Office of the Registrar

Designated School Official for

Nonimmigrant Matters

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Website: www.marywood.edu

OPT STEM EXTENSION
I-20 REQUEST

Eligibility Criteria for OPT STEM Extension

You are eligible to apply for an OPT STEM Extension if **_ALL_** of the following are true:

- You have been approved for 12 months of post-completion OPT and are within 90 days of the OPT end date **_and_**
- You have a earned a degree in a STEM field as designated by the U.S. Government (the current list may be found at: https://www.ice.gov/sites/default/files/documents/Document/2016/stem-list.pdf) **_and_**
- You are employed in or have a job offer for a job directly related to your field of study **_and_**
- Your employer is enrolled in the U.S. Government's E-Verify program

Student Information

_____

Last Name (Surname)   First Name   Middle Name

(_____)_____   _____   N __ __ __ __ __ __ __ __ __ __

Preferred Contact Phone Number   E-Mail Address   SEVIS ID Number (Must be eleven digits)

Employment Information

Dates on EAD Card: Start [MM] [DD] [YYYY]   End [MM] [DD] [YYYY]

Employer/Company Name: _____

Employer Identification Number (EIN): [00-0000000]

_____

Street Address   City   State   Postal Code

_____

Full Name of Supervisor

(_____)_____   _____

Phone Number   E-Mail Address

Checklist of Required Documentation

- ☐ Completed Form I-765 (available at www.uscis.gov) using the code (c)(3)(C) in item 16.
- ☐ Completed Form G-1145, E-Notification of Application/Petition Acceptance.
- ☐ Copy of your new Form I-20 endorsed for the 24-month OPT extension.
- ☐ Copy of the front of your latest I-94 card.
- ☐ Copy of your current Employment Authorization Document (EAD).
- ☐ Two full-face passport-style photos with your full name and I-94 number written lightly in pencil on the reverse of each picture.
- ☐ Copy of your passport ID page including your photo, passport expiration date, and passport number
- ☐ Check or money order made payable to U.S. Department of Homeland Security for the current stated amount (refer to I-765).
- ☐ Copy of your Marywood diploma or official Marywood transcript.

APPLICATION PROCESS

- Print and review Form I-765 found on the USCIS website referenced on the reverse of this form.
- Fill out the reverse of this form.
- Fill out Form I-765 found at www.uscis.gov (see below for more information).
- Schedule an appointment with our office to review your application and supporting documents. You will also receive a new Form I 20 endorsed for the STEM extension.
- After our office has reviewed your application and supporting documents, send it to USCIS via express mail using the address found in the directions for form I-765.
- In three to four weeks, you will receive a receipt notice from USCIS stating that your application is under review.
- In 60 to 90 days from the date the application is received by USCIS, you will receive your approval notice (if approved) and Employment Authorization Document (EAD). **The start date will be the day after the end date of your current 12-month OPT.**

REPORTING REQUIREMENTS

You must report the following information to our office within 10 days of any change. Failure to do so will jeopardize the validity of your OPT and legal visa status in the U.S.

- You must report any change of address by filling out the Change of Name/Address Form.
- If the name of your employer changes, you must report this information to our office.
- If you experience an interruption in employment, you must report this information to our office by filling out the OPT Employer Update Form. **You may not accrue more than 150 days of unemployment during your granted period of OPT. This is cumulative to include the 12-minth OPT and the 24-month STEM extension.**

You are required to make a validation report to our office every six months starting from the date your 24-minth OPT extension is approved. The report is due within 10 days of the required reporting date. Use the OPT Employer Update Form to submit your validation report.

GUIDELINES FOR COMPLETION OF FORM I-765

All information should be typed before the form is printed.

- Checkbox before item 1: You are applying for permission to accept employment
- 1-9: Biographical Information
- 10: Provide your I-94 Admission Number
- 11: Check "Yes" and include a copy of your current EAD.
- 11 Which Office?: Provide the name of the USCIS Office to which you sent your first OPT application (Nebraska, Texas, California, or Vermont).
- 11 Dates: Provide the start and end dates on your current EAD card.
- 11 Results: Write "Granted" (you will include a copy of your current EAD).
- 12-14: Date, place (port), and manner (student, visitor, etc.) of last entry to the United States.
- 16: STEM extension OPT is noted as: (c) (3) (C)
- 17 Degree: Write the CIP Code that corresponds to your field of study and an abbreviated description of the field. You can find this information on page 1 of your I-20 in the "Program of Study" field.
- 17 Employer's Name as Listed in E-Verify: This needs to be the official name of the company as listed in E-Verify.
- 17 Employer's E-Verify Company Identification Number: This is the 4- to 6-digit E-Verify number for the company.
- Sign, provide your telephone number, and date the form.

———————————————— **Office Use Only** ————————————————

Form I-983 Received: _____/_____/_____

Request Approved: ☐ Yes ☐ No   Date of Approval: _____/_____/_____

Initials: _____   I-20 Generated: _____/_____/_____