

24-MONTH STEM OPT APPLICATION CHECKLIST

NAME: _____, ID#: _____
(Family/Surname) (First/Given Name)

Items in BOLD are required for ISAO to prepare your STEM OPT I-20. If you did not submit all listed documents to ISAO, make sure all documents are uploaded to USCIS. Copies should be clean and clear. Failure to do this may result in delays. DO NOT SUBMIT YOUR APPLICATION TO USCIS WITHOUT FIRST RECEIVING THE STEM-REQUESTED I-20 FROM OUR OFFICE.

Submit your documents to ISAO using the [Secure Document Upload](#) tool in your Pathway Student Center

ITEM/DOCUMENT	YES	NO	COMMENTS FROM ISAO
Does your employer/employment qualify for STEM? To find out, view the "Form I-983 & Employer Eligibility" found here: https://www.umkc.edu/isao/docs/form-i-983-employer-eligibility.pdf			ISAO does not need a copy of this eligibility form, it is just meant as a guide to help you determine whether your employment qualifies for the STEM OPT extension
Is your SEVP Portal employer history up-to-date? To find out how to update employment, please visit: https://www.umkc.edu/isao/current-students/employment/optional-practical-training.html			
REQUIRED by ISAO: "Employer Form: 24-Month STEM OPT" https://www.umkc.edu/isao/docs/employer-form-stem-opt.pdf			REQUIRED by ISAO, do not upload to your online I-765 application; errors due to handwriting are your responsibility
REQUIRED by ISAO: ISAO OPT STEM Fee (\$200, non-refundable) Please print your payment confirmation and upload to Pathway http://go.umkc.edu/isao-opt-fee			REQUIRED by ISAO, do not upload to your online I-765 application
REQUIRED: Form I-983 PDF and instructions are available online here: https://studyinthestates.dhs.gov/stem-opt-hub/additional-resources/form-i-983-overview			ISAO is REQUIRED to have this document on file, but you do not need to upload to your online I-765 application; errors due to handwriting are your responsibility
Form I-765: USCIS Application for Employment Authorization DO NOT START THE ONLINE APPLICATION UNTIL AFTER YOU HAVE RECEIVED YOUR STEM OPT RECOMMENDATION I-20 FROM ISAO			
Clear color scans of your passport photo page and F-1 Visa page			
Clear print-out of your I-94: https://i94.cbp.dhs.gov/i94			
Copies or scans of the front and back of your EAD card (and any previous EAD cards or I-797 approval notices)			
Copy of your offer letter or letter from your employer			
Copy of your official UMKC diploma or UMKC transcripts			
One 2x2 color passport photo: Should be taken within 30 days of application. Top of your head should NOT touch top of photo. Taken in front of plain white or off-white background. Must be in color with a neutral expression. No glasses.			
YOU CANNOT SUBMIT YOUR APPLICATION TO USCIS MORE THAN 90 DAYS BEFORE YOUR CURRENT OPT ENDS. It will be denied.			
Your HAND-SIGNED UMKC I-20 showing all previous OPT employment and DSO recommendation for STEM OPT on the 2 nd page – must have this from ISAO before you submit your application to USCIS		ISAO WILL EMAIL TO YOU	
REQUIRED: My signature below indicates that I certify and acknowledge I must submit the online I-765 application and all required documents to USCIS within 30 days of I-20 issuance; failure to do so may cause delays or result in a possible denial through no fault of ISAO. I understand the rules, regulations, and unemployment limits of my visa and my STEM Extension OPT (OPT reporting requirements and regulations online here: https://info.umkc.edu/ISAO/current-students/opt/):			
_____			_____
Signature			Date