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 and sign the Form I-983 and submit it on the ISS website.

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 here.

   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.

   The student submit the application to USCIS within 60 days of the I-20 issuance from the ISS DSO.

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

3. **STEM OPT data validation report:**

Time from STEM EAD Start Date	Documents to Submit to ISS
6 months or 18 months	https://okstate.forms-db.com/view.php?id=453764
12 months	https://okstate.forms-db.com/view.php?id=462115 "**Evaluation of Student Progress**" Form I-983 (page 5)
24 months (end of STEM Extension)	https://okstate.forms-db.com/view.php?id=462115 "**Final Evaluation of Student Progress**" Form I-983 (page 5)

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. https://okstate.forms-db.com/view.php?id=462115

5. **Unemployment Reporting:** STEM-OPT 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.

6. **Additional information can be located at:** https://studyinthestates.dhs.gov/stem-opt-hub

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, 309 Wes Watkins, Stillwater, OK 74078-7051, (405) 744-5459, iss@okstate.edu**

Organize documents for mailing in the order listed below # 1- # 8.

1. **$410.00 fee**- Payable to the **U.S. Department of Homeland Security**. Either a personal check or a money order is acceptable. **NO CASH.** Please check on USCIS official website for the latest filing fee.
2. **Two photographs -** The photos are the same type as those required for a Passport. All Photos must be recent with full frontal/passport photos with a white background. Specifications for the photos are given in the instructions for the I-765. Print your name and SEVIS number on back of photos. Do not staple, cut or trim photos.
3. **Completed I-765 -** Item #27 write (c) (3) (C) and item #28 provide company E-Verify information.
    Part 2 – US mailing address; U.S. physical address could be the same address.
    Part 6 – page 7 1a. & 1b.enter your name, 3a.enter #3, 3b.enter #2, 3c.enter #26, 3d enter previous and/or current SEVIS ID#, and any previous CPT or OPT employment. (See example)
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. **I20 – Previous OPT/CPT Notations –** The Service Center requires a copy of all OPT and CPT I20s on your current and previous degree levels.
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 visa has expired, include a valid driver's license or passport biographical 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 or a courier mail that provides a tracking receipt**.**
*   **Filing Location–** On January 8, 2021, USCIS changed the filing addresses for F-1 student I-765 filings. Please see more information on the USCIS Direct Filing Addresses for Form I-765 page. Now instructs filers to submit these applications to the **USCIS Chicago Lockbox**, at:

U.S. Postal Service (USPS):	**FedEx, UPS, and DHL deliveries:**
USCIS	USCIS
PO Box 805373,	Attn: I-765 C03
Chicago, IL 60680	131 South Dearborn - 3rd Floor,
	Chicago, IL 60603-5517

    Prior to this change, such applications were filed either at the Phoenix or Dallas lockboxes, depending on where the student resided. These changes were made *without* advance notice, although on the afternoon of Friday, January 8, 2021 USCIS finally posted the following update on the Form I-765 launch page.
*   **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 go to: https://egov.uscis.gov/casestatus/landing.do

- **Approval of the Employment Authorization Document (EAD)** – may take 90 to 150days. The EAD is a picture ID that can be used to complete the Form I-9 required by an employer.