Optional Practical Training – STEM Extension

General Information

On May 10, 2016 the U.S. Department of Homeland Security (DHS) established the 24 month extension of OPT for STEM (Science, Technology, Engineering, and Mathematics) designated degreeholders. Students in STEM disciplines who have graduated with a bachelor’s, master’s, or doctoral degree in a STEM field are eligible for a 24 month extension of their post-completion OPT for two education levels. This extension is available twice per lifetime and cannot be issued in installments of less than 24 months. The STEM extensions do not replace the standard 12 month OPT and can only be requested during the standard 12 month post-completion OPT period.

Eligibility Requirements

- The student cannot have previously received two 24 month STEM extensions for previous OPT authorizations
- The student must have successfully completed a bachelor’s, master’s, or doctoral degree in a field listed on the DHS STEM Designated Degree Program List
- The student must be currently on post-completion OPT and working for a U.S. employer in a job directly related to the student’s STEM designated program of study listed on the student’s I-20
- The student and employer must have a bona fide employer/employee relationship. If your employer is a consulting agency, you will have your placement company complete the I-983 and you will be required to submit a new I-983 for each new placement.
- The student must be in valid F-1 status over the course of the OPT authorization, not exceeded 90 days unemployment
- The student must have an offer of employment, or continued employment, from an employer who is registered in the E-Verify program at the time of the application for the 24 month extension, complete the I-983 with the student in the application, AND the employer must agree to report to the Office of International Student & Scholar Services any early departure or termination of employment within 48 hours of the event.

Application Dates

Earliest date: 90 days before your current OPT end date
Latest date: End date of your current OPT

Note: The application must be received by USCIS before the current EAD expires. Students who have applied for the extension may continue working on the expired EAD for 180 days or until the application is approved as long as they have received the receipt of the application from USCIS.

Application Procedure

1. Complete the following documents:

(For the International Student Services office only)
- Optional Practical Training STEM Extension Eligibility Form
- 24 Month STEM Extension Employer Verification
- Proof of Degree (Photocopy of Diploma or Official Transcript)
- Form I-983 – type and print, sign in blue ink – Return form with signatures in blue ink to International Student Services
  - Under Training Plan, your direct supervisor must complete
  - Under the Employer Certification sections, a company representative with signatory authority must sign
(For USCIS)
- Check or Money Order for $410, made payable to “U.S. Department of Homeland Security”
- Two passport-style color photographs (must be taken within 30 days of your application)
- Form I-765 – type and print, sign in blue ink
- Form G-1145 – Permission for email/text notification (Optional)
- Copies of all past I-20’s, including current OPT I-20 (First Page and Travel Signature Page)
- Printed copy of I-94
- Copy of the biographical photo page in your passport
- Copy of your F-1 visa
- Copy of EAD card (front and back)
- Proof of Degree (Photocopy of Diploma or Official Transcript)
- Letter from employer confirming employment (Optional)

2. Schedule an appointment with an International Student Advisor or submit the documents listed under “For the International Student Services office only” to International Student Services (iss@umsl.edu, 261 MSC). You will receive an email when your STEM OPT I-20 is ready for pick up or when the STEM OPT I-20 will be mailed to your current address.

3. Mail your application to USCIS. USCIS must receive your application within 30 days of the issuance of the I-20:

Please see “Mailing Address for OPT and OPT STEM Application” list. The USCIS standard processing time is 60 - 90 days.

While on OPT STEM Extension

Reporting Status: All changes must be reported to the University of Missouri - St. Louis:
- Legal name
- Residential or mailing address
- Employer name
- Employer address
- Employment details
- Loss of employment

Validation Report: Students on STEM extension must submit a validation report confirming current employment to ISS every six months starting from the date extension begins and ending when the student’s F-1 status ends. The validation report is due within 10 days of each reporting date. NOTE: Failure to submit the annual 6 month report will result in the termination of your I-20 by USCIS.

To report OPT changes, email International Student Services (iss@umsl.edu). You will need to submit all of the information listed above for your employment to be reported on your I-20 and to be considered employed for OPT

I-983 Evaluation on Student Progress: Students must also submit the annual Evaluation on Student Progress listed on the I-983 (pages 6-7). The first annual progress report must be submitted to the International Student Services office 12 months after the approval of your STEM OPT. The second annual report must be submitted 24 months after the approval of your STEM OPT. Failure to submit the I-983 reports within 10 days of these anniversary dates will result in the termination of your I-20 by USCIS

Job Requirements while on OPT STEM Extension:

No more than 150 days of unemployment during the entire 36 months of OPT (90 days OPT, 60 days STEM)

While on STEM OPT
1. You must be employed in a position directly related to the program of study listed on your I-20
2. The employer must be E-Verified
3. You must submit an updated I-983 completed by you and your employer to the International Student Services office for any employment change within 10 days of the change. You must submit I-983 evaluations within the assigned deadline
Optional Practical Training STEM Extension Eligibility Form

Section 1

Name: ___________________________ Student Number: ___________________________

Email: ___________________________ Phone Number: ___________________________

Alternate Email: ___________________________ Degree Level: ___________________________

UMSL Degree Program: ____________________________________________________________

Current Local Address: __________________________________________________________

(street address and apt. #) (city) (state) (zip code)

Section 2

Company Name (As listed in E-Verify): __________________________________________________

Company Address: _________________________________________________________________

Job title: ___________________________

Supervisor’s name: ___________________________ Supervisor’s email: ___________________________

Supervisor’s phone number: ___________________________ Employment start date: ___________________________

Please read this acknowledgement statement and sign below:

- I understand and have read carefully the information in this packet regarding the 24 month OPT Extension for STEM degree holders.
- By my signature below, I certify that I have not previously received two 24 month extensions from previous STEM degrees.
- My employment (and current offer to start or continue employment) is directly related to the STEM field listed on my I-20
- I understand that while I am on post-completion OPT I am required to report to the Office of International Student & Scholar Services (via the online reporting tools) any change in the information listed below within 20 days of the change:
  - Legal name
  - Residential Address (address where I physically live and can receive mail)
  - Employer name and address
  - Change or loss of employment
- If my application for this OPT extension is successful, I also understand that it is my responsibility to make a validation report to the Office of International Student & Scholar Services

By my signature below I certify that I: 1) understand it is my responsibility to report to the Office of International Student & Scholar Services any changes to my legal name, local address, employment status and main employer within 10 days of the change; 2) I understand that I am responsible for maintaining my F-1 status while on OPT by engaging in acceptable employment that is directly related to my field of study and keeping my days of post-completion unemployment within allowed limits.

Signature ___________________________ Date (mm/dd/yy) ___________________________
24-Month STEM Extension Employer Verification

Section 1 (To be completed by student)

Name: ________________________________    Student Number: __________________

The information in this employer verification form is required before our office can issue the recommendation necessary for the student to apply for the 24 month OPT extension. Please fill in the fields below with the requested information about the company and the position that has been offered to the student. This form must be accompanied by the original letter on company letterhead that confirms the offer of (continued) paid employment for the above named student. If you have any questions, please contact an advisor in the Office of International Student & Scholar Services at (314) 516-6780 or by email at iss@umsl.edu

Section 2 (To be completed by employer)

Company Name (As listed in E-Verify): __________________________________________

E-Verify Company Identification Number: _______________________________________

Company Address: ___________________________________________________________

Job title: ________________________________________________________________

Employment start date: ________________    Number of working hours per week: ___________________

Supervisor’s name: ______________________    Supervisor’s title: _______________________

Supervisor’s email: ______________________    Supervisor’s phone number: ___________________

Notice to Employers: This form enables the University of Missouri-St. Louis to certify to the Department of Homeland Security (DHS) that the above mentioned F-1 student is eligible for this 24 month extension of his/her OPT based upon the following criteria as established in 8 CFR 214.2 (f)(10)(ii)(C):

1. The student’s employer is registered in the E-Verify program, as evidenced by either a valid E-Verify Company Identification Number or, a valid E-Verify Client Company Identification Number

2. The employer agrees to report any departure or termination of employment to the Office of International Student & Scholar Services via the online OPT reporting tools (http://www.umsl.edu/international under the “Alumni” tab, “Post Completion OPT Reporting forms” link) or any other means or process identified by DHS if the departure or termination is prior to the end of the authorized period of OPT. This reporting must take place within 48 hours of the event. An employer shall consider a worker to have departed when the employer knows the student has left the employment, or if the student has not reported for work for a period of 5 consecutive business days without the consent of the employer, whichever occurs earlier.

Employer Certification

Your signature below certifies that the employer listed on this form agrees to the reporting requirement explained in item 2 in the Notice to Employers. Employers who hire STEM OPT students must agree to report any departure or termination within 48 hours of the event. This reporting should be done via the online form available at http://www.umsl.edu/~intelstu/Alumni/optreportingform.html

Name & Title of Person Completing this Form: _______________________________________

Email: ________________________________    Phone Number: _______________________

Signature: ____________________________    Date: ________________________________
# Mailing Address for OPT and OPT STEM Extension Application

<table>
<thead>
<tr>
<th>If you live in:</th>
<th>Mail your application to:</th>
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*For U.S. Postal Service (USPS) deliveries:*  
USCIS  
PO Box 21281  
Phoenix, AZ 85036  

*For Express mail and courier deliveries:*  
USCIS  
Attn: AOS  
1820 E. Skyharbor Circle S  
Suite 100  
Phoenix, AZ 85034 |
| 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 | **USCIS Dallas Lockbox**  
*For U.S. Postal Service (USPS) Deliveries:*  
USCIS  
PO Box 660867  
Dallas, TX 75266  

*For Express mail and courier deliveries:*  
USCIS  
Attn: AOS  
2501 S. State Hwy. 121 Business  
Suite 400  
Lewisville, TX 75067 |