STEM OPT (Optional Practical Training)

After watching the videos and reading the information on your STEM OPT Extension on the International Student Center (ISC) website www.Liberty.edu/ISC , gather the below documents and set up an appointment with your International Student Advisor (ISA) to review.

Step #1. Your ISA will review your documents and create a new OPT I-20.	Documents required for STEM OPT Packet
	✓ Form I-983 training plan. Available at www.ice.gov
	✓ Form I-765. Available at www.uscis.gov/I-765
	✓ Original job offer letter
	✓ Money Order for $410.00 made out to U.S. Department of Homeland Security
	✓ Two photographs (Must meet the USCIS Color Photograph Specifications). Quality photos must be less than 30 days old and can be taken at the local CVS, Walgreens or Wal-Mart.
	✓ Final transcripts in a sealed official envelope from the Registrar's Office (Do not open the envelope)
	✓ Color copy of student's current and all previously issued I-20s
	✓ Color copy of student's valid EAD card (front and back)
	✓ Color copy of the student's passport
	✓ Color copy of the student's I-94
	✓ Color copy of the student's visa (even if it has expired)
	✓ Completed Form G-1145 for electronic updates on your petition. Available at www.uscis.gov/G-1145
	✓ Submit an OPT STEM application at www.liberty.edu/optstem

Step #2. Mail your package to the right address.	Mail your application	
	After you have prepared your STEM OPT packet with your ISA, mail your packet to the address indicated on the *USCIS website at https://www.uscis.gov/i-765-addresses* **We recommend copying your application before sending and sending your packet with tracking information.**	
	For U.S. Postal Service (USPS):	For FedEx, UPS, and DHL deliveries:
	USCIS P.O. Box 805373 Chicago, IL 60680	USCIS Attn: I-765 C03 131 South Dearborn – 3rd Floor Chicago, IL 60603-5517

Step #3. You are required by law to Report.	Report your STEM OPT
	After you are approved for STEM OPT, **you are required by Federal Regulations to report to your ISA.** *F-1 Students applying for and engaged in STEM OPT* will be subject to additional reporting and must submit extra documentation, including attestations from their employer. This includes:
	✓ Reporting changes to name, U.S. address, and employment details within 10 days.
	✓ Completing a mandatory **reporting check-in every 6 months**.
	✓ Submitting a formal Employer-signed Self-evaluation portion of the Form I-983 "Training Plan for STEM OPT Students" **at the 12 and 24-month points in the STEM OPT Extension period**. The self-evaluations will be subject to DHS review and is a required part of the immigration (SEVIS) record.