Application Instructions for OPT 24-Month STEM Extension

The 24-month STEM OPT Extension requires that students:

- Hold a current or previous U.S. degree (within the last 10 years) from a SEVP certified school that is in an eligible Science, Technology, Engineering, or Mathematics (STEM) field
  - Review Eligible CIP Codes for the STEM OPT Extension. Your major’s CIP Code is located on the first page of your I-20 next to your major
- Work for an employer enrolled in the E-Verify employment verification program
- Work for an employer who can assist them in reaching his or her training goals
- Pursue employment that is related to their eligible STEM degree
- Work in a paid position for a minimum of 20 hours per week per employer

24-month STEM Extension applications must be received at the appropriate USCIS Service Center prior to the end of your approved OPT period

Submit a copy of your completed application to the International Center via Email

☐ Copy of completed Form I-765 Application for Employment Authorization
  - Download Form I-765 and save it to your computer so you can fill in the form via Adobe
  - Check the box “Renewal of my permission to accept employment”
  - Complete items 1-17
    - The address on line 3 should be a permanent residence where you want the EAD mailed. Keep in mind it will be mailed in 3-5 months. If you want it to be mailed outside California, refer to the detailed instructions on page 11 of the I-765 instructions packet.
    - On line 11, check “Yes”, indicate which service center approved your original OPT (if in California, this is the California Service Center.) and put the OPT approval start and end dates.
    - On line 16, fill in (c) (3) (C)
    - On line 17, fill in your degree awarded and in which major, the name of your employer as it appears on the E-Verify listing, and the employer’s E-Verify ID number.
    - Sign with blue ink. Signature must not exceed 2.5 inches in length or 0.25 inches in height

☐ Copy of current OPT EAD card
☐ Completed and Signed OPT STEM Reporting Requirement (page 3 of this packet)
☐ Copy of your latest Cal Poly diploma (the one your current OPT is based on)
☐ Original Form I-983
  - Complete this form with your employer
  - Instructions on how to complete Form I-983 can be found here
  - Information on Form I-983 for your employer can be found here

Mail to USCIS

☐ Original signed Form I-765
☐ Two passport-style photos
  - Refer to the government’s Photo Requirements Webpage
☐ A personal check/money order for $410.00 payable to “U.S. Department of Homeland Security”
☐ Copy of NEW STEM extension I-20 (pg. 1 and 2) issued by the International Center
- **I-94 electronic copy** - Use the [Electronic I-94 Retrieval Form](#) to access your most recent I-94
- **Passport Copies** - Black ink copies (no color copies) of your passport. Include the pages of your passport that show your photo, passport expiration, any extensions, your most recent F-1 visa, and latest US entry ink-stamp. If you were approved for change of status to F-1 and do not have an F-1 visa stamp, include a copy of your “F-1 approval notice”
- A photocopy of any previous EAD cards including your current OPT EAD card
- **G-1145 Form** - to receive electronic notification that your application has been received
- A copy of your latest Cal Poly diploma (the one your current OPT is based on)

### Mailing Instructions

- You are responsible to mail your OPT application. If you send by certified mail, keep your receipt and the green postcard you will receive in the mail showing proof of delivery. Express mail is an option if needed to ensure your application is received prior to your current OPT end date.

- Regulations require that the application be mailed within 60 days from the date your OPT STEM extension I-20 is issued and received by USCIS before your current OPT expires.

- If you live in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Northern Mariana Islands, mail the application packet via US Postal Service by certified mail to:

<table>
<thead>
<tr>
<th>Mail the application packet via US Postal Service by certified mail to</th>
<th>For Express mail and courier deliveries</th>
</tr>
</thead>
<tbody>
<tr>
<td>USCIS</td>
<td>USCIS</td>
</tr>
<tr>
<td>PO Box 21281</td>
<td>Attn: AOS</td>
</tr>
<tr>
<td>Phoenix, AZ 85036</td>
<td>1820 E. Skyharbor Circle S</td>
</tr>
<tr>
<td></td>
<td>Suite 100</td>
</tr>
<tr>
<td></td>
<td>Phoenix, AZ 85034</td>
</tr>
</tbody>
</table>

- If you live in Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia, mail the application packet via US Postal Service by certified mail to:

<table>
<thead>
<tr>
<th>Mail the application packet via US Postal Service by certified mail to</th>
<th>For Express mail and courier deliveries</th>
</tr>
</thead>
<tbody>
<tr>
<td>USCIS</td>
<td>USCIS</td>
</tr>
<tr>
<td>PO Box 660867</td>
<td>Attn: AOS</td>
</tr>
<tr>
<td>Dallas, TX 75266</td>
<td>2501 S. State Hwy. 121 Business</td>
</tr>
<tr>
<td></td>
<td>Suite 400</td>
</tr>
<tr>
<td></td>
<td>Lewisville, TX 75067</td>
</tr>
</tbody>
</table>

### Next Steps

- A Receipt Notice will be sent within a few weeks after your application is received
- You can follow-up on the status of your application after you receive your receipt notice. The receipt notice has a case number. Check the [Online Case Status webpage](#) for the status of your application. If you sent in the G-1145 form, e-mail updates will be sent to you
- If you receive a Request for Evidence notify the International Center immediately for assistance
- The Employment Authorization Document (EAD) will be mailed to the address on your I-765
- You may continue to work up to 180 days while your application to extend OPT is pending
Student Responsibilities:
Please initial each item below to indicate that you understand your responsibilities while on OPT STEM extension

_____ Work must be at least 20 hours per week per E-Verify employer
_____ Work must be in a position related to the STEM degree
_____ May continue to work for up to 180 days while your extension request is pending
_____ Do NOT have more than 150 days of unemployment during entire OPT period from the beginning of the initial OPT period to the end of the extension period

Student Reporting Responsibilities:
Please initial each item below to indicate that you understand your reporting requirements to Cal Poly while on the OPT STEM extension

_____ Report to the International Center within 10 days of:
  • Legal name change, change in foreign, residential, or mailing address, changes in employer, change of employer address, loss of employment, transfer to another school
_____ Send the International Center a validation report every 6 months beginning from the start date of your STEM extension, even if there are no changes in your information. The report must include the following:
  ▪ Legal name
  ▪ SEVIS ID Number
  ▪ Current residential address
  ▪ Name and Address of Employer
  ▪ Date employment began with current employer
  ▪ Status of current employment/practical training experience

 _____ Submit an annual self-evaluation and report to Cal Poly about the progress of the training experience. You must sign the self-evaluation prior to submitting it to Cal Poly. See page 5 of I-983 form and Sample I-983 Form.

 _____ Both you and your employer are obligated to report to Cal Poly any material changes to, or material deviations from, your formal training plan

 _____ If you decide to change employers, the new employer must be enrolled in E-Verify before you begin work. You must also submit a new Form I-983 to Cal Poly within 10 days of starting the new practical training opportunity

 _____ Report the termination of your practical training experience to Cal Poly within five days of the event

 _____ Notify the International Center if a change of visa type is approved and send a scanned copy of the approval notice to the International Center
**Employer Responsibilities:**

*Please initial each item below to indicate that you understand and have communicated these responsibilities to your employer.*

- Employers must work with you to report to Cal Poly any material changes to, or material deviations from your formal training plan, by filling out a new Form I-983.
- The employer must notify Cal Poly when your employment is terminated for any reason before the end of the authorized extension period. The employer must report such a change in employment to Cal Poly no later than five business days after your employment terminates or you have departed.

**Employer non-compliance:**

- If a STEM OPT student believes that their STEM OPT employer is not complying with the terms and conditions of the 24-month STEM OPT extension regulations, the Form I-983 instructions, and the completed Form I-983 on file with their DSO, the student may:
  - Contact the Student and Exchange Visitor Program at the U.S. Immigration and Customs Enforcement (ICE) by following the instructions found on [ICE.gov](http://ICE.gov).
  - Report violations through this Homeland Security Investigations tip submission form.

**Report changes to:**

Email [Susan Tripp](mailto:susan.tripp@calpoly.edu) and copy the International Center.

By initialing the items listed above and by signing below, I certify that I have been advised the required reporting requirements. After signing below, please make a copy for your reference before sending the original to the International Center.

Last Name _______________________ First Name ________________________ MI _________

Phone number_______________________ Non-CP E-mail_______________________________