

STEM OPT Extensions

F-1 students approved for standard post-completion Optional Practical Training (OPT) based on a bachelor's degree in a STEM (science, technology, engineering, mathematics) field that appears on the [DHS STEM-Designated Degree Program List](#) can apply to USCIS for a one-time 24-month extension of Post Completion OPT (for a total eligibility of up to 36 months). To be eligible for the extension, the student's employer must be registered in E-Verify. **The student must apply for the STEM OPT Extensions before their standard period of post-completion expires.** You may file for the 24-month extension up to 90 days prior to the end of OPT. Students must also agree to make periodic reports to the DSO. The student must report to the DSO within 10 days any change to the following:

- Legal Name
- Residential or mailing address
- Employer name
- Employer address and/or loss of employment

Students can also update this information themselves on SEVP available March 23, 2018. If you do this, please inform the IISS Office.

To apply for a 24-month STEM OPT extension:

1. Contact [Rebecca Brown-Medvec](#) (DSO at CSB/SJU) and provide her this information:

- a) An explanation of how the employment is related to your course of study at CSB/SJU
- b) Employer Name and E-Verify Company Identification Number
- c) Job Title
- d) Expected start and end dates of extension
- e) Number of hours expected to work per week
- f) Employer address
- g) Supervisor name, telephone number, and email address

Rebecca will recommend the extension in SEVIS and will print a new I-20 containing the recommendation. She will sign Page 1 and 2. You will sign Page 1.

2. Complete the [Form I-765](#)

- a) Item 20 should indicate (c) (3) (c)
- b) Print out the completed form and sign and date
- c) When signing the I-765, make sure entire signature stays within the open space. If lines go outside the designated space, your application could be rejected.
- d) Make sure all information on the Form I-765 is accurate!

3. Print out and complete the [G-1145](#) if you want to be electronically notified when USCIS accepts your application.

4. Make two sets of copies (one for your own records, one for IISS records) of the following:

- a) All I-20s (including new I-20 with STEM extension recommendation)
- b) I-94 (to retrieve yours, click here: [I-94](#))
- c) ID pages of passports
- d) Most recent visa related to your study/OPT
- e) Previous applications for OPT employment
- f) Previous EAD card
- g) I-765

5. Gather the following:

- a) Two ADIT-style photos (same style as used for US passport and visa applications 2 inches by 2 inches color photographs).
 - i. The photos you submit must have been taken within 30 days of filing the I-765
 - ii. Lightly write your name in pencil on back of each photo and I-94 #
- b) I-765 filing fee check in the amount of \$410. Write check to the U.S. Department of Homeland Security.
 - i. Write I-94 number and your name on the memo line.
- c) Completed I-765 application form
- d) Copies of all documents listed above
- e) Copy of the new I-20 with STEM Extensions recommendation
- f) Completed G-1145

6. Mail all documents listed in number 5 to USCIS Service Center via Certified Mail/Return Receipt to the following address:

USCIS
P.O Box 21281
Phoenix, AZ 85036

7. Complete the Form [I-983](#) Training Plan for STEM OPT students. Send a copy to Rebeca.