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 PhD degree in a Science, Technology, Engineering or Math (STEM) field, as defined by the Department of Homeland Security (DHS), may be eligible for a ***one-time only*** 17-month extension of OPT.

To confirm your eligibility, please find the 6-digit CIP code located on the top of page 3 of your I-20. Then cross reference your CIP code with this list: http://www.ice.gov/doclib/sevis/pdf/stem-list.pdf. **If your code does NOT appear on this list, then you are NOT eligible.**

In order to be eligible for this extension, students applying for this benefit must:

- Already be participating in OPT based on a STEM-eligible degree (contact the OIA to confirm eligibility.)
- Have completed a Bachelor's, Master's, or PhD (Certificate programs or non-degree study do not qualify.)
- Have fewer than 90 days of unemployment
- Be employed by, or have a job offer from, an employer who is registered in the E-Verify employment verification system
- Hold an appropriate degree in one of the DHS-approved STEM fields
- Not have previously been approved for a 17-month extension of OPT

Materials required for the OPT STEM extension application:

_____ Completed and signed "Request for 17 month extension of OPT" *(see page 3 below)*
_____ Completed and signed Form I-765 *(see "Hints" below)*
_____ Two passport-style photographs *(see "Guidelines" below; write your name and I-94 number on the backs)*
_____ Copy of your current I-20, with recommendation for OPT
_____ Copy of the front and back of your current I-94 card **OR** a printout of your most recent electronic I-94
_____ Copy of your passport identity page (and any renewal pages)
_____ Copy of your most recent F-1 visa stamp
_____ Copy of the front and back of your current OPT card (EAD)
_____ Copies of job offer letters for your first 12 months of OPT
_____ Letters from all of your OPT employers confirming your employment, including start and end dates (to prove you have not used >90 days of unemployment)
_____ Check or money order for $380, payable to "USCIS" (do NOT sign the back side of your own check!)
_____ Check or money order for $10, payable to "IUPUI" if you would like your application sent via FedEx
_____ Copy of new I-20 from OIA, with recommendation for OPT STEM extension (the OIA will supply this I-20 upon receipt of the "Request for 17 month extension of OPT" *(on page 3 below)*
_____ Evidence that your degree meets the STEM degree/major requirements—
ONLY ONE of the following must be submitted with your application:
- Official transcript (Request from the Registrar's Office)
- Unofficial transcript (Available in OneStart)
- Copy of the diploma that shows your degree level and program of study

You may either:

1) Submit all of the above materials (excluding the new I-20 recommending the STEM extension, yet to be created) to the Office of International Affairs, and we will submit the application to USCIS on your behalf.
   OR
2) Submit the application on your own to the appropriate USCIS Service Center.

   If you will submit directly to USCIS yourself, please be aware of the following:
   - In order to obtain the extension I-20 form, you must first submit the request form (see page 3) to the OIA.
   - Be sure to sign your new I-20 form when you receive it. You will submit a COPY of this new I-20 with your application. You will need to keep the original I-20 yourself.
   - Make a copy of the entire application before you submit it to USCIS.
   - Submit the application to the USCIS Service Center with jurisdiction over the address listed on the I-765 form (item #3). Jurisdiction information can be found here: http://www.uscis.gov/i-765-addresses#Lockbox%20Addresses.

Hints for filling out Form I-765:

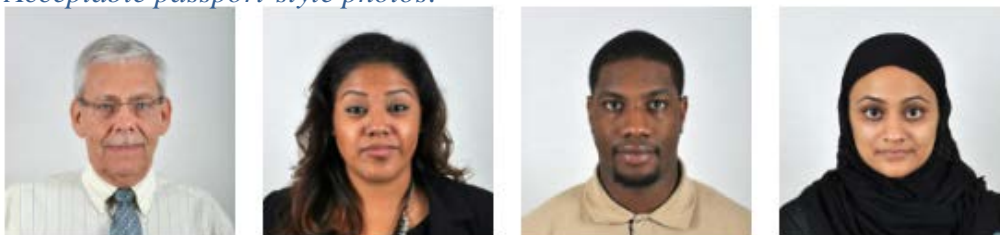|	
Item #3	If you could potentially move while this application is being processed, use a stable address such as your employer or OIA.
Item #9	Use your U.S. Social Security Number.
Item #10	This is the 11-digit number on your most recent I-94 card.
Item #11	Include your current OPT information.
Item #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 Student".
Item #15	This must be "F-1 Student".
Item #16	(c)(3)(C)
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)

Guidelines for the "Two Passport Style" photos:

- Photos must measure 2 inches by 2 inches and must be in color.
- 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.

After the OPT STEM extension has been filed:

- A receipt notice will be issued to the address listed on #3 on your I-765 form. So, if you used your home address, the receipt notice will go there. If you used the OIA's address, the receipt notice will come to us and we will forward it to you.
- **You are automatically eligible to continue working, even once your initial OPT employment authorization card (EAD card) has expired.** The USCIS will allow you to keep working for up to 180 days after the expiration of your card while the extension is being processed. You must, however, be working only for an E-Verify employer.

Acceptable passport-style photos:

Check example:

Do not sign the back! This will void the check.

Request for 17-Month Extension of OPT

Last name: _____   First name: _____

University ID #: _____   Email address: _____

Current address: _____

_____
([Update in Onestart.iu.edu](), if you have not yet done so!)

Degree and major that you completed at IUPUI:_____

Current OPT end date (from your EAD): _____

Employer's name as listed in E-Verify: _____

Employer's Street Address: _____

Employer's E-Verify Company Identification Number: _____

Your Job Title: _____

Supervisor's Name and Phone Number:_____

I would like OIA to submit this application to the appropriate USCIS Service Center on my behalf:
YES ☐   NO ☐
        If "NO", I understand that I must mail this form to OIA in order to request my extension I-20 form.

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 by 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. For more information, see the [USCIS E-Verify website]().
3) You have not been unemployed for more than 90 days.
4) You will report:
   a. any change in your address via Onestart within 10 days of moving, each time that you move;
   b. in iStart:
      i. any change in the name **OR** the address of your employer (be advised that any new employer must also be enrolled in E-Verify!);
      ii. the loss of your job at any time during your OPT authorization.
5) You will "check in" with the OIA every six months during the OPT extension period from the start date listed on your new EAD card (we will email you a reminder).
6) Your employer agrees to notify the Office of International Affairs (by emailing the International Student Advisors at [iadvisor@iupui.edu]()) in the event of the termination of your employment or your departure from the job.
7) You will be required to provide information about your employer's E-Verify status on the application form (Form I-765).
8) Your OPT will end if you accrue a total of 120 days of unemployment, if you transfer to another school, or if you change your education level.

I affirm that I understand the information provided to me on this application form and on the supplemental "OPT STEM Extension Information Sheet" (pages 1-2), and I agree to the conditions set forth as described by these documents.

_____   _____
Print name   Sign name

Today's date: _____