

OPTIONAL PRACTICAL TRAINING (OPT) EXTENSION – 24 MONTHS

Instructions for 24 month extension for STEM students

Eligibility:

- F-1 student must currently be working in a 12 month OPT and must hold a bachelor's degree or higher in the field of Science, Technology, Engineering, and Mathematics (STEM).
- The degree must be from a U.S. accredited institution.
- F-1 student participating in an initial 12 month OPT based on a non-STEM degree can use a previous eligible STEM degree for the 24 month OPT STEM Extension. The student must be employed in the STEM degree field of study for the 24 months of employment.
- F-1 student must be employed by an employer registered with the E-verify program.
- F-1 student must file the extension in a timely manner, generally 90 days before the current OPT expires. Student may not apply during the 60-day grace period. Student can continue employment while the extension application is pending, until a final decision is made, or for 180 days, whichever comes first.
- Student and employer must complete the Form I-983 and submit the completed form to the DSO in the ISS office.

Procedures:

1. **No earlier than 90 days before and no later than the end date of the 12 month OPT**, the student should request the OPT STEM extension through the ISS website:

<http://iss.okstate.edu/request-opt-stem-extension>

At the time of the OPT STEM Extension request, the student must submit the Form I-983 properly signed off by your employer as an attachment to the ISS form.

2. **SEVIS Reporting Requirements:** Student is required to report any changes in employment within 10 days of the change.
 - Any change in name or residential/ mailing address
 - Name and address of employer
 - Unemployment periods
 - A change in immigration status

Every 6 months the student must confirm the following information:

- Legal Name
- Residential mailing address
- Employer's name and address
- Status of current employment

3. **Annual Self-Evaluations:** Student and their employer must submit a self-evaluation about the progress of the training experience to the DSO. This includes a properly signed Form I-983 at the 12 month mark of your EAD employment period and at the end of your 24 months, a final assessment is submitted to the DSO. The student will report and attach the Form I-983 through the ISS website. <http://iss.okstate.edu/request-opt-stem-extension>
4. **Material Changes and Changing of Employers:** Student and their employer must submit an updated Form I-983 to the DSO within 10 days of changes to the training plan. The student will report and attach the Form I-983 through the ISS Website. <http://iss.okstate.edu/request-opt-stem-extension>
5. **Unemployment Reporting:** OPT STEM students must report the termination of the employment within 10 days of the event. Students who are granted a 24-month OPT STEM extension are given an additional 60 days of unemployment after the 12 month initial OPT. This means that a 24-month OPT STEM student will receive a total of 150 days of unemployment; 90 days during the 12 month OPT plus 60 days during the OPT STEM extension.

Instructions to apply for Employment Authorization Document (EAD)

Detailed instructions and required documentation are part of Form I-765 application for the Employment Authorization Document (EAD). Follow directions carefully for proper filing to avoid processing delays.

USCIS approves the dates of the employment by issuing the Employment Authorization Document (EAD). The approval dates on the EAD are the official dates of the employment. The receipt notice is not an approval. Changes, exceptions, and/or additions to required documents and procedures could occur. Please direct questions to the **International Students and Scholars, Oklahoma State University, 250 Student Union, Stillwater, OK 74078-7051, (405) 744-5459, su-iss@okstate.edu**

Organize documents for mailing in the order listed below # 1- # 8. The DSO will determine if other documents should be included for mailing.

1. **\$380.00 fee**- Payable to the **U.S. Department of Homeland Security**. Either a personal check or a money order is acceptable. **NO CASH.**
 2. **Two photographs** -The photos are the same type as those required for a Passport. The photos should be placed in a small envelope and attached to the application. Do not staple, cut or trim photos.
 3. **Completed I-765** - Item #16 write (c) (3) (C) and item #17 provide company E-Verify information. Please type or fill out in black ink.
 4. **Form G-1145** – Complete the bottom of the form so the applicant will receive an email or text message when the OPT packet has been received. Please type or fill out in black ink.
 5. **Photocopies of previous EAD(s)**
 6. **I-20 – Photocopy** – Make a photocopy of the I-20 with the OPT STEM extension notation. Do not send the original. The packet must be received by the USCIS Service Center prior to 60 days from the I-20 issue date.
 7. **I-94/Visa page** – Print the most recent electronic version of the I-94, from www.cbp.gov/i94 . Also, include a copy of the visa page. If the student has a paper I-94 card, copy both sides of the I-94 card and include the visa page.
 8. **Transcript or Diploma** – Provide copy of the transcript and/or the diploma showing the degree received is in a STEM field of study.
- **Training Plan Form I-983** – Do not mail the training plan with the OPT STEM application packet. The Form I-983 is submitted to the DSO in the OSU ISS office only. It is suggested that the student keep a copy for his/her records.
 - **Mailing:** It is suggested that the packet be mailed by priority mail or a mailing service that provides a tracking receipt.
 - **Place of Residence** – The packet should be mailed according to your place of residence. If you live in: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming mail your application to: **USCIS Phoenix Lockbox -USCIS, PO BOX 21281, Phoenix, AZ 85036 or USCIS ATTN: AOS, 1820 E. Skyharbor Circle S, Suite 100, Phoenix, AZ 85034**
If you live in: Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, West Virginia mail your application to: **USCIS Dallas Lockbox - USCIS, PO Box 660867, Dallas, TX 75266 or USCIS, ATTN: AOS, 2501 S State Hwy, 121 Business, Suite 400, Lewisville, TX 75067**
 - **Receipt Notice** – The receipt notice should be received in 3-4 weeks after mailing. Keep this receipt for inquiry. Change in mailing address after submitting the application may delay the receipt of the USCIS decision.
 - **Change of Address, Name Correction, and Application Inquiry** – The student must call the 1-800-375-5283 – National Customer Service Center.
 - **Online USCIS Case Status Service** – To check the status of the application go to: <https://egov.uscis.gov/casestatus/landing.do>
 - **Approval of the Employment Authorization Document (EAD)** – may take 90 to 120 days. The EAD is a picture ID that can be used to complete the Form I-9 required by an employer.

