT)
 - Copy of the diploma or an official transcript showing the degree completed
- EMPLOYMENT OFFER OR VERIFICATION LETTER**