

# SCI-Arc

## OPT STEM Extension Information Sheet

F-1 students who are currently authorized for OPT employment based on completion of a Bachelor's, Master's or Ph.D. degree in a Science, Technology, Engineering or Math (STEM) field, as defined by DHS, may be eligible for a 24-month extension of OPT. In order to be eligible for this extension, students applying for this benefit must:

- Already be on valid OPT based on a STEM-eligible degree:  
<https://studyinthestates.dhs.gov/eligible-cip-codes-for-the-stem-opt-extension>
- Have had fewer than 90 days of unemployment while on OPT
- Be employed by, or have a job offer from, an employer who is registered in the E-Verify employment verification system

There is a lifetime limit of two periods of 24-month STEM OPT; each occurring after a higher degree level has been obtained. A STEM degree obtained at a U.S. university prior to your current degree may be the basis for a STEM extension under certain circumstances.

See detailed information on the STEM Hub: <https://studyinthestates.dhs.gov/stem-opt-hub>

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### Materials required for the OPT STEM extension application:

#### To SCI-Arc (Lisa Russo):

- Completed and signed "Request for 24 Month Extension of OPT" (This form)
- Completed Training Plan I-983 form

#### To [www.MYUSCIS.gov](http://www.MYUSCIS.gov):

- Completed and signed Form I-765 (see "Hints" below)
  - Payment of fee to "U.S. Dept. of Homeland Security"
  - 2 color, U.S. passport-style, photographs (see "Guidelines" below)
  - Copy of the front and back of your current OPT card
  - Copy of new I-20 from SCI-Arc (Lisa Russo), with recommendation for OPT extension (keep the original I-20)
  - Copy of all previous I-20s (optional but recommended if you have them)
- Evidence that your degree meets the STEM degree/major requirements:  
ONLY ONE of the following must be submitted with your application (option 1 OR 2):
- 1 Official transcript (Request from [www.parchment.com](http://www.parchment.com) )]
  - 2 Copy of the diploma that shows your degree level and program of study]
    - Copy of your current I-94 printout
    - Copy of your passport identity page (and any renewal pages)

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### Submitting OPT Application to USCIS

Submit the application on your own on the MYUSCIS website (address above). When you submit directly to USCIS, please be aware of the following:

- Be sure to sign your STEM OPT I-20 form when you receive it from SCI-Arc.
- Keep a copy of the entire application before you submit it to the USCIS.
- If mailing, submit the application to the USCIS Lockbox with jurisdiction over the address you list on the I-765 form. Filing jurisdiction information can be found at: <https://www.uscis.gov/i-765>

**Please see Study in the States website at <https://studyinthestates.dhs.gov/stem-opt-hub>**



#### Hints for filling out Form I-765:

**Item #3**

If you may move while this application is being processed, use a stable address such as your employer or close friend/family member. Mail from USCIS is not forwarded by the Postal Service.

**Item #9**

Use your U.S. Social Security Number.

**Item #11**

Includes your current OPT information.

**Item #14**

USCIS wants to know what your status was the last time you entered the U.S.

For most students applying for OPT, it is "F-1".

**Item #15**

This must be "F-1".

**Item #16**

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**Item #17**

Degree = your degree level and major; Employer's name as listed in E-Verify;

Employer's E-Verify Identification Number (E-Verify information can only be obtained from your employer)

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#### Guidelines for the "Two Passport Style" photos

- Photos must measure 2 inches by 2 inches.
- Head should be positioned directly facing the camera.
- Photo should capture from slightly above top of hair to middle of chest.
- Background should be plain white or off-white.
- Photos should be taken within the last 30 days prior to the extension application. Photos used for obtaining a non-U.S. passport or a U.S. visa stamp are generally not acceptable, as they are often not the correct size, and rarely taken within 30 days of the OPT application.
  
- Submit the STEM OPT application to USCIS within 90 days of your initial OPT expiration date.
- Your form must be received by USCIS before the end date of your current OPT and within 60 days of the issuance date of the I-20
- While the STEM OPT I-765 is pending with USCIS, you may continue to work for up to 180 days.



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Last Name:

First Name:

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Sevis ID #:

Phone #:

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Email Address:

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Current Home Address:

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Your Job Title:

By signing below, you verify that you understand and agree to adhere to the following DHS regulatory requirements:

1. You are currently on Optional Practical Training (OPT) and are employed or have been offered employment for practical training in your major field of study.
2. Your current or future employer is enrolled in E-Verify.
3. You have not been unemployed for more than 90 days while on OPT.
4. You will report to [lisarusso@sciarc.edu](mailto:lisarusso@sciarc.edu) within 10 days of each occurrence:
  - Any change in your home address each time that you move
  - Any change in the name AND/OR the address of your employer by submission of a new I-983 form
  - The loss of your job at any time during your OPT authorization
5. Your employer agrees to notify the Registrar/International Advisor ([lisarusso@sciarc.edu](mailto:lisarusso@sciarc.edu)) within 5 days in the event of the termination of your employment or your departure from the job.
6. You and your employer agree to submit an I-983 form to update your employment information as soon as a material change occurs and within 10 days of each 12-month evaluation.
7. You will “check in” with SCI-Arc ([lisarusso@sciarc.edu](mailto:lisarusso@sciarc.edu)) with an e-mail titled “STEM OPT validation”) every six months during the STEM OPT extension from the start date listed on your new OPT card; at those check-ins, we need your mailing address as well as your employer’s name and address.
8. Your OPT will end if you accrue a total of 150 days of unemployment (counted from the start of your total OPT period), or if you transfer to another school.

**I affirm that I understand the information provided to me on this application form and on the supplemental “OPT STEM Extension Information Sheet”, and I agree to the conditions set forth as described by these documents.**

Signature:

Date:

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