



STEM Optional Practical Training (OPT) Application Checklist

■ Prepare your application to get a STEM OPT recommended I-20 from the OGS:

- ☐ Download and print the OGS F-1 STEM OPT Request Form: <http://ow.ly/jo6gq>
- ☐ Bring your completed form along with your passport, a printout of your I-94 record and original I-20 to the OGS along with the remaining needed STEM OPT application materials listed below. You may bring your application using one of the options listed on the STEM OPT page: <http://ow.ly/jo6gq>. For details on the I-94 record, visit <http://ow.ly/kPBqD>.
 - ☐ A check or money order for \$380 made out to U.S. Department of Homeland Security
 - ☐ USCIS Form G-1145, if you wish to receive an e-notification or text of application receipt from USCIS
 - ☐ Two passport-style photographs - do not staple but attach them to the application
 - ☐ On the back of the photos, print
 - ☐ Your full name
 - ☐ Date of birth
 - ☐ SEVIS ID number
 - ☐ I-94 card number.
 - ☐ A completed form I-765
 - ☐ Photocopy of ALL previous I-20 forms from NYU and any other school you attended
 - ☐ Photocopy of your I-94 card front and back or a printout of your I-94 record
 - ☐ Photocopy of the F-1 visa stamp (except for Canadian students)
 - ☐ Photocopies of your passport identification page (your picture and name page)
 - ☐ Photocopies of any previously-issued Employment Authorization Document (EAD)
 - ☐ Photocopy of your NYU transcripts indicating that you completed your degree in a STEM field
- ☐ Wait up to 10 business days for your STEM OPT recommended I-20 to be issued. The OGS will email you at your NYU email address when it is ready to be picked up.

Pick-up the STEM OPT recommended I-20:

- ☐ Review your document and sign the I-20 in section #11. Photocopy pages 1 and 3. Include the photocopy in your STEM OPT application materials.

Once you have all your documents for the application:

- ☐ Photocopy your entire application
- ☐ Send your application within 30 days of your STEM OPT I-20 issuance date to the United States Citizenship and Immigration Services (USCIS) using private courier service. If they receive your application after 30 days your application could be denied.
 - For those residing in New York, New Jersey, or Connecticut, the address for private courier service use only is:
USCIS, Attn: AOS
2501 S. State Hwy. 121 Business, Suite 400
Lewisville, TX 75067
 - For those residing outside of the regions listed above, consult with an OGS advisor on where to send
- ☐ Keep a copy of the express mail receipt. Also, keep a copy of the money order receipt, if applicable.

**NYU**Office of
Global Services

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■ While your STEM OPT application is pending:

- ☐ Notify an OGS advisor if you do not receive a receipt notice from USCIS within 4 weeks
- ☐ Once you receive your receipt notice, confirm there are no errors in your name and address, and check the status of your case at the USCIS website
 - ☐ Go to www.uscis.gov and enter your receipt number to check your case status on the left side of the screen
 - ☐ Notify the OGS if there is an error in your name and/or address on your receipt notice
- ☐ Notify the OGS if you do not receive a response within three months
- ☐ Do not begin employment until you receive your Employment Authorization Document (EAD), and only work within the dates listed on your EAD
- ☐ Do not travel outside the U.S. if your STEM OPT application is still pending as it may jeopardize your ability to re-enter the U.S.
- ☐ You may continue to work while the STEM OPT application is pending.

■ Information for students on STEM OPT:

- ☐ Notify the OGS within 10 days of changing your U.S. local address
- ☐ Notify the OGS immediately if you terminate your OPT by departing the U.S., changing your immigration status, or starting a new full-time academic program.
- ☐ Notify the OGS if you begin employment, change employers, or are unemployed for ten or more days.
- ☐ Do not exceed 120 days of unemployment. If unemployment exceeds 120 days in total your STEM OPT is no longer valid.
- ☐ If you travel outside of the U.S., to re-enter the U.S. in F-1 status, you will need:
 - ☐ An unexpired passport
 - ☐ A valid F-1 visa
 - ☐ An I-20 that has been signed for travel by an OGS advisor within the last six months
 - ☐ The EAD card
 - ☐ A letter from your employer stating your job title, job description, begin and end dates, and verifying that your employer knows you are traveling and expects you to return to complete your job. If you do not have a job, you are advised NOT to travel as you may not be permitted to re-enter the U.S.

All notifications should be submitted to the Reporting Survey for Post OPT : <http://bit.ly/reportopt>