

Paying the OPT Administrative Fee & STEM OPT Administrative Fee

1. Log in to your myUTTyler account. This is the homepage:

UT TYLER											
	∽ Stu	ident Homepage	<u>م</u> د	λ Δ Ι ⊘							
Admissions	Financial Aid	Tasks	Course Evaluations	ĺ							
		No current tasks	0 Evaluations to Complete								
Academic Records	Manage Classes	My Profile	My Finances								
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Academic Progress	Important Links										
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2. Select My Finances.



- Office of International Programs
- 3. Select **Purchase Miscellaneous Items** from the left navigation menu.

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Student Homepage		М	y Finan	ces				
Tmportant Information	Teja Sree Mummadi							
T Manage My Finances								
EL Charges Due	Purchase Items							
Charges Due	1. Select Items							
T View 1098-T	Enter the quantity for the items you wish to pur calculate the total amount of your purchase. Set	Enter the quantity for the items you wish to purchase. Use the calculate total push button to calculate the total amount of your purchase. Select NEXT to confirm your purchases.						
Enroll in Emergency Loan	Ŧ							
	Available Items	Unit Price	Quantity	Item Total				
Pending Financial Aid	1 Nursing ID Badge	5.00		0.00				
·	2 Freshman Accept/Confirm Fee	100.00		0.00				
Purchase Miscellaneous Item	3 Internat'l Student Appl. Fee	75.00		0.00				
•	4 OPT Administrative Fee	50.00		0.00				
	5 STEM OPT Administrative Fee	100.00		0.00				
	6 Undergraduate Application Fee	60.00		0.00				
	7 Summer GradAppAccessFee & Gift	35.00		0.00				
	8 Fall GradAppAccessFee & Gift	35.00		0.00				
	9 Spring GradAppAccessFee & Gift	35.00		0.00				
	10 Miscellaneous Items Total			0.00				
	Currency used is US Dollar	Total		0.00				
			Calculate To	tal				
		Cancel	N	ext				
	Go to top							
	Purchase Items							

1. Select Items

Enter the quantity for the items you wish to purchase. Use the calculate total push button to calculate the total amount of your purchase. Select NEXT to confirm your purchases.

	Available Items	Unit Price	Quantity	Item Total
1	Nursing ID Badge	5.00		0.00
2	Freshman Accept/Confirm Fee	100.00		0.00
3	Internat'l Student Appl. Fee	75.00		0.00
• 4	OPT Administrative Fee	50.00		0.00
5	STEM OPT Administrative Fee	100.00		0.00
6	Undergraduate Application Fee	60.00		0.00
7	Summer GradAppAccessFee & Gift	35.00		0.00
8	Fall GradAppAccessFee & Gift	35.00		0.00
9	Spring GradAppAccessFee & Gift	35.00		0.00
10	Miscellaneous Items Total			0.00

- 4. Form the Purchase Items list, select either:
 - a. **OPT Administrative Fee** if you are applying for your post-completion OPT that is used right after you graduate.
 - b. **STEM OPT Administration Fee** if you are applying for the STEM extension after already completing the 12 months of post completion OPT.