

## OPTIONAL PRACTICAL TRAINING 24 MONTH STEM EXTENSION REQUEST

You are eligible to apply for a 24-month OPT extension, beyond the initial 12 months of OPT, if you have all of the following:

- **Qualifying degree and school.** CIP code of degree's major field of study must appear on the DHS STEM Designated Degree Program List. Degree must be from an accredited, SEVP-certified, U.S. institution of higher education.
- **Qualifying job.** Working conditions for the applicant must be similar or equal to terms and conditions applicable to the employer's similarly situated U.S. workers in the area of employment; paid, 20 hours per week minimum, cannot replace a US worker
- **Qualifying employer** Enrolled in E-Verify; has an IRS Employer Identification Number (EIN); sufficient resources and personnel available to provide the training specified in the Form I-983 ( 8 CFR 214.2(f)(10)(ii)(C)(10)(i) ); signs the Form I-983 Training Plan, agreeing to the wage, working conditions, supervision, site visit, and reporting obligations set forth on the form and in the regulations; attests that training conducted pursuant to the OPT extension complies with all applicable Federal and State requirements relating to employment
- **Form I-983 training plan.** The student and employer must complete a Form I-983 Training Plan, and the student must present the completed I-983 to the DSO before the DSO recommends STEM OPT in SEVIS

USCIS must receive the STEM OPT application package before the expiration of current post-completion OPT, and no later than 60 days from the date the DSO recommended the benefit in SEVIS & issued the I-20. The STEM OPT application package includes: Form I-765, I-765 filing fee, Form I-20 with the 24-month STEM OPT recommendation, and documentation of the qualifying STEM degree.

## HOW TO APPLY

**Submit the following to OGI** (by email, mail, or in person):

- STEM OPT Extension I-20 Request Form
- Completed I-983 Training Plan
- Copy of completed I-765 form (to confirm that your employer is enrolled in E-Verify)
- If your extension request will be based on a previous STEM degree from a school other than EWU, please add:
  - copy of previous STEM degree
  - copy of I-20 issued for previous STEM degree

*OGI will issue a new I-20 with a recommendation for the OPT extension and will mail it back to you at the updated local address provided. Please allow two weeks for processing.*

**Mail the following documents to USCIS (choose the appropriate mailing address according to your current residence [www.uscis.gov/I-765](http://www.uscis.gov/I-765)):**

- Form G-1145 <http://www.uscis.gov/files/form/g-1145.pdf>
- Form I-765 <http://www.uscis.gov/files/form/i-765.pdf> marked (c)(3)(C) under eligibility
- Copy of your current EAD (front & back)
- 2 identical passport style color photographs of yourself taken within 30 days
- I-94 printout
- Copy of OPT extension Form I-20, endorsed by your DSO within the past 60 days
- A copy of your degree
- Your employer's name as listed in E-Verify
- Your employer's E-Verify Company Identification Number or valid E-Verify Client Company Identification Number
- Filing fee (currently \$380) check or money order to **U.S. Department of Homeland Security**

**Important!!** Make two photocopies of the entire application before mailing (including fee payment, signature card & photographs). Be sure all copies are high quality. Keep one copy for your records and submit one copy to OGI (PDF files are also acceptable).

You must mail the application to the USCIS lockbox with jurisdiction over your current place of residence as listed in the I-765 instructions, so that it is received **within 60 days of the extension I-20 being issued.**

STUDENT INFORMATION

Name: \_\_\_\_\_ EWU ID: \_\_\_\_\_

Student phone: \_\_\_\_\_ Student email: \_\_\_\_\_@eagles.ewu.edu

SEVIS ID N \_\_\_\_\_ Level of Education:  Bachelors  Masters  Doctorate

CIP code on I-20 for qualifying STEM degree: \_\_\_\_\_ (must be a DHS approved STEM code. OGI cannot change these codes retroactively)

Current EAD authorization from (date): \_\_\_\_/\_\_\_\_/\_\_\_\_ to (date): \_\_\_\_/\_\_\_\_/\_\_\_\_

Employer E-Verify number \_\_\_\_\_

Company/employer name \_\_\_\_\_

Employment Address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Supervisor's Contact Information \_\_\_\_\_

How is this employment directly related to your STEM degree?: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reporting Requirements

- **Contact information.** Report new contact information within 10 days of any change, including residential address, email and phone number.
- **Employment information.** Report employer information within 10 days of any change (examples: new employer, adding second employer, leaving employment, etc.). Submit new completed I-983, signed by your new employer must to OGI within TEN days starting new employment. If you decide to leave the US and abandon your OPT, you must notify OGI. You may not be unemployed for a cumulative period of more than 150 days total for post-completion and OPT Extension.
- **Updates.** Provide your 6-month update to OGI within 10 days of the end of 6th, 12th, and 18th month of STEM OPT Extension. SEVIS tracks these 6-month updates and will terminate the SEVIS record/immigration status deadlines are not met. You are responsible for tracking your reporting dates.
- Report changes to your Training Plan. Within 10 days by submitting new Form I-983, you must report any material changes or deviations from your initial Form I-983 formal training plan to OGI. These changes may include, but are not limited to: employer's EIN, reduction in student pay that is not tied to a reduction in hours worked, significant decrease in working hours per week; updates to the employer's commitments or student's learning objectives;
- **Change of status.** Report any change of immigration status (category) immediately. If you receive a change of status approval notice (US permanent resident, H-1B, etc) please email a copy of the approval notice to OGI so that your F1 SEVIS record can be ended properly.

*I have read and understand these requirements, and I understand that the consequences of a failure to comply may include SEVIS record termination, immediate loss of OPT authorization, being required to depart the U.S. I understand OGI plans to use its Canvas class as the main source information for students participating in OPT. I will refer to the OGI OPT information for updates, forms, and reporting tools.*

*I understand that because OGI role is to advise students, OGI is not able to provide advice to employers. Employers that have concerns about their responsibilities regarding STEM OPT extensions should consult their own legal advisors before making a decision.*

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(month/day/year)

OFFICE OF GLOBAL INITIATIVES APPROVAL

- APPROVED and STEM OPT extension I-20 issued
- DENIED

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
by: \_\_\_\_\_