



INTERNATIONAL STUDENT & SCHOLAR SERVICES

The University of Alabama at Birmingham

CONFIRMATION OF RESPONSIBILITY RE: I-765 APPLICATIONS

Post-graduation OPT and STEM OPT employment authorization are benefits allowed to students who have completed certain requirements while holding F-1 immigration status in the US. An ISSS international student advisor (DSO) can prepare a new Form I-20 in the SEVIS database for each eligible student authorizing employment for a specific period of time and (if STEM OPT) for a specific employer. By signing below, I confirm that I have read, understand, and agree to the following:

- Applications for OPT and STEM OPT work authorization are solely the responsibility of the F-1 student and are personal applications on their own behalf. The USCIS Form I-765 F-1 students must submit in connection with their OPT/STEM OPT application is not a university- or ISSS-sponsored form.
- The scope of ISSS responsibility during an F-1 student's I-765 application process extends only to issuing the Form I-20 from the SEVIS database necessary for the student to apply.
- F-1 students are responsible for compiling and submitting their own immigration documents to receive or continue receiving I-765 work authorization benefits from USCIS
- ISSS cannot provide legal advice concerning my post-graduation work authorization in the US, and it is my responsibility to make sure that I sign the USCIS Form I-765 and upload or mail correct immigration documents to USCIS in support of my OPT/STEM OPT application, including Form I-20.
- I am responsible for reviewing the information on the ISSS website [here](#) and for making sure that my passport is valid and that I provide the correct USCIS filing fee for Form I-765
- I am responsible for notifying a UAB ISSS international student advisor (DSO) of any change in my residential address in the US within 10 days.
- I am responsible for updating a UAB ISSS international student advisor (DSO) with any change in my OPT employer/STEM OPT employer and my employment dates—including days of unemployment.
- I am responsible for providing a valid email address and for reading and responding to all OPT/STEM OPT-related inquiries and email updates from SEVP and ISSS staff.
- I am responsible for accurately providing all requested information in the SEVIS database by using the Student Portal.
- I-765 applications are personal to me and are not the responsibility of UAB or ISSS. USCIS will use the United States Postal Service (USPS) to deliver information about my OPT/STEM OPT application to me, including my EAD card, and I must provide a valid home mailing address where I can receive US mail.
- UAB ISSS is not responsible for mis-delivered USPS mail or lost EAD cards. If I do not want correspondence delivered to my home address, I will inform an ISSS international student advisor (DSO). If change addresses while waiting for my OPT or STEM OPT card to be issued, the card could be lost in the mail, and I will be responsible for resubmitting an application and potentially paying a new USCIS filing fee for a replacement application.
- Any checklists provided by ISSS staff are for my information only as a reference and do not constitute legal advice.
- If I am eligible for a STEM OPT extension, it is my responsibility to contact an ISSS international student advisor (DSO) at UAB at least three months in advance, and I am responsible for completing Form I-983 for ISSS review and signature.
- I am responsible for completing the self-evaluation on Form I-983 for STEM OPT at the 12-month mark and have been advised to review the additional information about Form I-983 [here](#).

- An ISSS international student advisor (DSO) may review my complete I-765 application before I upload it or mail it to USCIS *as a courtesy*, but I am responsible for the accuracy of the information submitted. ISSS is not responsible for misrepresentations on Form I-765 or any other information I provide to USCIS.
- ISSS staff cannot answer any specific questions about my dependents' immigration options while I am on OPT/STEM OPT, and they will suggest that I contact an immigration attorney with any questions.

Graduate/student's signature

Date

Graduate/student's printed name