STEM OPT 24-MONTH EXTENSION INSTRUCTIONS

If you are an F-1 student in certain majors, you may apply during your initial approved post-completion OPT for an additional 24-month STEM extension for a total of 36 months of OPT.

To Qualify for the 24-month STEM extension:

- Your program must be on the USCIS’ STEM program list (OIS can check and confirm this for you or you can check here)
- You have earned your degree
- You must be currently on OPT and working for a U.S. employer in a job directly related to your major area of study.
- You must have a job offer from an employer registered with the E-Verify employment verification system. Under the new regulations, volunteering and self-employment will not qualify
- You agree to report to OIS any termination of your employment (see responsibilities at the end of application)
- You may apply up to 90 days before the end date of your current OPT, and your application must reach USCIS before your current EAD card expires. As long as your application is received within the application deadlines, you will be able to continue employment while the extension application is pending, until a final decision is made, or for 180 days, whichever comes first.

EXTENSION APPLICATION PROCEDURE:

**Make an appointment online @ www.fordham.edu/ois and bring the following documents to your appointment:

1) Complete OIS STEM extension Application Form
2) Employment offer letter w/ Employer E-Verify number
3) Proof of STEM degree (diploma, translation, and official transcripts)
4) Two passport-style photos taken within 30 days of filing application
5) Form I-983 Mentoring and Training Plan Note: For help completing the form go here
5) Current EAD (OPT card)
6) Passport, F-1 visa, I-94 (electronic version) if you have traveled since OPT started
Important note: When completing the I-983 form:

- Please leave the following sections BLANK on Section 1/Page 1 (Completed by Student). Fordham will answer these sections:
  - SEVIS School Code of School Recommending STEM OPT
  - Designated School Official (DSO) Name and Contact Information
  - STEM OPT requested period
  - Qualifying Major and Classifications of Programs (CIP) Code
  - Employment Authorization Number

- On Page 5 Please leave the Student Performance Evaluation BLANK

For further assistance completing Form I-983, please refer to the following tutorial:
https://studyinthestates.dhs.gov/assets/stem-opt-hub/story.html
F-1 OPT 24-MONTH STEM EXTENSION REQUEST FORM  DATE: _________________________

A.  Student Family Name: _____________________________ First Name: _________________________

Current Local Address: ______________________________________________________________
_________________________________________________________________________________
CITY                                                        STATE                                                   ZIP

Your Email for 6 month alerts: __________________________________________________________

(IF this CHANGES- you must notify OIS ASAP to keep this active)

B.  Current Employer Name: ______________________________________________________________

Employer Address: ______________________________________________________________
_________________________________________________________________________________
CITY                                 STATE                                    ZIP

Email of Employer: ________________________________________________________________

(It’s your responsibility to keep this Email current)

E-verify # (Contact your Human Resources dept if you do not know this number): ______________

Employer start date: _____________

Check one:  Full time (20 hours/more) ________ or  Part time (Fewer than 20 hrs) _________

Check one: _____  I have left this company and my last day of employment was: ________________ (date)

______ I plan to continue to work for this company with STEM OPT

C.  STEM Application Employer Name (if employer is different than current one listed above):
____________________________________________________________________________________

Address: ______________________________________________________________________________
____________________________________________________________________________________
CITY                                    STATE                                                    ZIP

Email of Employer: _____________________________________________________________________

(It’s your responsibility to keep this Email current)

E-verify # (Contact your Human Resources dept if you do not know this number): ______________

Employer start date: _____________

Check one: Full time (20 hours or more) ________ or Part time (Less than 20 hrs) _______
ACKNOWLEDGEMENT OF RESPONSIBILITIES FOR MAINTAINING STATUS DURING STEM

- I must report to OIS every six months starting from the start date of the STEM OPT regardless if there is a change or not. I must validate every six months with OIS: my current US address, employer name and address and status of current employment. To change current US address or phone number you can do so directly via the SEVP portal: [https://sevp.ice.gov/opt/#/login](https://sevp.ice.gov/opt/#/login)

- I will work a minimum of 20 hours/per week and it will be directly related to my course of study.

- I have notified my employer that they must submit a FINAL Evaluation (bottom of page 5 of I-983) to OIS within 48 hours of my leaving that employer.

- I will not participate in the following unauthorized employment: self-employment or unpaid employment.

- I will submit a new Form I-983 Mentoring and Training Plan to OIS within 10 days if I begin a new practical training opportunity with a new employer, or any time there is a “material change” in the terms and conditions of the original I-983.

- I will submit to OIS two (2) self-evaluations: (PAGE 5 of the Form I-983) within 10 days of the following due dates: 12 months from STEM OPT start date (Top part of page 5) 24 months from STEM OPT start date (Bottom part of page 5)

- Unemployment: For 24 month STEM OPT extension I understand I may not accrue more than a total of 150 days of unemployment throughout my entire 36 months on OPT. Time spent outside the U.S., if not employed by a U.S. employer, is counted towards the 150 day period of unemployment.

- It is my responsibility to abide by the regulations governing the F-1 OPT STEM extension and to maintain F-1 status. I understand that failure to abide by the requirements will terminate my F-1 status and thus my ability to work and otherwise remain in the US

You must notify OIS within 10 days of any these changes:

- Edit current job's Employer Identification Number (EIN)
- Edit name of current employer
- Change current employer’s address
- Change current job title
- Change your current employer end date
- You are ending your current job and want to ADD a new employer
- Change current employer's Supervisor’s name, address, phone number

REPORT these changes to this OIS portal: You will be contacted by OIS to get the information.

[https://docs.google.com/forms/d/e/1FAIpQLSdCaoD-ZlnNAt9yZyyScbNOvof2nwGbKHY-IMAKG6b-XwIvHQ/viewform](https://docs.google.com/forms/d/e/1FAIpQLSdCaoD-ZlnNAt9yZyyScbNOvof2nwGbKHY-IMAKG6b-XwIvHQ/viewform)

I am applying for STEM OPT extension and confirm I have read and understand the requirements above:

__________________________________________________________

Signature

__________________________________________________________

Printed

__________________________________________________________

Date