



Instructions to Apply for the 24-month Optional Practical Training (OPT) STEM Extension

This application checklist is for students currently on 12-month OPT and are applying for the 24-month OPT STEM Extension. Students may apply for the OPT STEM Extension up to 120 days prior to the end date for their 12-month OPT. All documents are scanned and submitted to the Office of International Student & Scholar Services (ISSS) email optextension@tamuc.edu. Do not copy any alternate email!

Please submit all documents to the ISSS at least 30 days prior to the end date of your 12-month OPT to allow time for the ISSS to process your documents. *SEVP rules state the OPT STEM Extension application must be received by USCIS prior to the EAD card end date of your 12-month OPT to be eligible.*

STEP 1: Scan and email all documents listed below to optextension@tamuc.edu. Do not copy any alternate email. We will not accept documents by mail or in person. Make sure all copies are legible. Please do not submit pictures of the documents. **Incomplete applications will not be processed. It is YOUR responsibility to submit all documents as indicated below.**

1. Pay the non-refundable ISSS OPT STEM Extension \$100 Processing fee at the [ISSS Marketplace](#).
2. Completed [OPT STEM Extension Application](#) with the Important Information Form signed. This document is the application for the ISSS only and is not required by USCIS.
3. Copy of most **recently dated** I-20 you have been issued as indicated under the SCHOOL ATTESTATION section of the I-20 marked DATE ISSUED on the first page of the I-20.
4. Copy of passport and visa
5. Copy of I-94- If **paper copy I-94** submit a copy of front and back. If **electronic I-94 record** provide print out of record at <https://i94.cbp.dhs.gov/i94/#/home>.
6. Copy of all dependent(s) I-20, passport, visa, and I-94 (only to update ISSS and dependent's documents **are not** submitted to USCIS with application)
7. Copy of EAD card (front and back)
8. Copy of final official transcript from Texas A&M University-Commerce listing your graduation date, degree conferred, and academic major. You may go to <http://www.tamuc.edu/admissions/registrar/transcript/default.aspx> to request a transcript. **Do not** have your transcript forwarded from Registrar's Office to ISSS. If you have not graduated from A&M-Commerce because you have not completed thesis or comprehensive exam please have academic department email OPTExtension@tamuc.edu to verify remaining requirements for graduation.
9. Letter with the following information from **all employers** you have worked for in a paid or unpaid position during your 12-month OPT. **Job offer letters will not be accepted:**
 - a) Employment start date and end date if a previous employer
 - b) Job title with brief job description
 - c) Were you employed full-time (21 hours or more) or part-time (20 hours or less) per week?
 - d) Supervisor/manager's name, phone number, and email
 - e) 9-digit Employer Identification Number (EIN)
 - f) Company name and address
 - g) The **letter from your current employer must be issued within past 30 days** and include the following statement- "We agree to report any termination of employment or departure of this student within 5 business days to the ISSS via email to intl.stu@tamuc.edu."
10. A completed [Form I-983](#). Please use the ISSS [Form I-983](#) only. For instructions for completing the form go to [Form I-983 Overview](#).

STEP 2: Set up mailing for your OPT STEM Extension I-20. Please allow up to 15 business days for the ISSS to process your application. A business day is Monday through Friday.

Students have two options for the return mail for their OPT STEM Extension I-20 once their application has been processed by the ISSS:

- a. Set-up express mail (FedEx or DHL) through the ISSS website by going to www.tamuc.edu/isso and select Mailing Documents. Tracking is provided through the Eshipglobal website.
OR
- b. Set-up 2-day priority mail through USPS by going to the ISSS website at www.tamuc.edu/isso and select Mailing Documents. You will select the Priority Mail 2-day Flat Rate in the U.S.
- c. **ONCE YOU HAVE RECEIVED THE OPT STEM EXTENSION I-20.** Sign the first page of the I-20.
- d. Make a copy of the OPT STEM Extension I-20 (all pages) and you will submit the *copy of the I-20* with your documents to USCIS under STEP 3. Do not submit the original I-20.
- e. Email a scanned copy of your OPT STEM Extension I-20 (all pages) to intl.stu@tamuc.edu. Do not copy or email to any alternate email. Include the subject line Copy of OPT STEM Extension I-20.
- f. Be sure to make a copy of all documents submitted to USCIS for you records. DO NOT send the ISSS copies of your documents (except the OPT STEM Extension I-20).

STEP 3: Mail your documents to USCIS. All forms and instructions for submitting your application to USCIS may be found at [How to Apply for the OPT STEM Extension](#) and instructions will be included with your OPT STEM Extension I-20.