24-MONTH STEM OPTIONAL PRACTICAL TRAINING EXTENSION

DEFINITION AND PURPOSE OF THE STEM OPTIONAL PRACTICAL TRAINING EXTENSION

F-1 status students on an initial 12-month period of post-completion Optional Practical Training (OPT), who have graduated in certain fields of study, may be eligible to apply for an additional 24-month period of STEM OPT employment authorization.

To be eligible, you must have received your academic degree in a designated STEM field, from an accredited U.S. institution and have a current or prospective OPT employer who is registered in the U.S. federal government’s E-Verify program.

We recommend you begin to review the application process and begin collecting the required documentation for the STEM OPT application about four months before your current period of OPT ends.

NOTES:

You can apply for the STEM OPT extension up to 90 days before your current period of OPT expires.

You must apply for the STEM OPT extension before your initial period of OPT expires.

If your OPT STEM extension application has not been approved by the expiration date of your current period of OPT, you are legally allowed to continue working for up to 180 days past the expiration date of your EAD.

APPLICATION PROCESS FOR OPT STEM EXTENSION

Learn about the application process by reviewing this handout as well as the STEM OPT extension information at the Study in the States STEM OPT Hub: Study in the States STEM OPT HUB. The STEM OPT HUB has useful information for both F-1 status students and their employers.

STEP 1: Determine your eligibility for the STEM OPT extension.

In general, if you are on an initial 12-month period of post-completion Optional Practical Training, received a degree in the U.S. in a STEM field and are working for an E-Verify employer, you should be eligible for the STEM OPT extension. For more information on eligibility, please see the links below.

Instructions for F-1 status students to help determine STEM OPT extension eligibility.

DHS-Approved STEM Designated Degree Program List DHS Information on the E-Verify program
STEP 2: COMPLETE the I-983, TRAINING PLAN FOR STEM OPT STUDENTS with your employer.

Overview of the Form I-983

Overview of the Form I-983 for students Overview of the Form I-983 for employers Instructions for Completing the Form I-983

You must submit the completed I-983 Training Plan to the Office of International Students before our office can recommend you for the STEM OPT extension. Our “SEVIS School Code” is NYC214F00812015.

The “Qualifying Major and Classification of Instructional Programs (CIP) Code” can be found in the “PROGRAM OF STUDY” section of the Form I-20 under “MAJOR 1” or “MAJOR 2.”


The application is fundamentally the same as when you made your initial OPT application except the code in item #16 is (c)(3)(C) and you must complete item #17. Item #17 requires you to enter the CIP code of your STEM degree, your employer’s E-Verify name and your employer’s E-Verify number.

Form I-765, Application for Employment Authorization

Instructions for the Form I-765

Form G-1145, E-Notification of Application/Petition Acceptance

STEP 4: Obtain an Employment Verification Letter.

You will need to obtain an employment verification letter, written on the organization’s letterhead which provides:

- Company’s address and the site of your employment, if different from address
- Job description, salary, start date and hours per week
- Your employer’s E-Verify name and number Your
- Supervisor’s name, title, email address and phone number

STEP 5: Obtain the DSO’s STEM OPT Extension Recommendation and an Updated Form I-20.

Our office’s main role in the STEM OPT extension application process is to certify that the Form I-983 Training Plan is complete and signed, to make a recommendation for the STEM OPT extension in the SEVIS system and to issue an updated Form I-20 with the STEM OPT extension request.
Documents Required by the Office of International Students (Emailed)

- Form I-983, Training Plan.
- Form I-765, Application for Employment.
- Authorization Employment Verification Letter.
- Your Graduate Center Diploma.
- All previous Employment Authorization Cards (Form-766)
- Application fee of $410

Make check or money order payable to U.S. Department of Homeland Security. On the Memo line in the lower left corner, write your SEVIS#, I765 fee.

- Two color photographs which meet US Department of State passport style specifications
  - On the back of each photo print lightly your name, and SEVIS number.

NOTES:
- We will review all your application materials.
- We will update your SEVIS record with the STEM OPT extension recommendation.
- We will issue a new Form I-20 with the STEM OPT extension request.

STEP 6: Organize and Mail Your Application

OPT STEM EXTENSION APPLICATION COMPLETION CHECKLIST

Submit the following items to the USCIS for your OPT STEM Extension application:

- Form I-765, Application for Employment Authorization: Eligibility Category (c) (3) (C)
- The required fee.
- Two color photographs.
- A copy of your updated Form I-20 with the OPT stem recommendation dates.
- A copy of your most recent I-94.
- Copies of all previous I-20 forms.
- A copy of all previous EADs (I-766).
- A copy of your passport identification page.
- A copy of your Queens College Diploma.
- Your Employment Verification Letter
NOTES: Do not send the I-983, Training Plan to USCIS; we keep it in our office. Paperclip all documents (except check and photos) at the top of the application. Photos and check should be paper-clipped to the left, front of the I-765.

MAILING YOUR APPLICATION

STUDENTS ARE RESPONSIBLE FOR MAILING ALL DOCUMENTS TO USCIS WITHIN A WEEK OF RECEIVING THE I-20 FROM ISS

Send your application to either the Dallas Lockbox or the Phoenix Lockbox depending on where you live. If you use the U.S. Postal Service, you can send the application to the PO Box address of the lockbox. If you use a courier service (FedEx, UPS, DHL, etc.), you must use the street address of the lockbox.

FOLLOW THIS LINK TO THE ADDRESSES OF THE LOCKBOXES

<table>
<thead>
<tr>
<th>F-1 Optional Practical Training (OPT)</th>
<th>USCIS Chicago Lockbox</th>
</tr>
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<tbody>
<tr>
<td><strong>NOTE:</strong> Do not write (c)(3)(i) as your category on your application. Use one of the following categories instead:</td>
<td><strong>U.S. Postal Service (USPS):</strong></td>
</tr>
</tbody>
</table>
| • (c)(3)(A), Pre-completion OPT | USCIS  
PO Box 805373  
Chicago, IL 60680 |
| • (c)(3)(B), Post-completion OPT | **FedEx, UPS, and DHL deliveries:**  
USCIS  
Attn: I-765 C03  
131 South Dearborn - 3rd Floor  
Chicago, IL 60603-5517 |
| • (c)(3)(C), 24-month extension for an F-1 student who has received a degree in science, technology, engineering, or mathematics (STEM) that appears on the STEM designated Degree Program List published on the SEVP website | |

Notes:

- Your application cannot be received by the USCIS more than 90 days prior to the expiration of your initial period Optional Practical Training.
- Your application must be received by the USCIS prior to the expiration of your current period of Optional Practical Training.
- Your application must be received by the USCIS within 30 days of the date that our office makes the STEM OPT extension recommendation and issues the updated Form I-20.
- If you move and change your address before receiving your STEM OPT approval, your EAD may not be delivered. Inform our office of your new address and we will update your SEVIS record.
AFTER MAILING THE I-765- WHILE THE OPT APPLICATION IS PENDING

- Keep the copy of the receipt from the post office showing the tracking number for your records.
- If you paid by personal check, monitor your bank account, and note the date the check was cleared. This will confirm receipt by USCIS.
- If the G-1145 has been submitted, the student will receive a text or email notification of the receipt of their application.
- The student will receive a paper Receipt Notice within two weeks to one month of submitting the application. The Receipt Notice will give a case number and a Received Date for the application. Follow the instructions to check USCIS website using Receipt Number.
  - Verify that your name and mailing address are correct on the receipt notice.
  - When the status of your case shows online “Approved”, wait for a few days to receive the EAD card.
- USCIS processing time is between 60 and 120 days after the Received Date of the application. Often processing times reach or exceed 90 days, so we recommend applying as early as possible. Please visit the USCIS Processing Times website for the most up-to-date processing times for OPT/STEM applications.
- If you have an OPT/STEM application that has been pending for longer than the normal processing time, please contact ISSO and submit a case inquiry on the USCIS website.
- The ISSO does not recommend traveling between the completion date and the approval of the OPT STEM application.

WHEN YOU RECEIVE THE I-797 APPROVAL NOTICE AND THE EAD CARD

- Make a copy of the Approval Notice and EAD (front and back) for your records.
- Make a copy of your EAD and write your CUNY ID # somewhere on the page. Scan and email to iss@qc.cuny.edu with a note indicating you applied for STEM OPT and have received your EAD. We will issue and email you a new I-20 stating “STEM OPT Approved.”

Maintaining Your Status During Your STEM OPT- Reporting to USCIS

The Student and Exchange Visitor Program (SEVP) requires the Office of International Students to obtain and report information for F-1 Status Students who are participating in the 24-Month STEM OPT Extension. Read the information below:
UNDERSTANDING STEM OPT REPORTING REQUIREMENTS FOR F-1 STATUS STUDENTS  UNDERSTANDING STEM OPT REPORTING REQUIREMENTS FOR EMPLOYERS

If you have been approved by the USCIS for STEM Optional Practical Training (OPT) do the following:


2. Submit the STEM OPT Reporting google Form to our Office.

3. Email us with your name and SEVIS # to request an updated copy of your I-20.