

Paper Application

STEM-OPT PROCEDURES

24-month extension of OPT for majors in
Science-Technology-Engineering-Math

F-1 students currently participating in a 12-month period of approved post-completion OPT, who earned a degree in a STEM field and who are employed by a business enrolled in the e-verify program may apply to extend OPT by 24 months. F-1 students can apply 90 days prior to expiration of OPT, but cannot apply after the current OPT expires. The 24-month STEM extension must be received by USCIS before your current OPT expires.

ELIGIBILITY

To be eligible for a 24-month OPT extension, an F-1 student must:

- Have not previously applied 2 STEM OPT extensions.
- Currently participating in a 12-month period of approved post-completion OPT;
- Have successfully completed a degree (bachelor's, masters or doctorate) in a STEM field;
- Will work for an employer in a job directly related to the major area of study while on STEM OPT ;
- Be working for, or accepted employment with, an employer registered and in good standing with USCIS' E-Verify program. Information on E-Verify can be found at <http://www.uscis.gov/e-verify> It is required that employer has an employer identification number (EIN).

APPLICATION PROCESS

Drop off or send the following documents to the International student advisor by e-mail international@mail.fresnostate.edu in **ONE PDF** for the International Office to generate your STEM OPT extension I-20. Please make sure in the subject line to include:

24- month OPT extension request.

- Complete Form 1-765 located at the USCIS website: <http://www.uscis.gov> under "Forms". Make sure to mark the box for "Renewal of my permission to accept employment". Enter code (C) (3) (C) in #27. Complete item #28 with the employer's name as listed in E-Verify and the E-Verify identification number. Sign in blue ink
- Complete and sign Form I-983 Mentoring and Training Plan located on <http://www.uscis.gov> under "Forms" webpage and obtain signature from prospective employer. Do not send this form to USCIS.
- Signed STEM OPT Acknowledgement Form – can be found on the International Office webpage. Do not send this form to USCIS.
- Include the following items with your completed application:
 - Copies of front and back of the Employment Authorization Document (EAD card)
 - A copy of the identification page of your passport;
 - A copy of your F-1 visa;
 - A copy of 1-94 record
 - A copy of your diploma with your degree in a STEM field
 - A copy of your transcript of your degree in a STEM field
 - Copies of all previously issued I-20s
 - A job offer letter (Including name, address of company where you are employed, supervisor's name, contact number and your job title)
 - Completed G-1145 notification. <http://www.uscis.gov/g-1145>
 - 2 passport - style photos with a white background (important instructions on photo requirements on the back of this page), on the back, in pencil write your name and SEVIS

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number. Place photos in plastic bag or envelope and staple to top of application.

- A check or money order in the amount of \$410.00 made payable to U.S. Department of Homeland Security (spell out name, do not use the initials “USDHS” or “DHS.”). If you pay by money order, print your full name and SEVIS # in pencil at the top of the money order.

Processing time in the International Office is 5 business days. After your application is processed, a STEM OPT extension I- 20 will be generated for you.

REPORTING REQUIREMENTS

- F-1 students must report with any change in telephone number or address to the International Office and SEVP Portal within **10** days of change.
- F-1 students must report with any change in employment within 10 days to the International Office by submitting/emailing 1) a self-evaluation with previous employer, 2) a new I-983 Form for the new employer, 3) and a new offer letter in order for the International Office to generate an updated I-20.
- F-1 student must report/email your assigned advisor at the International Office the following with International Student Advisor every **6** months: Legal name, Mailing Address, Employer name and address, Status of current employment.
- F-1 student must complete two self-evaluations during the course of STEM OPT period: the first one within 12 months of the STEM OPT start date and a second, concluding evaluation at the end of his or her STEM OPT period. Evaluations must be signed by student and student’s immediate supervisor, and then submit/email to the International Office.

MAILING INSTRUCTIONS

- Please always verify the mailing address with the USCIS official website before mailing out your package at **<https://www.uscis.gov/i-765-addresses>**
- To avoid any documents being lost in the mail it is recommended that you do not move from the address you list on your I-765 application.
- Do not send any documents through regular U.S. mail. You want to have a tracking number so you can be assure that your documents are delivered properly.

You are responsible for mailing your STEM OPT application to USCIS once they are returned to you along with the endorsed STEM OPT 1-20 for your OPT STEM extension. **The responsibility to mail out your documents to USCIS prior' to your OPT expiring is your responsibility. It must be received by USCIS within 60 days of issuance.**

For questions regarding the STEM OPT application, please contact Fresno State, International Office
international@mail.fresnostate.edu Reviewed January 2021