

# STEM-OPT PROCEDURES

24-month extension of OPT for majors in  
Science-Technology-Engineering-Math

F-1 students currently participating in a 12-month period of approved post-completion OPT, who earned a degree in a STEM field and who are employed by a business enrolled in the e-verify program may apply to extend OPT by 24 months. F-1 students can apply 90 days prior to expiration of OPT, but cannot apply after the current OPT expires. The 24-month STEM extension must be received by USCIS before your current OPT expires.

## ELIGIBILITY

To be eligible for a 24-month OPT extension, an F-1 student must:

- Have not previously applied 2 STEM OPT extensions.
- Currently participating in a 12-month period of approved post-completion OPT;
- Have successfully completed a degree (bachelor's, masters or doctorate) in a STEM field;
- Will work for an employer in a job directly related to the major area of study while on STEM OPT ;
- Be working for, or accepted employment with, an employer registered and in good standing with USCIS' E-Verify program. Information on E-Verify can be found at <http://www.uscis.gov/e-verify> It is required that employer has an employer identification number (EIN).

## APPLICATION PROCESS

Drop off or send the following documents to the International student advisor by e-mail to [intlstudentservices@csufresno.edu](mailto:intlstudentservices@csufresno.edu) in **ONE PDF** for ISSP to generate your STEM OPT extension I-20.

Please make sure in the subject line to include:

### **24-month OPT extension request.**

- Complete Form 1-765 located at the USCIS website: <http://www.uscis.gov> under "Forms". Make sure to mark the box for "Renewal of my permission to accept employment". Enter code (C) (3) (C) in #20. Complete item #21 with the employer's name as listed in E-Verify and the E-Verify identification number. Sign in blue ink - DO NOT SUBMIT THE APPLICATION ONLINE
- Complete and sign Form I-983 Mentoring and Training Plan located on [www.ice.gov](http://www.ice.gov) or on ISSP webpage and obtain signature from prospective employer. Do not send this form to USCIS.
- Signed STEM OPT Acknowledgement Form – can be found on ISSP webpage. Do not send this form to USCIS.
- Include the following items with your completed application:
  - Copies of front and back of the Employment Authorization Document (EAD card)
  - A copy of the identification page of your passport;
  - A copy of your F-1 visa;
  - A copy of 1-94 record
  - A copy of your diploma with your degree in a STEM field
  - A copy of your transcript of your degree in a STEM field
  - Copies of all previously issued I-20s
  - A job offer letter (Including name, address of company where you are employed, supervisor's name, contact number and your job title)
  - Completed G-1145 notification. <http://www.uscis.gov/g-1145>
  - 2 passport - style photos with a white background (important instructions on photo requirements on the back of this page), on the back, in pencil write your name and SEVIS

number. Place photos in plastic bag or envelope and staple to top of application.

- A check or money order in the amount of \$410.00 made payable to U.S. Department of Homeland Security (spell out name, do not use the initials “USDHS” or “DHS.”). If you pay by money order, print your full name and SEVIS # in pencil at the top of the money order.

Processing time in ISSP is 5 business days. After your application is processed, a STEM OPT extension I-20 will be generated for you. Your OPT extension I-20 will be mailed to the address listed on your I-765 through regular mail. You may also indicate in the e-mail to ISSP, if you wish your application to be delivered by express mail (please purchase express mailing label through <https://study.eshipglobal.com/>)

#### REPORTING REQUIREMENTS

- F-1 students must report with any change in telephone number or address to ISSP and SEVP Portal within **10** days of change.
- F-1 students must report with any change in employment within 10 days to ISSP by submitting/emailing a self-evaluation with previous employer, a new I-983 Form for the new employer, and a new offer letter in order for ISSP to generate an updated I-20.
- F-1 student must report/email your assigned advisor at ISSP the following with International Student Advisor every **6** months: Legal name, Mailing Address, Employer name and address, Status of current employment.
- F-1 student must complete two self-evaluations during the course of STEM OPT period: the first one within 12 months of the STEM OPT start date and a second, concluding evaluation at the end of his or her STEM OPT period. Evaluations must be signed by student and student’s immediate supervisor, and then submit/email to ISSP.

#### WHERE TO MAIL DOCUMENTS

You are responsible for mailing all documents once they are returned to you along with the endorsed I-20 for your OPT/STEM extension. The responsibility to mail out your documents to USCIS prior to your OPT expiring is your responsibility. It must be received by USCIS within 60 days of issuance.

If you live in: 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 mail documents to one of the following addresses.

##### USCIS Phoenix Lockbox

For U.S. Postal Service (USPS) deliveries:

USCIS  
PO Box 21281  
Phoenix, AZ 85036

For express mail and courier deliveries:

USCIS ATTN:AOS  
1820E. Skyharbor Circle S, Suite 100  
Phoenix, AZ 85034

If you live in: 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 mail documents to one of the following addresses.

##### 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