



STEM EXTENSION (OPT) **Off-Campus Employment Authorization for F-1 Students**

Optional Practical Training STEM Extension is authorized off-campus employment for a student maintaining an F-1 visa after completion of their Post-Completion OPT.

ELIGIBILITY:

- You earned a bachelor's, master's, or doctoral degree in a STEM discipline (Science, Technology, Engineering, Mathematics)
- You are currently employed on Post-Completion OPT based on your STEM degree
- You have not previously received a 24-month OPT extension after earning a STEM degree
- You are currently employed by an E-Verified employer
- You have a valid passport
- You may apply for STEM Extension as early as 90 days before the completion of your Post-Completion OPT. Once Post-Completion OPT is completed, you are no longer eligible to apply
- While your STEM Extension is pending, you are able to continue your employment up to 180 days

APPLICATION INSTRUCTIONS:

1. Request a job offer letter from your E-Verified employer confirming your continued employment
2. Fill out the OPT Initial I-20 Request form (Page 2)
3. Complete the USCIS form I-983 (Training Plan) found on the USCIS website
4. Submit the I-20 request form, employment letter and I-983 training plan to International Services
5. **Once an I-20 is created, you must apply for STEM OPT within 30 days.** Below is your OPT checklist requirements for your I-765 Employment Authorization Application:
 - 2inch X 2inch Photo of you (must be a recent color photograph of yourself)
 - Photocopy of your I-94, biographical page of your passport (cannot be expired or going to expire within six months), copy of your last visa entry stamp, F-1 visa and any EAD previously issued to you (all Post-Completion OPT students will have an EAD)
 - A copy of your diploma
 - Photocopy of your STEM OPT I-20 issued and signed by a Designated School Official.
 - Photocopy of all previous I-20s, including those with previously authorized OPT/CPT.

Once you have gathered the above information, you are ready to apply online. You will fill out the I-765, Application for Employment Authorization form and upload prepared documents at <https://myaccount.uscis.gov/>. This application will cost **\$410**. Be prepared to pay prior to your submission. Online steps are as follows:

1. Create an account (you will need a valid email address). You will activate your email, agree to terms and conditions and create a password with security questions.
2. After you create your USCIS account, you will click on "My USCIS"
3. It will ask for "Account Type" in which you will click "I am an applicant, petitioner, or requester."
4. Click "File a form online" and complete the I-765 form. You will be prompted to submit documentation within the form as well as pay for your application.
5. After completion follow the recommended steps to track your application via a receipt number emailed to you. If USCIS wants further evidence, you may be notified. You will need to check your status frequently to ensure that USCIS does not need any further documentation from you as it may be time-sensitive.



**OPTIONAL PRACTICAL TRAINING (OPT) INITIAL I-20 REQUEST
Off-Campus Employment Authorization for F-1 Students**

TO BE COMPLETED BY THE STUDENT

Student Name

Student ID

Type of OPT are you are applying for:

- Post-Completion OPT STEM Extension Cap-Gap (must provide proof of pending H-1B)

What is your program of Study?

If Post-Completion OPT, when will you complete your program of study?

Requested OPT Start Date:

End Date:

Explain how would you like to receive this document (if by third party, state their name)?

Student Signature

Date

TO BE COMPLETED BY THE ACADEMIC ADVISOR

I can confirm that the program name and intended completion date stated by the student above are correct.

Academic Advisor Signature

Date