



# STEM OPT APPLICATION INSTRUCTIONS

OFFICE OF INTERNATIONAL PROGRAMS



AUBURN



# STEM OPT ELIGIBILITY

- You are currently on Post-Completion OPT and you received a degree in a STEM designated degree from a Bachelor's, Master's, or Doctoral program.
- You are employed in a position directly related to your STEM degree at an employer who is registered in the E-Verify system and has an EIN number.
- You have not exceeded 90 days of unemployment while on Post-Completion OPT.
- You have not already used the STEM OPT extension two lower degree levels.

*The application for STEM OPT cannot be submitted more than 90 days before your Post-Completion OPT end date and must be submitted before the end of your Post-Completion OPT.*



# FORM I-983 AND EMPLOYMENT VERIFICATION

## FORM I-983

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- All STEM OPT applicants must complete the form I-983 with their employer.  
<https://www.ice.gov/doclib/sevis/pdf/i983.pdf>.
- You and your employer will need to complete pages 1-4 and sign the document. Page 5 will need to be completed after your first 12 months of STEM OPT and again at the end of your STEM OPT.
- You will need to complete the I-983 for every employer if you switch employers while on STEM OPT.

## VERIFICATION LETTER

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- STEM OPT applicants should also provide an employment verification letter.
- The letter should state that the student is currently employed and has maintained employment since their start date.
- The letter should also include the employer E-Verify number and EIN.



# REQUESTING YOUR STEM OPT I-20

## COMPLETE THE STEM OPT REQUEST FORM:

- Link to [STEM OPT Request Form](#)
- Confirm your Post-Completion OPT end date
- You can apply up to 90 days before your Post-Completion OPT end date and you must apply at least 2 weeks prior to your OPT end date
- Pay/prepare your \$780 STEM OPT International Student Fee to the Auburn International Students & Scholar Services Office via credit card. You can pay online [here](#). You will choose ISF for STEM OPT \$780 option.
- Upload proof of payment in STEM OPT Request form
- **Check or Money Order:** If you are not able to pay online, you can pay by check or money order. Make check or money order payable to order of "Auburn University" and write your Student ID Number in the notes/memo section. You will need to mail your check or money order to Auburn OIP.



# COMPLETING THE STEM OPT I-20 REQUEST FORM

## COMPLETE THE STEM OPT REQUEST FORM:

- Enter your Banner ID, name, and email
- Enter your full home address, including the city, state, and postal code
- Enter your employment information
  - Your employer must have an E-Verify number and an EIN
  - You must enter your supervisor's information
- Explain how your STEM position is related to your degree
- Verify you agree to maintain your status while you are on STEM OPT
- Upload the following documents
  - Completed I-983, signed by you and your employer
  - Employment verification letter with E-Verify and EIN listed
  - Receipt for your STEM OPT ISF fee if you paid online



# NEXT STEP

## IF YOU DECIDE TO SUBMIT YOUR STEM OPT ONLINE (RECOMMENDED):

- You will receive an email from the advisor who completed your request
- The email will have a scanned copy of your STEM OPT requested I-20
- You will need to print out the new I-20 and sign it, then scan the signed copy
- The email will also have a PowerPoint outlining the instructions for filing online



# NEXT STEP

## IF YOU DECIDE TO SUBMIT YOUR STEM OPT BY MAIL:

- The advisor working on your STEM OPT request will email you a link
- Scan all copies of required documents and upload them in the link
- The advisor will FedEx you a packet with printed instructions
- Review each page of the packet following any instructions listed
- Create a paper packet with all the required documents
- Mail application in time for USCIS to receive it within 30 days of the processing of your STEM OPT requested I-20



# FOR MORE INFORMATION

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**AUBURN UNIVERSITY**  
Office of International Programs

DOING TO MY OWN MERRY, BECAUSE IT IS A LAND OF FREEDOM AND  
JUSTLY, LOVING HOME, AND THAT I CAN BEST SERVE THE GOVT  
AND BECAUSE AUBURN MEN AND WOMEN BELIEVE IN THESE THINGS  
AND LOVE IN AUBURN AND LOVE IT.

