*STEM OPT EXTENSION*

First Name _____Last Name_____

Applying for:   STEM extension (24 months)

Your current OPT end date? _____

***All STEM OPT must be Full-time (20 hours or more) and cannot be self-employed.**

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***This completed form must be submitted to OIE together with the package*****

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### F-1 STEM EXTENSION (OPT) APPLICATION CHECKLIST:

☐ I-983 Training plan must be completed by you and your employer and must be submitted. (Be sure to discuss it with your employer)

☐ Form I-765 (original) – completed (filled-in the website and printed and signed with blue ink) Include the appropriate code at item 16 and information on item 17
- ■ (c)(3)(C) for STEM extension
- ■ Degree
- ■ Employer name and E-Verify number of the employer

☐ Form G-1145 Notification of Acceptance (filled-out in the USCIS website)

☐ Copies of Form I-94 Departure Record (front and back), bio page of passport, and student visa

☐ A copy of your Employment Authorization Document (EAD)…you had been issued in your OPT.

☐ Two color photos that meet USCIS specifications, (see specifications in application packet), with your name lightly printed with pencil on the back of each photo.

☐ Copies of all previous I-20's, including those from institutions outside of Fitchburg State University.

☐ Official sealed Transcripts and a very good copy of your diploma.

☐ Check for $410 payable to U.S. Department of Homeland Security (no abbreviations).
☐ I-20 endorsed extension (will be printed if all the above documents are complete)


**<u>Once application is complete:</u>**

- Submit the completed packet to the OIE.  An advisor will print you a STEM OPT extension I-20.  It requires 5 business days to get your I-20.

- Once STEM extension is recommended by an International Student Advisor (DSO), **you must submit the complete packet within few days of signing the I-20.**

- Make a copy of your completed application for your records and scan and send to OIE for the office digital file.  email:  inthelp@fitchburgstate.edu

- Use the following link to confirm the mailing address the complete OPT application must be sent to: https://www.uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities

- You should receive a receipt letter from USCIS. Please keep this letter. If your application is approved, your Employment Authorization Document (EAD card) should be mailed to you at the address you listed on Form I-765.
- Once you received your EAD card, please bring or scan a copy to OIE for your file.
- You must submit to OIE your OPT Employer information to update your SEVIS record.
- You must check-in every six months with OIE to confirm your address and employment.
- Unemployment is allowed for maximum of 150 days.