Optional Practical Training STEM Extension
Ph: 512-245-7966, Email: international@txstate.edu
www.international.txstate.edu

F-1 students on approved post-completion Optional Practical Training (OPT) based on a bachelor’s, master, or doctoral degree in a designated STEM (science, technology, engineering, mathematics) field may be eligible for the 24-month STEM extension. Refer to the I-20 major CIP code and STEM Designated Degree Program List to determine if you are eligible: www.ice.gov/sites/default/files/documents/Document/2016/stem-list.pdf.

Additional Resources – Study in the States STEM Hub

Required documents for STEM OPT Extension I-20
You must submit the following documents to International Student and Scholar Services (ISSS) for your new STEM OPT Extension I-20.

- Statement of Understanding and Reporting Responsibilities for STEM OPT Extension
- Legal Advice and ISSS Advising Statement of Understanding
- Form I-983, https://studyinthestates.dhs.gov/form-i-983-overview, Training Plan for STEM OPT Students, Complete all sections (1-6) except Page 5 the “Evaluation of Student Progress” and “Final Evaluation on Student Progress”. Page 5 is to be completed by your employer during the annual and final reviews. See more Instructions on how to complete.

Application Packet Checklist mailed to USCIS – Please put in the following order from top to bottom
- Completed Form I-765 signed with original signature
  - Download and complete the Form I-765 (https://www.uscis.gov/i-765)
  - Send ALL pages of the Form I-765, USCIS will reject applications with missing pages
- Staple the following to the top of your Form I-765 packet:
  - Check or money order for $410.00 made payable to “U.S. Department of Homeland Security”
  - 2 recent passport photos. Write your name and I-94 number in pencil on the back of the photos. See photo guidelines: https://travel.state.gov/content/travel/en/News/passports/picture-perfect-passport.html
- Completed Form G-1145, E-Notification of Application/Petition Acceptance https://www.uscis.gov/g-1145
- Copy of STEM OPT Extension I-20 with proper signatures from DSO and student
- Copy of your degree (transcript or diploma) in a STEM field on the DHS STEM-designated program list
- Copies of the following:
  - Passport, visa, and most recent I-94 (https://i94.cbp.dhs.gov/I94/#/home)
  - Current post-completion OPT EAD Card

Note: You do not mail the Form I-983 to USCIS. Form I-983 will be kept by ISSS.

All required documents must be received by USCIS no later than 30 days after the DSO updates SEVIS with the OPT recommendation.

Processing
Once you receive your new STEM OPT requested I-20, mail to the appropriate USCIS Service Center.

If you live in Texas, mail your application packet directly to USCIS using to your preferred delivery method:

For U.S. Postal Service (USPS):
USCIS
P.O. Box 660867
Dallas, TX 75266

For FedEx, UPS, and DHL deliveries:
USCIS
Attn: NFB AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067

If you do not live in Texas, see “Where to File” https://www.uscis.gov/i-765.
Statement of Understanding and Reporting Responsibilities for STEM OPT Extension

1. An F-1 student who has properly filed Form I-765 prior to the end date of the 12-month OPT is allowed to maintain continuous employment for up to 180 days while USCIS adjudicates the STEM OPT extension request.

2. USCIS will notify the applicant of the decision and if denied the applicant may not appeal the decision.

3. The 24-month STEM OPT work authorization begins on the day after the expiration of the initial post-completion OPT work authorization and ends 24 months thereafter, regardless of the date the actual extension is approved.

4. Employment must be traditional paid employment for at least 20 hours per week.

5. Must work in a paid position for only an E-Verified employer.

6. May not accrue more than 150 days of unemployment during the total period of OPT and STEM OPT combined.

7. If the student mails the STEM OPT application directly to USCIS, the student is responsible for filing Form AR-11 (https://www.uscis.gov/ar-11), Alien's Change of Address Card in order to notify Department of Homeland Security of any address change, especially if one occurs while the STEM OPT application is pending. Failure to do so may result in a delay in receiving the STEM OPT Employment Authorization Document (EAD).

8. Complying with Reporting Requirements is mandatory in order to maintain lawful F-1 status.

10-Day Reporting Requirements

Within 10 days of any change in personal or employment information the student must report changes in the SEVP Portal (http://www.international.txstate.edu/optandstemextension/SEVP-Portal.html)

- Full legal name, Current mailing and Residential address, Phone number and Email
- Employer name, Employer address, Loss of employment, Date you began working for the current employer

6-Month Reporting Requirements

Every 6 months, students will receive an automatic email from ISSS requiring an employment Validation Report. Regardless of when you last updated your employment information in the SEVP Portal, students are required to reply to ISSS email. The report is due within 10 days of when it is requested.

- Name and address of the current employer, State date you began working for the current employer, Your full legal name, Current mailing and residential address, Phone number, and non-Texas State email address

Form I-983 Training Plan

Student must complete and submit to ISSS an annual self-evaluation describing the progress of the training experience. The assessment must be submitted no later than 10 days following the conclusion of the training period. The student must submit the assessments for the stated periods:

- Initial Evaluation on Student Progress: 12 months after the STEM OPT start date, and a
- Final Evaluation on Student Progress: that recaps the training and knowledge acquired during the training period.

A student must complete an assessment at the conclusion of the training opportunity; usually this is a final assessment due at 24 months, but possible any time during the period of authorized employment when employment ends. This final assessment must be submitted within 10 days following the conclusion of this training opportunity.

Acknowledgement

☐ I have been informed by this Statement of Understanding and Reporting Responsibilities for STEM OPT Extension provided by ISSS at Texas State University of my responsibilities for maintaining status while on STEM OPT.

☐ I understand that I am responsible to monitor ISSS and Student and Exchange Visitor Program (SEVP) websites (https://www.ice.gov/sevis) for reporting requirements updates and I am responsible for complying with requirements.

☐ Once received, I will email a copy of my STEM OPT EAD card to international@txstate.edu.

☐ I understand that I am responsible for reporting all personal or employment changes/uploads to the SEVP Portal.

☐ I understand that I must submit a request for a new STEM OPT I-20 and DSO recommendation for STEM OPT using ISSS website: http://www.international.txstate.edu/optandstemextension/optstem.html

☐ I have read and understand the statements above and certify that I take full responsibility for execution of the above-mentioned reporting requirements and I will not rely on ISSS to remind me of my responsibility.

☐ If using the ISSS mailing address, I agree to allow ISSS to open USCIS mail on my behalf. (Student will receive all original documents and ISSS will make copies of documents for student’s folder. ISSS uses USCIS documents to update student’s SEVIS record and assist with notifications for request for evidence and rejection).

| Name: ______________________ | Student ID#: ______________________ |
|-------------------------------|--------------------------------)--|---|
| Family/Last                  | Given/First                      |
| Student Signature:           | Date: ______________________     |
Legal Advice and ISSS Advising
Statement of Understanding

I understand that:

☐ International Student and Scholar Services (ISSS) offers best practices information on temporary employment authorization such as STEM OPT Extension as a courtesy to international students under a Texas State University issued Form I-20. Please note that all information provided is not considered legal advice.

In signing this Statement of Understanding, I hereby acknowledge that I have read and understand this document, and I have been given the opportunity to ask questions and receive answers to my satisfaction. I shall not hold Texas State University liable for any loss or damage to my application for temporary employment authorization, including any costs involved, as a result of any information given to me.

_________________________________
Signature

_________________________________
Name (as per your passport)

_________________________________
Date (mm/dd/yy)