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24-MONTH STEM OPT EXTENSION FOR STUDENTS IN F-1 STATUS APPLICATION INSTRUCTIONS

The earliest you can submit your <u>24-Month STEM OPT Extension Request for Students in F-1 Status</u> is 90 days before your OPT end date.

You must file your STEM OPT application before your current post-completion OPT (standard or cap-gap) expires, and you must be in the U.S. at the time of filing. An updated Form I-20 issued by a University of Miami Designated School Official (ISSS Advisor) is one of the required documents to e-file your *Form I-765 | Application for Employment Authorization*. Please ensure you have obtained and signed your new I-20 before you submit your STEM OPT application to USCIS. Click here for a comprehensive timeline of the <u>OPT STEM Application and Approval Process</u>.

- 1. Prepare the following documents for digital upload of your electronically filed *Form I-765, Application for Employment Authorization*:
 - a) Form I-983. For assistance in completing Form I-983, please see Form I-983 Instructions
 - b) Most recent Form I-94. Go to Get Most Recent I-94
 - c) Copy of passport biographical page
 - d) Copy of passport page with F-1 visa
 - e) Copy of passport page with last entry stamp (if one was given)
 - f) Copy of Previously Issued EAD(s)
 - g) Copy of STEM Degree Diploma
 - h) Official STEM Degree Transcript
 - i) Copies of all previously issued SEVIS Forms I-20 Do not submit these copies to ISSS. You will need to include them in your application to USCIS.
- 2. Submit your 24-Month STEM OPT Extension Request to ISSS by clicking on <u>www.miami.edu/stemoptrequest.</u>
- 3. Upon receipt of a completed request form, an ISSS advisor will review your application and, if eligible, issue and email you a new Form I-20, indicating on page 2 that STEM OPT was requested.
- 4. Once you have received your new Form I-20, refer to <u>How to File a Form Online</u> for tips for filing forms online, including acceptable upload formats, how to upload passport-size photos, and how to pay the filing fee.
- 5. Go to <u>uscis.gov</u> and follow the instructions under "File Online". The first step is to create your USCIS account.

- 6. Search for *Form I-765* / *Application for Employment Authorization*, click "File Online" and complete the online form, including the upload of the photo.
 - Enter <u>eligibility code</u> (c)(3)(C) for STEM OPT.
 - Include your complete last and first name as it appears in the Machine Readable Zone (MRZ) on your passport biographical page. You can find the MRZ on the bottom of your passport biographical page. It usually starts with a country code followed by your last name and then first name. See sample below:

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- Ensure your mailing address is complete and correct. This is where your USCIS Receipt Notice and Employment Authorization Document (EAD) will be mailed. If you change your address before you have received your EAD, report the updated address at <u>https://www.uscis.gov/addresschange</u>.
- 7. Review, sign and submit filing fee payment for Form *I*-765 | *Application for Employment Authorization*.

Doc 73 (10/03/2023) KP