

CPT, OPT, and STEM OPT

F1 International Students

UFIC International Student Services
September 2023

Curricular Practical Training (CPT)

- ❑ What is CPT?
- ❑ Eligibility
- ❑ Regulations
- ❑ Limitations
- ❑ Registration Requirements
- ❑ Application Process
- ❑ Questions

What is CPT?

- ❑ Curricular practical training is an integral part of an F-1 student's established curriculum which allows them to engage in experiential training in any type of required or optional experience
 - ❑ This may include but is not limited to paid and unpaid/volunteer, part-time and full-time, on-campus and off-campus internships, co-ops, practicums, rotations, clerkships, externships, clinical, field experience, etc.
- ❑ Must count towards degree requirements.
- ❑ CPT is done DURING your degree program, BEFORE you complete your academic requirements (coursework, electives, credits, thesis/dissertation, etc)
- ❑ You are still an F1 visa holder while on CPT

CPT Eligibility

- ❑ To be eligible, you must have:
 - ❑ Been enrolled as a full time (12 credits undergrad, 9 credits grad) student for at least one full academic year of study (fall and spring semesters only*) in your current degree level
 - ❑ Maintained legal immigration student status
 - ❑ Be registered for CPT internship credits; credits must count towards degree completion
 - ❑ Been formally offered and accepted an internship

*summer semesters are considered vacation time for international students and do NOT count toward full academic year of study.

CPT Regulations

- ❑ To qualify for CPT, the work/training, etc. must be:
 - ❑ An “integral part of established curriculum”
 - ❑ Required of all students within the program of study, or
 - ❑ Optional for specific course or curriculum track and will fulfill elective credits that will count towards meeting the total number of credits designated by the program of study
 - ❑ The training or work is necessary to allow the student to conduct research for completion of the thesis or dissertation (Thesis-Master’s or Doctoral students)
 - ❑ An official internship or practicum experience – meaning your department must be willing to assign credits in order for your ISA to authorize the CPT
 - ❑ CPT is done DURING your degree program, BEFORE you complete your academic requirements (coursework, electives, credits, thesis/dissertation, etc.)
 - ❑ You cannot extend your academic stay for CPT, *unless* your department REQUIRES the CPT at the end of your coursework)

CPT Regulations, continued

- ❑ MUST work/train in a position directly related to your field of study
- ❑ Authorized for a specific employer, location and period approved in SEVIS
- ❑ Can be approved for part-time (20 hours or less) or full-time (over 20 hours)
- ❑ Is available *up to* 364 days (full-time) for each higher degree level earned.
- ❑ WILL cause you to LOSE your OPT if you reach or exceed 365 days of full-time CPT*
- ❑ Part-time CPT, does not count toward 12-month CPT maximum and does not affect the OPT

CPT Limitations

- ❑ You are allowed to do CPT for *up to* 364 days, but
 - ❑ It will only be authorized per semester
 - ❑ You MUST be registered accordingly before it can be authorized
- ❑ For a REQUIRED internship, you may be registered full time, if required by the academic department
- ❑ For an OPTIONAL internship, whether or not you may take additional credits depends on if the work/training is part time or full time (see CPT Registration Requirements, slide 9)
 - ❑ If the work/training is part time, you are required to enroll full time
 - ❑ If the work/training is full time, you are not required to enroll in additional course credits, but may register for up to 3 online/EDGE credits.

CPT Limitations, continued

- ❑ GRADUATE Students on Assist/Fellowships:
 - ❑ You can work on-campus, without the need for CPT, if and only if the hours on-campus and the hours of your assistantship/fellowship TOTAL 20 hours or less per week
 - ❑ For Example:
 - ❑ .50 FTE = 20 hours, therefore NO additional hours allowed without the need for CPT authorization
 - ❑ .33 FTE = 13.5 hours, therefore additional 6.5 hours allowed without the need for CPT authorization
 - ❑ .25 FTE = 10 hours, therefore additional 10 hours allowed without the need for CPT authorization
 - ❑ If the additional hours on-campus combined with your assistantship/fellowship exceed 20 hours/week, you must apply for and receive CPT authorization prior to starting
 - ❑ If the employment/training, etc. is off campus, no matter the number of hours, whether paid or unpaid, you must apply for and receive CPT authorization prior to starting

CPT Registration Requirements

CPT Registration Requirements		Full-Time CPT	Part-Time CPT
Undergraduate Students	Fall	Must register for at least 1 internship credit hour; may take an additional 3 credits	Must register for a full course load of which 1 credit must be CPT
	Spring	Must register for at least 1 internship credit hour; may take an additional 3 credits	Must register for a full course load of which 1 credit must be CPT
	Summer	Must register for at least 1 internship credit hour; may take additional credits	Must register for at least 1 internship credit hour
Graduate Students	Fall	Must register for 3 internship credit hours; may take an additional 3 credits	Must register for a full course load of which 1 credit must be CPT
	Spring	Must register for 3 internship credit hours; may take an additional 3 credits	Must register for a full course load of which 1 credit must be CPT
	Summer	Must register for 2 internship credit hours; may take additional credits	Must register for at least 2 internship credit hours

QUESTION: Do I need to apply for and receive CPT authorization from my F1 International Student Advisor BEFORE I can legally work?

Location	Semester	Work Hours Per Week*	
		20 Hours or Less	Over 20 Hours
ON Campus	Fall	No	YES
	Spring	No	YES
	Summer	No	No
OFF Campus	Fall	YES	YES
	Spring	YES	YES
	Summer	YES	YES

* Hours per Week ON Campus is generally Friday to Thursday

* Hours per Week OFF Campus is usually Monday to Friday (check with employer)

CPT Application Process

UFIC ISS CPT Webpage



- ❑ Register for the appropriate credits before applying for CPT
 - ❑ If you cannot receive course/research credits for the work experience, CPT cannot be authorized.
 - ❑ Appropriate types of credits that can be assigned for CPT include specific internship course credits, independent study credits, or research credits (if a specific internship course is not available).
- ❑ Apply online prior to start of internship; should apply at least 7-10 days prior to start date.

You must receive authorization on your I-20 prior to beginning any training/work!

- ❑ You ***must not*** engage in any training/work without previously getting CPT approval to do so.
- ❑ Failure to obtain CPT approval before beginning any training/work activity which requires CPT authorization will result in you falling out of status, with serious consequences.

Applying for CPT

- Apply online:
 - Read the information carefully
 - Click on the ISSS UF Login
 - Click on Curricular Practical Training (CPT) (F-M)
-
- Read/Follow/Upload/Complete:
 - Instructions,
 - Required Reading,
 - Attached Documents,
 - Questionnaire(s),
 - Recommendations, and
 - Signature Documents



ISSS UF LOGIN

Records
Fall, 2018
Curricular Practical Training (CPT) (F-M)

Instructions

Curricular Practical Training (CPT) is alternate work/study, internship, cooperative education, clerkship, or optional/required internship or practicum, available only while you are in F-1 status, before completion of the educational objective. There are two CPT options: full-time (over 20 hours) and part-time (20 hours or less). Full-time CPT of one year (365 days) or more will cause you to become ineligible for Optional Practical Training (OPT); part-time CPT does not affect OPT eligibility. Please note that this includes any full-time internships or clerkships that are required by the program. Check the academic program requirements carefully prior to engaging in optional internships.

Please make sure you have reviewed all of the comprehensive information regarding CPT on the [UFIC website](#).

For questions regarding any type of practical training and required authorization, you should contact your assigned ISA.

Required Reading

Click the following to view, read, and mark these required reading pages as having been read.

Title	Completed
01. Curricular Practical Training Presentation	<input type="checkbox"/>
02. CPT Internship Letter	<input type="checkbox"/>

Attached Documents

The following files have been attached. Click the filename to download the attached document.

No documents have been attached.

You can attach documents to this application by choosing the file from your drive, selecting the type of document you are attaching, and clicking on the 'Upload' button.

Choose File No file chosen

- select document type -

Upload

Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Completed
CPT Employment Information	<input type="checkbox"/>
Current U.S. Address Information	<input type="checkbox"/>

Recommendations

Requests	Completed
<p>Curricular Practical Training (CPT) (1 required) In order for UFIC to consider your CPT submission, you must request from your Academic Advisor/Graduate Chair that the CPT will fulfill a program requirement or elective option. Before sending this request, please be sure you have discussed the employment with them and you have enrolled in the appropriate course.</p> <p>Please click the "Request Electronic Recommendation" link below and enter the full name, email address, and phone number (optional) of your academic advisor/department head. They will be emailed with a link to login and complete this form online.</p> <p>- Request Electronic Recommendation</p>	<input type="checkbox"/>
<i>1 or more required recommendations have not yet been requested.</i>	<input type="checkbox"/>

Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Completed
CPT Statement of Understanding	<input type="checkbox"/>

- Submit Application -

(At the TOP of the page!)

CPT Questions?



Scan the QR Code to learn more
about CPT and to access the
online application

Optional Practical Training (OPT)

□ PART 1:

- What is OPT?
 - OPT Facts
 - Three Types of OPT
 - Pre-Completion
 - Post-Completion
 - STEM Extension OPT
 - Applying for OPT
 - OPT Reporting & Travel Requirements
- } STANDARD OPT

What is OPT?

- Optional practical training is temporary employment authorization that allows F-1 students to gain practical work experience (on- or off-campus) by applying their academic knowledge to a position directly related to their area of study.
- Standard OPT
 - Pre-Completion OPT
 - Available to all majors
 - Post-Completion OPT: 12 Months
 - Available to all majors

STANDARD OPT Facts

- ❑ To be eligible, you must:
 - ❑ have completed at least one full academic year of study (fall and spring semesters only*),
 - ❑ have maintained legal immigration student status,
 - ❑ work in a position directly related to your field of study,
 - ❑ be in the U.S. to apply.
- ❑ You do not need to have a job before you apply.
- ❑ You can work on OPT before you graduate (pre-completion OPT) or after you graduate (post-completion); however, the guidelines are slightly different for each.

*summer semesters are considered vacation time for international students and do NOT count toward full academic year of study.

STANDARD OPT Facts, continued

- ❑ May not exceed 90 aggregate days of unemployment
- ❑ OPT is obtained through the US Citizenship and Immigration Service (USCIS).
- ❑ You are only eligible for 12 months of full-time OPT for each higher degree level earned.*
- ❑ If your OPT is approved you will be issued an EAD card, which you must have BEFORE you begin working.

STANDARD OPT: Pre-Completion

- ❑ Pre-completion OPT is granted to students who will work BEFORE graduation or program completion.
- ❑ Your OPT cannot begin until after you have completed your first year of full time study (fall and spring semesters).
- ❑ After you have completed the first academic year, the earliest you can apply for OPT is 90 days before you wish to begin working.
- ❑ You must choose the start date for the OPT card at the time you apply.

STANDARD OPT: Pre-Completion, continued

- ❑ Since you are working on OPT while you are still in school, you must be enrolled full-time (12 credits undergraduate/ 9 credits graduate).
- ❑ You can only work 20 hours per week except during breaks from school, when you can work 40.
- ❑ The time you work using part-time pre-completion OPT takes away from the 12 months total OPT, deducted at a 50% rate.*
 - ❑ i.e.: If you work 4 months using pre-completion pre-completion OPT, you will have taken away 2 months of post-completion OPT, leaving you with only 10 months of post completion OPT.
- ❑ The time you work using full-time pre-completion OPT takes away from the 12 months total OPT, deducted at a 100% rate.*
 - ❑ i.e.: If you work 4 months using full-time pre-completion OPT, you will have taken away 4 months of post-completion OPT, leaving you with only 8 months of post completion OPT.

STANDARD OPT: Post-Completion

- ❑ Post-completion OPT is granted to students who will work AFTER graduation/degree completion.
- ❑ You choose the date you wish to begin working.
 - ❑ Start date MUST be within 60 days of graduation
- ❑ You *should* apply for OPT BEFORE you graduate/finish coursework* or Clear Prior**
- ❑ The earliest you can apply for post-completion OPT is 90 days before your graduation or completion date.
- ❑ You must work *at least* 20 hours or more per week.

STANDARD OPT: Post-Completion, continued

- ❑ USCIS does allow OPT application during the grace period, BUT the application MUST be at the USCIS office BEFORE the grace period is over and you must still choose an OPT start date within the grace period. The application will still require 60-90* days processing time.

**Currently taking USCIS 75-90 days to adjudicate OPT applications*

**** Clear Prior: ONLY for PhD or Thesis Master's students**

You will finish degree requirements before the beginning of the next semester, but will not actually graduate until the end of that next semester.

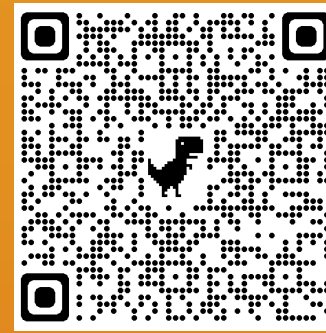
Employer / Volunteer Info

- ❑ Standard OPT is NOT restricted to an E-Verified Employer
- ❑ Volunteering
 - ❑ USCIS allows volunteering on Standard OPT; counts toward maintaining status
 - ❑ Must still be directly related to your major
 - ❑ Must be at least 20 hours or more weekly
 - ❑ Obtain a *“Letter of Commitment/Volunteer”* for your records

Apply for OPT

- ❑ Read the information carefully
- ❑ Click on the ISSS UF Login
- ❑ Click on Optional Practical Training (OPT) (F-M)

- ❑ Read/Follow/Upload/Complete:
 - ❑ Instructions,
 - ❑ Required Reading,
 - ❑ Attached Documents,
 - ❑ Questionnaire(s),
 - ❑ Recommendations, and
 - ❑ Signature Documents



Please SCAN

ISSS UF LOGIN

Records

Request, 2018

Optional Practical Training (OPT) (F-M)

Instructions

Optional Practical Training is defined in the regulations as "temporary employment for practical training directly related to the student's major area of study." You can use it during or after program completion. To be eligible, you must have been enrolled for classes for at least one academic year (fall and spring semesters).

Pre-completion OPT is always part-time and can be used at any time during the degree program. Post-completion OPT is full-time and is granted only after graduation or completion of the degree program. A maximum of 12 months of OPT employment is permitted for each higher educational level.

Please make sure you have reviewed all of the comprehensive information regarding OPT on the UFIC website.

Note, that while you can apply for OPT at anytime during your final semester at UF, ISS will not process your OPT request until 90 days before your graduation date.

If you are approved OPT from USCIS, return back to this request to upload a copy of your EAD and to report your OPT Employment.

Required Reading

Click the following to view, read, and mark these required reading pages as having been read.

Title	Completed
OPT Checklist	<input type="checkbox"/>

Attached Documents

The following files have been attached. Click the filename to download the attached document.

No documents have been attached.

You can attach documents to this application by choosing the file from your drive, selecting the type of document you are attaching, and clicking on the 'Upload' button.

No file chosen

Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Completed
Current U.S. Address Information	<input type="checkbox"/>
OPT Additional Information	<input type="checkbox"/>
OPT Employment Information	<input type="checkbox"/>

Recommendations

Requests	Completed
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[Optional Practical Training \(OPT\) \(1 required\)](#) In order for UFIC to consider your Optional Practical Training Request, you must have your instructor/academic advisor complete this recommendation.

Please click the "[Request Electronic Recommendation](#)" link below and enter the full name, email address, and phone number (optional) of your instructor/academic advisor. They will be emailed with a link to login and complete this form online.

- [Request Electronic Recommendation](#)

<i>1 or more required recommendations have not yet been requested.</i>	<input type="checkbox"/>
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Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Completed
OPT Statement of Understanding	<input type="checkbox"/>

[- Submit Application -](#)

(At the TOP of the page!)

Apply for OPT Online with USCIS

- ❑ Scan of New I-20 with OPT recommendation on page two (*provided to you after we review your application in ISSS; do not submit application to USCIS before you receive the OPT Recommendation I-20*)
- ❑ Two passport-regulation photos which are less than 30 days old
- ❑ Currently \$410, payable with credit or debit card
 - ❑ *USCIS Premium Processing is available for additional \$1,500*
- ❑ I-765, Application for Employment Authorization
- ❑ Scanned I-94
- ❑ Scan of most recent F1 Visa (*does not need to be valid*)
- ❑ Scan of Passport (*must be valid/unexpired*)
- ❑ *If applicable, copy of any previously approved EAD cards*



UFIC website – USCIS
Application Process

Applying for OPT, continued

- ❑ Apply online with USCIS at: <https://www.uscis.gov/i-765>
- ❑ The OPT card will be shipped to the address you provided on the I-765. Make sure your myUSCIS Profile and application address are correct!
- ❑ Please scan and email a clear and legible copy of the OPT card to UFIC-ISS@ufic.ufl.edu when you receive it. Be sure to include your UFID number in the email.

If you cannot graduate/complete your program by the expected program end date on your **OPT endorsed I-20**, contact your ISA at UFIC BEFORE your I-20 expires to determine your options, if any.

Address Update, Employment Report, and
Travel Requirements
while on Standard OPT

Address Update

- ❑ You must update your address within TEN days of moving
- ❑ You must provide a physical address location; it cannot be a P.O. Box.
- ❑ Places to update your address:
 - ❑ OneUF: <https://internationalcenter.ufl.edu/international-students-scholars/additional-information/change-address>
 - ❑ USPS: <https://www.usa.gov/post-office>
 - ❑ USCIS: <https://egov.uscis.gov/coa/displayCOAForm.do>
 - ❑ *If you move while your application is pending*
 - ❑ SEVP Portal
 - ❑ *Check GatorLink account for link emailed to you within 3 days after the start date on your OPT card*

OPT Reporting Information

- ❑ *SEVP Portal: If OPT is approved, you will receive email from SEVP regarding the SEVP OPT Portal within 3 days after the start date on your OPT card*
 - ❑ *The email will have a link to create your portal account. You must create the account within 14 days of receiving the email.*
- ❑ You must create and use the SEVP Portal account to report your information while on OPT
 - ❑ Update your **personal information**: home address and phone number
 - ❑ Any SEVP Portal issues, send email to UFIC-ISS@ufic.ufl.edu; include your UFID# and a screenshot of the issue message

OPT Reporting Information, cont.

- You must report your employment within **10 days** of your employment start date
- Update your **employment information**:
 - Employer/Company Name
 - Employer/Company Address
 - Job Title
 - Full/Part time (*must work at least 20 hours/week which is considered full time*)
 - Employment Start Date (*the day you started the job*),
 - Employment End Date (*the day you ended the job, if your job offer has an end date or if you are ending one job and starting a new one*)
- *"Relation to Field of Study: Explain how this job directly relates to the degree that qualified you for this OPT."*
 - Describe 3-5 of your job duties and explain how the employment is directly related to your major field of study.
 - Aim for 3-4 sentences, written as paragraphs, rather than list/bullet points.

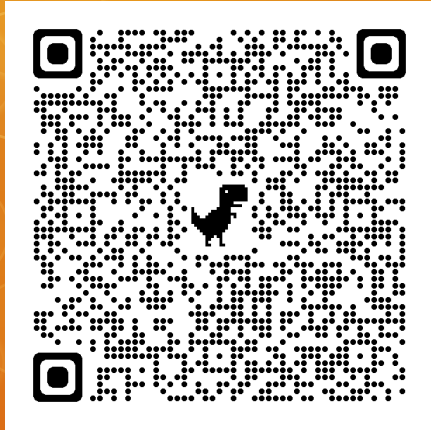
Travel During OPT

- ❑ You are still on an F1 Student Visa
- ❑ Traveling out of the US is always risky, but if you choose to do so, in order to return to the U.S. you must have:
 - ❑ Valid Passport (valid at least 6 months beyond entry date)
 - ❑ Valid F1 Student Visa
 - ❑ I-20 (which has been endorsed for OPT)
 - ❑ Valid travel signature (valid for 6 months from date signed)
 - ❑ Employment Authorization Document (EAD/OPT card)
 - ❑ Letter of Employment (on employer's letterhead, stating your name, job title, brief description of duties, and a general idea of OPT start date; if you have already started, a letter confirming employment and knowledge of your travel plans)
 - ❑ 2-3 recent pay stubs

*Dependents must have their own I-20, passport, F2 visa and copy of the F1's I-20, OPT card, and employment letter

**Not recommended to travel once I-20 expired and OPT is still pending

Standard OPT Questions?



Scan to access the UFIC I-20 OPT Recommendation webpage

UFIC website – USCIS online application information



STEM OPT 24-Month Extension

- ▣ PART 2:
 - ▣ What is STEM OPT Extension?
 - ▣ STEM OPT Extension Eligibility
 - ▣ Application Process
- ▣ Address Update, Employment Report, & Travel Requirements

OPT STEM Extension Eligibility

- ❑ Available only to students who graduated with a U.S. Bachelor, Master, or Doctorate degree in a STEM (Science, Technology, Engineering, or Mathematics) major (refer to the CIP code listed on your I-20) on the [DHS approved STEM Degree List](#)
 - ❑ Can apply based on any previous STEM degree from an SEVP, accredited U.S. institution within the last 10 years immediately prior to your application.
 - ❑ Available twice per student's lifetime

OPT STEM Extension Eligibility, continued

- ❑ Must work in a paid position directly related to your major area of study
- ❑ The employer must be registered in the [USCIS E-Verify Program](#) with a valid E-Verify number, EIN number, be willing to complete the [Form I-983](#), and abide by the [Employers: STEM OPT Reporting Requirements](#)
- ❑ The student must agree to make periodic reports to the ISA every 6 months, or within 10 days of any changes in employment, home address, or name.

STEM OPT Eligibility, continued

- ❑ Must be on a currently authorized, unexpired period of Standard Post-completion OPT
- ❑ Must be in the U.S. to apply.
- ❑ The earliest you can apply for STEM OPT is 90 days before your Standard Post-completion OPT expires
- ❑ Begins on the day after the expiration of the standard post-completion OPT employment authorization and ends 24 months thereafter.
 - ❑ For example:
 - ❑ Standard OPT: 12/25/2023 – 12/24/2024
 - ❑ 24-Month OPT STEM Extension: 12/25/2024 – 12/24/2026

STEM OPT Facts

- ❑ Limited Periods of Unemployment to Maintain Status
 - ❑ During standard post-completion OPT, F-1 status is dependent upon employment.
 - ❑ May not exceed 90 aggregate/cumulative days of unemployment during the standard post-completion OPT
 - ❑ Students granted a 24-month OPT extension may not exceed an additional aggregate of 60 or more days of unemployment, for a total 150 days of unemployment during the total 36-month OPT/STEM OPT period.

Employment Type Restrictions

- ❑ Must be bona fide employees of the employer signing the Form I-983 Training Plan, and the employer that signs the Training Plan must be the same entity that employs the student and provides the practical training experience.

- ❑ Types of employment which do not constitute bona fide employment:

- ❑ volunteer/unpaid position,

- ❑ self-employment/entrepreneurial arrangements,

- ❑ sole proprietorship,

- ❑ multiple employer arrangements,

- ❑ Allowed two employers, 20 hours/week at EACH, minimum, both paid

- ❑ employment "through" (vs. "at") temp/staffing agencies inelligible

- ❑ employment through consulting firm arrangements that provide "work/labor for hire," (also known as 1099 employment) and

- ❑ other relationships that do not constitute a bona fide employer-employee relationship.

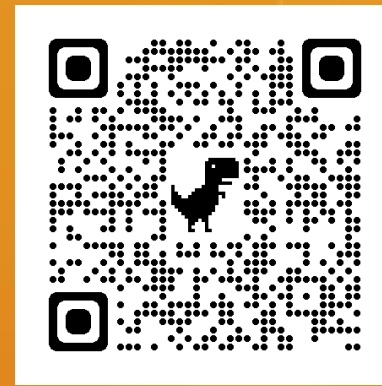
USCIS website



Apply for the STEM OPT Recommendation I-20

- Read the information carefully
- Click on the ISSS UF Login
- Click on Optional Practical Training (OPT) (F-M)

- Read/Follow/Upload/Complete:
 - Instructions,
 - OPT Employment Info,
 - Required Reading,
 - Attached Documents,
 - Questionnaire(s), and
 - Signature Documents



Records	
Request, 2018	
	STEM OPT Extension (F-M)

Instructions

F-1 students with bachelor's, master's, or doctoral degrees in science, technology, engineering, or mathematics (STEM) from U.S. the Student and Exchange Visitor Program (SEVP) - certified institutions of higher education may apply for the 24-month STEM OPT Extension from a valid period of 12-month standard post-completion OPT. The start date of the 24-month STEM OPT extension will be automatically set to the day after the expiration of the current 12-month OPT authorization and the end date will be 24 months later. This will allow for a total of 36 months of OPT. You may not request only a portion of the 24-month STEM OPT extension.

To request your STEM OPT, you must also enter your STEM OPT employment information below. The start and end dates for the program will be the dates for your STEM OPT Extension.

OPT Employment Information

If you are approved OPT from USCIS, return back to this request to upload a copy of your EAD and to report your OPT Employment.

Required Reading

Click the following to view, read, and mark these required reading pages as having been read.

Title	Completed
List of Required Documents for UFIC STEM OPT Request	<input type="checkbox"/>
STEM OPT Eligibility	<input type="checkbox"/>
STEM OPT Employment Restrictions	<input type="checkbox"/>
STEM OPT Facts	<input type="checkbox"/>
STEM OPT Mailing Checklist	<input type="checkbox"/>
What To Do When You Receive Your New I-20 from UFIC	<input type="checkbox"/>

Attached Documents

The following files have been attached. Click the filename to download the attached document.

No documents have been attached.

You can attach documents to this application by choosing the file from your drive, selecting the type of document you are attaching, and clicking on the 'Upload' button.

Choose File No file chosen

- select document type - ▼

Upload

Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title	Completed
Current U.S. Address Information	<input type="checkbox"/>
Post-Completion OPT Information for STEM OPT	<input type="checkbox"/>
Second STEM OPT Application	<input type="checkbox"/>
STEM OPT Based on Qualifying Prior STEM Degree	<input type="checkbox"/>

Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Completed
STEM OPT Statement of Understanding	<input type="checkbox"/>

- Submit Application -

(At the TOP of the page!)

Applying for STEM OPT, continued

- ❑ Your ISA will then input the 24-month STEM extension request in SEVIS and produce a new I-20 for you (*after we review your application in ISSS*)
 - ❑ The ISS STEM OPT Fee:
 - ❑ \$125.00 for students who submit their completed application in ISSS within the 31-90 days prior to their Standard OPT EAD expiration date
 - ❑ \$375.00 for students who submit their completed application in ISSS within 30 or fewer days prior to their Standard OPT EAD expiration date
 - ❑ The STEM OPT Recommendation I-20 will be provided to you to submit your application online with USCIS (*do not submit application to USCIS before you receive the STEM OPT Recommendation I-20*)
 - ❑ Applications for the 24-month STEM extension must be receipted by USCIS BEFORE your standard OPT card expires.
 - ❑ Students who file a timely application for the 24-month OPT extension will be able to continue employment while the extension application is pending, until a final decision on the I-765 or for 180 days, whichever comes first.

Apply Online with USCIS

- ❑ Scan of New I-20 with STEM OPT recommendation on page two (*provided to you after we review your application in ISSS; do not submit application to USCIS before you receive the STEM OPT Recommendation I-20*)
- ❑ Two passport-regulation photos which are less than 30 days old
- ❑ Currently \$410 payable with credit or debit card
 - ❑ *USCIS Premium Processing is available for additional \$1,500*
- ❑ [I-765 Form, Application for Employment Authorization](#)
- ❑ I-94 Upload
- ❑ Scan of F1 Visa (*does not need to be valid*)
- ❑ Scan of most recent Passport (*must be valid/unexpired*)
- ❑ Scan of Diploma and Official Transcripts
- ❑ Scan of Standard OPT card

Applying for STEM OPT, continued

- ❑ Apply online with USCIS at: <https://www.uscis.gov/i-765>
- ❑ The receipt notice and the OPT card will be shipped to the address you provided on the I-765. Please scan and email a clear and legible copy of the OPT card to UFIC-ISS@ufic.ufl.edu when you receive it. Be sure to include your UFID number in the email.

Address Update, Employment Report, and
Travel Requirements
while on STEM OPT

Address Update

- ❑ You must update your address within TEN days of moving
- ❑ You must provide a physical address location; it cannot be a P.O. Box.
- ❑ Places to update your address:
 - ❑ OneUF: <https://internationalcenter.ufl.edu/international-students-scholars/additional-information/change-address>
 - ❑ If you still have access; no worries if your access has been deactivated
 - ❑ USPS: <https://www.usa.gov/post-office>
 - ❑ USCIS: <https://egov.uscis.gov/coa/displayCOAForm.do>
 - ❑ *If you move while your application is pending*
 - ❑ SEVP Portal

STEM OPT Reporting Info

- ❑ SEVP Portal may be used to update your **personal information**: home address and phone number.
- ❑ The SEVP Portal is not to be used by students on STEM OPT to update a change in employer
 - ❑ Must first report your employment info to your F-1 Advisor/DSO using the [OPT Reporting Form](#) and the [I-983 Form](#). After the F-1 Advisor/DSO has reviewed and entered the employment info in SEVIS, you may use the SEVP Portal to update minor details regarding the specific STEM OPT employer that the F-1 Advisor/DSO has already entered in SEVIS.
 - ❑ If anything you wish to update in the portal differs from what was entered on the OPT Reporting Form and I-983 Form other than your own personal info, you must provide a new [OPT Reporting Form](#) and the [I-983 Form](#) to your F-1 Advisor/DSO, who will then review your updated documents and update SEVIS directly.
 - ❑ This will result in an updated I-20, provided to you electronically.

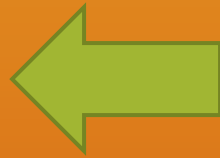
Travel During STEM OPT

- ❑ You are still on an F1 Student Visa
- ❑ Traveling out of the US is always risky, but if you choose to do so, in order to return to the U.S. you must have
 - ❑ Valid Passport (valid at least 6 months beyond entry date)
 - ❑ Valid F1 Student Visa
 - ❑ I-20 (which has been endorsed for STEM OPT)
 - ❑ Valid travel signature (valid for 6 months from date signed)
 - ❑ Employment Authorization Document (EAD/STEM OPT card)
 - ❑ Letter of Employment (on employer's letterhead, stating your name, job title, brief description of duties, employment start date; a recent letter confirming employment and knowledge of your travel plans is also recommended)
 - ❑ 2-3 recent pay stubs

*Dependents must have their own I-20, passport, F2 visa and copy of the F1's I-20, STEM OPT card, and employment letter

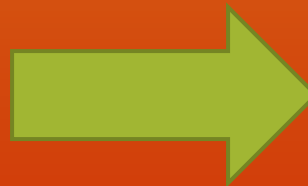
**Not recommended to travel once OPT card is expired and STEM OPT is still pending

General STEM OPT Questions?



UFIC website – STEM OPT I-20
Application Information

UFIC STEM OPT Reporting
Requirements



Contact Your International Student Advisor!

[https://internationalcenter.ufl.edu/
f-1-student/contact-advisor](https://internationalcenter.ufl.edu/f-1-student/contact-advisor)

