

Optional Practical Training STEM Extension Information and Request Form

F-1 students who are currently authorized for OPT employment based on completion of a Bachelor's, Master's or Ph.D. degree in a Science, Technology, Engineering or Math (STEM) field, as defined by DHS, may be eligible for a 24-month extension of OPT.

In order to be eligible for this extension, students applying for this benefit must:

- already be on valid OPT based on a STEM-eligible degree: studyinthestates.dhs.gov/eligible-cip-codes-for-the-stem-opt-extension
- have had fewer than 90 days of unemployment while on OPT
- be employed by, or have a job offer from, an **employer who is registered in the E-Verify employment verification system**

There is a lifetime limit of **two** periods of 24-month STEM OPT; each occurring after a higher degree level has been obtained. A STEM degree obtained at a U.S. university prior to your current degree may be the basis for a STEM extension under certain circumstances.

See detailed information on the STEM Hub: studyinthestates.dhs.gov/stem-opt-hub

When to apply: Submit the STEM OPT application to USCIS within 90 days of your initial OPT expiration date. The new STEM extension EAD card begins the day after the expiration of the previous OPT EAD and ends 24 months later; no matter when approved.

While the STEM OPT I-765 is pending with USCIS, you may continue to work for up to 180 days IF the application is submitted before the EAD card expires.

OPT Application Process:

1. Submit to Office of International Student Services:

- Completed and signed "Request for 24 Month Extension of OPT" (page 4)
- Completed Training Plan I-983 form (<https://studyinthestates.dhs.gov/form-i-983-overview>)

2. Submit directly to USCIS: please check USCIS Web site for updated listing (www.uscis.gov/i-765)

- Application Fee: \$410 (Money order or personal check made payable to "U.S. Department of Homeland Security")
- Form I-765 (www.uscis.gov/i-765)
See Tips for completing form I-765 on page 2.
- Photocopy of new OPT STEM extension I-20 from APSU (keep the original I-20)
- Photocopies of all previous I-20s (Make sure all your I-20s are signed before copying them. Keep the originals for your records.)
- Photocopy of the front and back of your current OPT EAD card
- Photocopy of current I-94 (www.cbp.gov/i94)
- Photocopy of Passport biographical information page (and any renewal pages)

- Photocopy of Visa
- Photocopy of past EAD cards if applicable (front and back)
- Two** color, U.S. passport-style, photographs (Photos need to be a certain size. See “Guidelines” below or Instructions for Form I-765, page 13: www.uscis.gov/i-765) Write your name and I-94 number on the back of each photo in pencil in case they get separated from your application. Place photos in plastic bag or envelope and staple to top of Form I-765. Do not staple the photos.
- Evidence that your degree meets the STEM degree/major requirements. **ONLY ONE** of the following must be submitted with your application:
 - Official transcript (Request from Registrar’s Office if do not have one already)
 - Copy of the diploma that shows your degree level and program of study
- Form G-1145 (www.uscis.gov/g-1145) Attach completed form to first page of I-756 application.

Tips for completing Form I-765

- Applying for: SEM OPT Extension—use “renewal of my permission to accept employment”
- Item #1: Be sure to write name in correct order (Family, First, Middle)—this is what will be written on your EAD. Write family name in ALL CAPS. First (and middle, if have) name should not be all caps; only first letter should be capitalized. This name should match your OPT I-20 and passport.
- Item #3: Use an address that will be valid for the entire next 3 months. If address is not known or there is possibility of change, use your employer or the Office of International Student Services (see below). Any requests for evidence, communication, or EAD card, if approved, will be sent to this address so it needs to be an address that will be regularly checked. Mail from USCIS is not usually automatically forwarded by the U.S. Postal Service.

APSU ISS Box 6400
Clarksville TN 37044
- Items #4, 5, 6: Should match the information on your passport
- Item #9: Use your U.S. Social Security Number.
- Items #10, 12, 13, and 14: This is information from most recent entry on I-94/passport stamp.
- Item #11: Check “Yes”
 - USCIS office: see EAD card number for office code: YSC-Potomac, LIN-Nebraska, WAC-California, EAC-Vermont, SRC-Texas, MSC-Missouri
 - Dates: start date on EAD card
 - Results: Granted (include copy of front/back of EAD card with application)
- Item #14: USCIS wants to know what your status was the last time you entered the U.S. For most students applying for OPT, it is “F-1”.
- Item #15: Current status: F-1 Student
- Item #16: (C)(3)(C)
- Item #17: Degree: write level of degree (i.e. Bachelor’s, Master’s, PhD, etc.) and major code as listed on I-20 form
 - Employer’s name: as listed in E-Verify
 - Employer’s E-Verify number—should be able to get from company’s HR department.
- Don’t forget to sign, date and include phone number

Guidelines for the “Two Passport Style” photos

- Photos must be in color and measure 2 inches by 2 inches.
- Head should be positioned directly facing the camera and should measure 1” to 1 3/8” from top to bottom of chin, and eye height is between 1 1/8” to 1 3/8” from bottom of photo
- Photo should capture from slightly above top of hair to middle of chest.
- Background should be plain white or off-white.
- **Photos should be taken within the last 30 days prior to the extension application.**

Submitting OPT Application to USCIS

Before you submit directly to USCIS, please be aware of the following:

- Be sure to sign your STEM OPT I-20 form when you receive it from APSU.
- Make a copy of the entire application before you submit it to the USCIS for your records.
- Send a scanned copy of the entire application by email to iss@apsu.edu.
- Submit the application to the correct USCIS Lockbox with jurisdiction over the address you listed on the I-765 form. Use the table below to determine which lockbox you should send your application to:

If U.S. mailing address listed in #3 on application is in...		Mail your application to:
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri,	Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Northern Mariana Islands.	<p>USCIS Phoenix Lockbox</p> <p>For U.S. Postal Service (USPS) First-Class and Priority Mail Express deliveries: USCIS P.O. Box 21281 Phoenix, AZ 85036</p> <p>For overnight/courier deliveries (non-USPS): USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034</p>
Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey,	New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia	<p>USCIS Dallas Lockbox</p> <p>For U.S. Postal Service (USPS) First-Class and Priority Mail Express deliveries: USCIS P.O. Box 660867 Dallas, TX 75266</p> <p>For overnight/courier deliveries (non-USPS): USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067</p>

Request for 24 Month Extension of OPT

I. PERSONAL DATA: APSU Banner I.D. No. _____

Name: _____
(Last Name) (First Name) (Middle Name)

SEVIS ID Number: _____ Date of current I-20 expiration: _____

APSU Email: _____@my.apsu.edu Other Email: _____

Current U.S. Address: _____
(Street name & number) (Apt) (City) (State) (Zip Code)

Current U.S. Phone Number: _____
(Area code & current number)

Your Job Title: _____

By signing below, you verify that you understand and agree to adhere to the following DHS regulatory requirements:

1. You are currently on Optional Practical Training (OPT) and are employed or have been offered employment for practical training in your major field of study.
2. Your current or future employer is enrolled in E-Verify. For more information, see: www.dhs.gov/ximgtn/programs/gc_1185221678150.shtm
3. You have not been unemployed for more than 90 days while on OPT.
4. **You will report via online webform or by email to iss@apsu.edu within 10 days of each occurrence:**
 - any change in your home address each time that you move
 - any change in the name **AND/OR** the address of your employer by submission of a new [I-983 form](#)
 - the loss of your job at any time during your OPT authorization
5. Your employer agrees to notify the F-1 International Student Advisor (iss@apsu.edu) within 5 days in the event of the **termination of your employment or your departure from the job.**
6. You and your employer agree to **submit an [I-983 form](#) to update your employment information** as soon as a material change occurs and within 10 days of each 12-month evaluation.
7. You will “check in” with APSU (via online webform or email to iss@apsu.edu titled “STEM OPT validation”) **every six months** during the STEM OPT extension from the start date listed on your new OPT card; at each check-ins, we need your mailing address as well as your employer’s name and address.
8. Your OPT will end if you accrue a total of 150 days of unemployment (counted from the start of your total OPT period), or if you transfer to another school.

I affirm that I understand the information provided on this request form and on the “Optional Practical Training STEM Extension Information and Request Form”, and I agree to the conditions set forth on these documents.

Signature

Date

Print Name