Online 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.

E L I G I B I L I T Y

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

- Have <u>not</u> previously applied 2 STEM OPT extensions.
- Currently participating in a 12-month period of approved post-completion OPT;
- Have successfully completed a <u>degree</u> (bachelor's, masters or doctorate) in a <u>STEM field</u>;
- 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).

What to prepare for <u>ONLINE APPLICATION</u>

STEP 1: Submit those documents below to the International Office in <u>ONE PDF</u> (related forms can be found on the international Office Website under "Forms" ➔ "STEM OPT Forms")

- ☐ Signed STEM OPT Acknowledgement Form.
- ☐ Completed I-983 Form from both you and your employer. You may leave the last page of "self-evaluation" blank.
- ☐ A copy of your diploma with your degree in a STEM field
- ☐ A job offer letter (including name, address of company where you are employed, supervisor's name, contact number and your job title)
- ☐ Complete the "OPT Employment Update" form through this link https://fresnostate.co1.qualtrics.com/jfe/preview/SV_7Vb5ETv1Q8cOdtb?Q_SurveyVersionID=current&Q_CHL=preview You may find this link on the international Office Website under "Forms")

STEP 2: Receive the <u>STEMOPT I-20</u> from the International Office & Submit the STEM OPT application online through USCIS ONLINE through https://myaccount.uscis.gov/ (choose: "myUSCIS" ==> "File a form online" ==> "Application for Employment Authorization (I-765) ==> "Start Form" ==> Read the instructions very carefully ==> then you can start to fill in the form

- ☐ Make sure to choose **(C)(3)(C) for STEM OPT Extension Application**
- ☐ Fill in all your information as inquired under **"About you"**
- ☐ Upload required documents under **"Evidence"**, upload required documents
  - Make sure to update your <u>STEM OPT I-20</u> that you just signed and received from the International Office
  - Make sure to submit the previous EAD card, previous authorized CPT I-20, if you have any
  - Do **not** need to submit Signed STEM OPT Acknowledgement Form and I-983 Form
  - Review and submit with payment. Make sure you received your USCIS receipt number through email

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R E P O R T I N G   R E Q U I R E M E N T S

- F-1 students must report with any change in <u>telephone number</u> or <u>address</u> to the International Office and <u>SEVP Portal</u> within **10** days of change.

- F-1 students must report with any change in <u>employment</u> 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 self-evaluation due at the end of first the STEM OPT year. Second concluding self-evaluation at the end of 2nd STEM OPT year. Self - Evaluations must be signed by student and student's immediate supervisor, and then <u>submit/email to</u> the International Office.

You are responsible for submitting your STEM OPT application to USCIS online portal once the endorsed STEM OPT 1-20 for your OPT STEM extension is issued to your by the International Office. Submitting your documents to USCIS online portal prior to your OPT expiring is your responsibility. It must be received by USCIS within 60 days of issuance.

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International Office