

24-MONTH STEM OPT PACKET CHECK LIST

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

If you did not submit all of your documents to ISAO, make sure all documents are included when you send it to USCIS. Copies should be clean and clear. Failure to do this may result in a delay of your application.

Please send your documents to ISAOadvisor@umkc.edu

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://info.umkc.edu/ISAO/current-students/opt/	<input type="checkbox"/>	<input type="checkbox"/>	
Change employers? To find out how to update employment, please visit: http://info.umkc.edu/ISAO/current-students/opt/	<input type="checkbox"/>	<input type="checkbox"/>	
REQUIRED: Form G-1145: Typed, www.uscis.gov/files/form/g-1145.pdf	<input type="checkbox"/>	<input type="checkbox"/>	
REQUIRED by UMKC: The "Employer Form: STEM Only" found at: https://info.umkc.edu/ISAO/current-students/opt/	<input type="checkbox"/>	<input type="checkbox"/>	
REQUIRED: Form I-765: <ul style="list-style-type: none"> Check "Renewal of permission to accept employment" Page 2, Question 12: check YES Page 3, Question 27: Eligibility category is (c)(3)(C) Page 3, Question 28a: Type out degree listed on page 1 of I-20 under Major. Example: Comp Sci MS You MUST sign your I-765 or it will be returned. Be sure to sign WITHIN the box. Page 4, Part 4 to page 7 can be skipped if you're not using an attorney, interpreter, or preparer 	<input type="checkbox"/>	<input type="checkbox"/>	Errors due to handwriting are your responsibility.
REQUIRED: Copy of your completed I-983. Ensure your employer qualifies to fill out this form by viewing the "Form I-983 & Employer Eligibility".	<input type="checkbox"/>	<input type="checkbox"/>	Errors due to handwriting are your responsibility.
Clear copy of your passport photo page and F-1 Visa page	<input type="checkbox"/>	<input type="checkbox"/>	
Clear print out of your I-94: https://i94.cbp.dhs.gov/i94/request.html	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of ONLY your most recent I-20	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of the front and back of your EAD card and any previous EAD cards or I-797 approval notices	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of a letter from your employer or offer letter	<input type="checkbox"/>	<input type="checkbox"/>	
Copy of your official UMKC diploma or UMKC transcripts	<input type="checkbox"/>	<input type="checkbox"/>	
Check or money order to U.S. Department of Homeland Security for \$410. Your name and address should be on the check. Do NOT write on the back. In the memo/for section, you can write your full name or I-94 #. Or, you can pay with a credit card by completing form G-1450. If you are paying with a card, please DO NOT send your G-1450 to ISAO as it contains sensitive information.	<input type="checkbox"/>	<input type="checkbox"/>	Errors due to handwriting are your responsibility.
Two passport sized photos. Should not be too dark. Top of your head should NOT touch top of photo. Write your name on the back in PENCIL ONLY.	<input type="checkbox"/>	<input type="checkbox"/>	
YOU CANNOT SUBMIT YOUR PACKET TO USCIS MORE THAN 90 DAYS BEFORE YOUR CURRENT OPT ENDS. It will be denied.	<input type="checkbox"/>	<input type="checkbox"/>	
COPY (you keep the original) of your NEW UMKC I-20 that shows recommendation for STEM OPT on the 2 nd page	ISAO WILL PRINT		

REQUIRED: I certify and acknowledge that I must submit the documents to USCIS in a timely manner, failure to do so may cause delay/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 :

_____ Signature

_____ Date