

Optional Practical Training – 24 Month STEM Extension Application

NEW RULES for the 24 MONTH OPT STEM EXTENSION	
Application Period	You may apply up to 90 days before the end date of your OPT EAD. Applications must be received by USCIS before your current OPT expires.
Eligibility	<ul style="list-style-type: none"> Have successfully completed or have a prior U.S. Bachelor’s, Master’s or Doctoral degree in a STEM field. Here is the STEM LIST Are currently participating in a 12 month period of OPT, working for a US employer in a job directly related to major area of study Employed with a company registered with E-Verify May request second STEM OPT extension if STEM degree is at a higher level than the one used for the first STEM extension.
Required Training Plan and FORM I-983	In order to receive your STEM I-20, Form I-983 must be filled out by you and your employer. GEOIS can not help you with this form. GEOIS will keep this form on file in our office.
Reporting Obligations	<p>Validation Reports:</p> <ul style="list-style-type: none"> Due on the 6th, 12th and 18th month mark from the start date of your STEM EAD Include the following information to be emailed to geois@vcu.edu: current address, employer and employment status <p>Self-Evaluations:</p> <ul style="list-style-type: none"> Due on the 12th and 24th month from the start date of your STEM EAD Details progress made on training goals outlined on Form I-983 Supervisor must confirm and sign evaluation <p>GEOIS can not alert you to when these reporting obligations are due. It is up to you as the STEM holder to email geois@vcu.edu with your reports and self-evaluations. If you fail to meet reporting obligations, SEVIS will automatically terminate your F-1 SEVIS record.</p>
Days of Unemployment	150 days during the total 12 and 24 month STEM OPT period
Traveling while on OPT STEM	<p>You may not travel while you are waiting for your STEM EAD. Once you have received your STEM EAD, travel with the following:</p> <ul style="list-style-type: none"> Signed OPT STEM I-20 with valid travel signature (signatures are only good for 6 months at a time while on OPT and STEM). Letter from employer stating your job title, job duties and dates away from work Valid passport, F1 visa and STEM EAD 2 current pay stubs

Please sign below to acknowledge that you understand and will follow the new regulations.

Signature: _____

Date: _____

To apply for the STEM extension, you will need to follow 4 steps:

STEP ONE

- Email VCU's OPT STEM Authorization Form completed by you and your employer (pgs 4 &5)
- Email a completed Form I-983

This form stays with GEOIS and does not go to USCIS. We can not issue a STEM I-20 until this form is completed by both you and your employer.

- Email a FedEx label addressed to you. We will need this label to send you your I-20

STEP TWO

Once we have these three items, we will create a STEM I-20 and send it to the address you listed on your FedEx label.

STEP THREE

The following documents need to be sent to USCIS:

- Form 1-765 <http://www.uscis.gov/files/form/i-765.pdf>
 - a. Check the box "I am applying for renewal..."
 - b. On number 16, **write (C)(3)(C) for OPT STEM Extension**
 - c. **Write out your degree for number 17 (for example M.S. in Information Science)**
 - d. You will need your employer's e-verify number
- Form G-1145 <http://www.uscis.gov/files/form/g-1145.pdf> (for email/text receipt confirmation)
- Copy of passport biographical page, visa page, most current entry stamp and I-94 <https://i94.cbp.dhs.gov>
- Front and back copies of all previously issued I-20s and copy of new **STEM I-20 (make sure you sign and include a copy in your application, not the original)**
- Copies of previous OPT I-20, OPT card, and OPT approval notice
- Check or money order for \$410 made payable to "U.S. Citizenship and Immigration Services"
- Two passport-style photos
- Official VCU transcript

STEP FOUR

You will send the completed Application to USCIS via FedEx or UPS. Please see pg 3 for filing addresses.

USCIS Filing Addresses for STEM OPT

<ul style="list-style-type: none"> • Alaska • Arizona • California • Colorado • Hawaii • Idaho • Illinois • Indiana • Iowa • Kansas • Michigan • Minnesota • Missouri • Montana 	<ul style="list-style-type: none"> • Nebraska • Nevada • North Dakota • Ohio • Oregon • South Dakota • Utah • Washington • Wisconsin • Wyoming • Guam • The Commonwealth of Northern Mariana Islands 		<p><u>For FedEx, UPS or other courier service:</u></p> <p>USCIS ATTN: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034</p>
			<p><u>For US Postal Service:</u></p> <p>USCIS PO BOX 21281 Phoenix, AZ 85036</p>
<ul style="list-style-type: none"> • Alabama • Arkansas • Connecticut • Delaware • Florida • Georgia • Kentucky • Louisiana • Maine • Maryland • Massachusetts • Mississippi • New Hampshire • New Jersey • New Mexico 	<ul style="list-style-type: none"> • New York • North Carolina • Pennsylvania • Puerto Rico • Rhode Island • South Carolina • Oklahoma • Tennessee • Texas • Vermont • Virginia • US Virgin Islands • Washington DC • West Virginia 		<p><u>For FedEx, UPS or other courier service:</u></p> <p>USCIS ATTN: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067</p>
			<p><u>For US Postal Service</u></p> <p>USCIS PO Box 660867 Dallas, TX 75266</p>



VCU

VIRGINIA COMMONWEALTH UNIVERSITY

Global Education Office

VCU Immigration Advising

912 W Grace St. 4th Floor

P.O. Box 843043

Richmond, VA 23284

Phone: (804) 828-0595

geois@vcu.edu

Optional Practical Training STEM Extension – Authorization Form

Part A: To be completed by student

Personal Information:

Last name	First	Middle
SEVIS Number N	V Number V	
Date of Birth (MM/DD/YY)	OPT End Date on EAD	

Contact Information:

Street Address		Apartment number
City	State	Zip Code
Phone Number	VCU Email Address	Alternate Email Address

Employment Information:

Employer Name	
Street Address	
City	State Zip Code
Employment start date	
Job Title	EIN Number
How this job relates to your major	

Signature:

Date:

Part B: To be completed by current employer

Company name _____

****An employer must consider a worker to have departed when the employer knows the student has left employment, or if the student has not reported to work for a period of five consecutive business days without the employer's consent.**

Please initial:

_____ I agree to report the termination or departure of the student to VCU's GEO-IS by email at geois@vcu.edu,
or through "any other means or process identified by DHS."

Supervisor Name	Email	Telephone Number

Signature: _____ **Date:** _____

If you have any questions, please contact us at geois@vcu.edu