

STEM OPT (Optional Practical Training)

After watching the video 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 submit your STEM OPT Extension Application located at <http://www.liberty.edu/optstem> to receive your new I-20.

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.studyinthestates.dhs.gov/form-i-983-overview	
	✓ Original job offer letter	
	✓ Digital passport photograph (Must meet the USCIS Color Photograph Specifications). Quality photos must be less than 30 days old and can be taken at Liberty University Card Services, the local CVS, Walgreens, or Wal-Mart	
	✓ Final transcripts from the Registrar's Office (We recommend requesting an electronic copy)	
	✓ Digital color copy of student's I-20 with previous OPT or CPT approved authorizations, if applicable	
	✓ Digital color copy of student's valid Employment Authorization Document (EAD) card (front and back), if applicable	
	✓ Digital color copy of the student's passport	
✓ Digital color copy of the student's I-94		

Step #2. Submit the online I-765	Submit the online I-765 Form	
	Contact your ISA to receive your new I-20 with your STEM OPT recommendation . Please create your account with USCIS at https://myaccount.uscis.gov/users/sign_up	
	File with assistance: You may request an appointment with your ISA to guide you on how to submit the online I-765 Form on the USCIS website. To schedule a meeting, please call the Front desk of the ISC at (434) 592-4118.	Self-submission: Once you receive the STEM OPT I-20 and after creating your account with the USCIS, you may submit the I-765 directly through www.uscis.gov/I-765 and click on the "File online" tab.

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. <i>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:</i>	
	✓ Reporting changes to name, U.S. address, and employment details within 10 days.	
	✓ 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.	