# UNIVERSITY OF OREGON
## Office of International Affairs

# 24-MONTH STEM EXTENSION OF OPT

INFORMATION AND APPLICATION INSTRUCTIONS                    rev 2017-04-17

**STEM EXTENSION OF OPT: 24 MONTHS**

If you are an F-1 student currently on post-completion Optional Practical Training (OPT), you may be eligible to apply for a 24-month extension of your OPT if you have a qualifying U.S. degree in a STEM (science, technology, engineering, and mathematics) field <u>and</u> a job offer in that field from an eligible E-Verify employer. For further information, read through this entire information and application packet.

**GENERAL ELIGIBILITY: READ CAREFULLY**

If you are a University of Oregon F-1 student on post-completion Optional Practical Training and want to apply for the STEM extension, you must meet the following requirements. For each requirement, see the corresponding section.

1. You must be in valid F-1 student status engaged in post-completion OPT (See **Section A**)
2. You must have a qualifying STEM Degree (See **Section B**)
3. You must have a qualifying job offer from an E-Verify employer (See **Section C**)
4. You and your employer must agree to comply with all STEM OPT reporting and self-evaluation requirements (See **Section D**)
5. You must agree to maintain F-1 student status during your STEM OPT extension period (See **Section E**)

➔ **Section A: You Must Be in Valid F-1 Status as a Student on Post-Completion OPT**

In order to apply for the 24-month STEM extension, you must meet the following F-1 status requirements

☐ You must currently be in F-1 status engaged in an initial 12 month of post-completion OPT
☐ You must have an active SEVIS record with the University of Oregon
☐ You must have a valid, unexpired passport and I-94 record
☐ You must have a valid, unexpired Employment Authorization (EAD) card – you cannot apply for the STEM extension once or after your EAD card has expired

➔ **Section B: You Must Have a Qualifying Degree in a STEM Major**

To apply for the extension, you must have a qualifying degree in a STEM-major field

☐ Your degree may be your <u>most recent</u> degree issued by the University of Oregon <u>OR</u> another, earlier degree issued by either the University of Oregon or by another accredited U.S. college or university
☐ You cannot have already been granted a STEM extension previously based on the degree (a degree can be used <u>only</u> once to qualify you for the 24-month STEM extension)
☐ Your degree must be in a major listed on the most recent STEM OPT major list (for the most recent list, go to the following URL: https://www.ice.gov/sites/default/files/documents/Document/2016/stem-list.pdf)
☐ If your qualifying degree was not granted by the University of Oregon, you must provide a copy of your I-20 from your earlier institution, as well as a copy of your official transcript, that clearly indicates your degree major(s)
☐ You may be eligible for a maximum of two STEM extensions throughout your lifetime, although you cannot get more than one STEM extension per degree and per educational level

➜**Section C: You Must Have a Qualifying Job Offer from an Eligible E-Verify Employer**
In order to apply for the STEM extension, you must have a qualifying job offer that meets the following requirements:

- ☐ The job duties must be related to the STEM field for which you received your qualifying STEM degree
- ☐ The job offer must be from an employer enrolled in and in good standing with the U.S. Citizenship and Immigration Service's E-Verify Program (your employer must provide you with their E-Verify number)
- ☐ Your employer must also have a valid Employer Identification Number (EIN)
- ☐ You and your employer must complete a I-983 Training Plan and abide by all of the conditions outlined in the I-983 Training Plan (see Page 3 for more information about the I-983 Training Plan)
- ☐ Your job offer cannot be for unpaid or volunteer work or for self-employment
- ☐ Your job offer must be from a company or organization with whom you are considered a bona fide employee subject to the same working terms and conditions as other similarly-hired employees
- ☐ Staffing, hiring, and job placement agencies cannot complete the I-983 Training Plan; this must be completed by an E-Verify company where you are actually placed or will be doing the work
- ☐ Your job offer must provide a full-time opportunity of at least 20 hours per week; if working for more than one employer, each opportunity must be at least 20 hours per week
- ☐ If you will work for multiple employers during your STEM extension, you must submit a I-983 Training Plan for each employer, and each employer must be enrolled in the E-verify program

➜ **Section D: You (and Your Employer) Must Agree to Reporting and Self-Evaluation Requirements**
While on the STEM extension, both you and your employer must abide by certain reporting requirements

- ☐ You must notify the Office of International Affairs (at intl@uoregon.edu) of any change to your U.S. residential address within ten days of your move
- ☐ You must submit a Validation Report to the Office of International Affairs every six months during your STEM extension period that confirms your address and employment information
- ☐ You must notify the Office of International Affairs (at intl@uoregon.edu) if you resign or leave your STEM employer, within five business days of your departure; your employer must also make the same notification to the Office of International Affairs within five business days
- ☐ You must submit to the Office of International Affairs a completed annual self-evaluation after the first twelve months and a second and final evaluation self-evaluation at the end of your STEM extension, as specified in pages 6 and 7 of your Form I-983 Training Plan

➜ **Section E: You Must Maintain F-1 Status During Your STEM Extension Period**
During your STEM extension period, you must continue to maintain F-1 student status. If your status changes, you must notify the Office of International Affairs (at intl@uoregon.edu) within five business days of any change.

- ☐ During your STEM extension, you must retain valid F-1 documents, including a valid passport and a STEM extension OPT Extension I-20 from the University of Oregon
- ☐ You are allowed an additional 60 days of unemployment in addition to the 90 days granted during your initial post-completion OPT, for a total of 150 days; if you exceed 150 days of unemployment, your STEM extension period will be terminated
- ☐ If your job duties change significantly you must submit a new Form I-983 to the Office of International Affairs
- ☐ If your immigration status changes during your STEM extension, the STEM extension benefit ends
- ☐ If you accept employment with an employer that is not enrolled in the E-Verify program and/or employment not related to your STEM major, the employment is unauthorized and your F-1 status may be terminated
- ☐ If you fail to provide a six-month validation report, the annual or final self-evaluation, or meet other reporting requirements, your F-1 status may be terminated

**APPLICATION PROCESS**
Please read through and follow each step carefully when preparing your STEM Extension application.

Step **One**:       Read through this entire packet to ensure that you understand all of the requirements for the STEM extension of your OPT.

Step **Two**:       Make an in-person or phone appointment with an international student advisor to discuss any questions / concerns. To make a phone appointment, call 541-346-3206 to speak to a representative from the Office of International Affairs.

Step **Three**:     Submit the following documents to International Student and Scholar Services no earlier than 90 days and no later than 15 days **before your post-completion OPT expires**. USCIS will not accept an application after your post-completion OPT expires. We recommend mailing your documents to the Office of International Affairs using US Priority Mail, Federal Express, UPS, or another delivery service.

- ☐ Completed STEM Extension Request Form (see Pages 4-5)
- ☐ Copy of your post-completion EAD card
- ☐ Copy of your I-94 admission record (https://i94.cbp.dhs.gov)
- ☐ Copy of completed Form I-765 Application for Employment Authorization (see back page)
- ☐ Original Form I-983 Training Plan signed by you and your employer (if basing your authorization on multiple employers, submit separate I-983 Training Plans for each employer) – see Page 3 for more information about Form I-983
- ☐ Evidence of qualifying degree (choose one)
    - o Copy of UO diploma OR
    - o If applying on the basis of a STEM degree completed previously at another U.S. college or university, copy of your transcript showing your graduation and most recent I-20 from that college or university

Step **Four**:      Once ISSS receives your information, an advisor will review your request. If the request is approved, the advisor will issue to you a new STEM Extension OPT I-20. When you receive your new I-20, you should sign it at the bottom of page 1. Please allow at least 5-7 business days for processing.

Step **Five**:      Prepare your I-765 Application packet for delivery to USCIS. Remember that USCIS must receive your application **before** your current OPT authorization expires. Your complete application will include:

- ☐ USCIS Form G-1145 (download from http://www.uscis.gov/g-1145)
- ☐ Check or money order for US $410 made payable to the "US Department of Homeland Security"
- ☐ Two color U.S.-style passport photos taken within the past 30 days
- ☐ Completed and signed Form I-765 Application for Employment Authorization
- ☐ Copy of your STEM Extension OPT I-20
- ☐ Copy of your OPT I-20 and Employment Authorization (EAD) card
- ☐ Copy of your qualifying degree – e.g., copy of your UO diploma or transcript or previous school's diploma / transcript
- ☐ Copy of your passport identity page
- ☐ Printout of your I-94 admission record (printout from https://i94.cbp.dhs.gov)
- ☐ Copy of your F-1 visa

Note: You do not need to include a copy of Form I-983 with your I-765 application packet, but you should retain a copy for yourself and your employer.

Step **Six**:     Mail the application within one week (choose mailing option) of receiving your STEM Extension OPT I-20. If your mailing address on Form I-765 is in Oregon, California, or Washington, send your packet to:

|  Using US Post Office | Recommended: Using Federal Express, UPS, etc. |
| --- | --- |
| USCIS | USCIS |
| PO Box 21281 | Attn: AOS |
| Phoenix AZ  85036 | 1820 E. Skyharbor Circle S, Suite 100 |
|  | Phoenix AZ  85034 |

If you do not live in one of these states, refer to USCIS filing address instructions at https://www.uscis.gov/i-765-addresses. It is strongly recommended that you use a service that includes delivery confirmation. You may need to show your employer that the I-765 was received by USCIS before your OPT expired in order to extend your employment authorization for up to 180 days (see next section)

Step **Seven**:     Present your employer with delivery confirmation information showing that you have mailed the I-765 application form to USCIS. You should receive a written receipt within 2-3 weeks and a new 24-month Employment Authorization (EAD) card within 2-3 months.

**APPLICATION DEADLINES AND TEMPORARY EMPLOYMENT AUTHORIZATION**
The U.S. Citizenship and Immigration Services (USCIS) will accept an I-765 application for the STEM extension no earlier than 9 days before your current post-completion OPT expires, and no later than the day your current OPT expires. If your I-765 application is received after your EAD card for post-completion OPT has expired, the application will be denied.

You may begin working temporarily under the STEM extension for your E-Verify employer while your I-765 application is pending, as long as you have confirmation that USCIS has received your application before your initial post-completion OPT expired. This temporary authorization is for a period of up to 180 days, and is valid until your application is approved (or rejected). Please refer your STEM employer to USCIS Publication M-274 for information about employment verification procedures for students with pending STEM extension applications.

**INFORMATION ABOUT THE FORM I-983 TRAINING PLAN**
The 24-month STEM Extension OPT regulations require that you submit a Form I-983 Training Plan to the Office of International Affairs for each E-Verify employer before you can be recommended for the STEM extension benefit. The I-983 Training Plan reflects the purpose of the STEM extension, which is to provide F-1 students educational and learning experiences through on-the-job training in a science, technology, engineering, or mathematics field. You and your E-Verify employer must complete the I-983 and submit it to an international student advisor in the Office of International Affairs. **Please note: the Office of International Affairs cannot complete Form I-983 for you. All sections (except where indicated below) must be completed by you and your employer before the form is submitted to the Office of International Affairs.** For additional assistance with Form I-983, go to https://studyinthestates.dhs.gov/form-i-983-overview.

**Section 1:  Student Information**

☐   Name of School Recommending STEM OPT: **University of Oregon**
☐   SEVIS School Code for University of Oregon: **POO214F00001000**

☐ Designated School Official Contact Information:
  ○ **Becky Megerssa, Office of International Affairs, 5209 University of Oregon, Eugene OR 97403-5209**
  ○ **(541) 346-3206 / sevis@uoregon.edu**
☐ Employment Authorization Number: **Indicate USCIS # from your current EAD card**

## Other Notes

☐ Form I-983 must be signed by an employer (in many cases, your supervisor and/or a representative from your employer's Human Resources office) for whom you will be working as a bona fide, paid employee – this means that the employer sections of Form I-983 cannot be signed by you yourself (as a self-employed business owner), by a representative of a volunteer organization, or by a staffing or job placement agency
☐ You must submit an original and complete Form I-983 for each E-Verify employer you work for during your STEM extension period – if you are changing or adding a second STEM employer, a new Request Form (see
☐ If your job duties change significantly then you and your employer must submit a revised Form I-983 to the Office of International Affairs
☐ Failure to pursue the job training offer indicated in the I-983 Training Plan may lead to termination of the STEM extension benefit
☐ If you are changing your STEM employer or adding a new STEM employer, you must complete

## FOR MORE ASSISTANCE

Contact the Office of International Affairs for additional information and assistance. Always include your full name, UO ID number, and contact information in any message sent to us.

International Student and Scholar Services
Office of International Affairs
University of Oregon
Oregon Hall, 3rd Floor

**Temporary Office Location (2018):**
**McArthur Court, 1601 University Street**

| | |
|---|---|
| Mailing Address: | Office of International Affairs<br>5209 University of Oregon<br>Eugene OR 97403-520 |
| Telephone: | (541) 346-3206 |
| E-mail: | intl@uoregon.edu (for general questions) |
| E-mail: | sevis@uoregon.edu (to report employment completion or termination) |
| Validation Reports: | http://isss.uoregon.edu/forms<br>Search for "OPT Update and Validation Form" |

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# F-1 STEM EXTENSION OPT REQUEST FORM (Initial Employment)

**Instructions**. Complete this form and submit to International Student and Scholar Services, along with all supporting documents, up to 90 days but no later than 15 days before your Optional Practical Training expires.

## A. STUDENT INFORMATION
Your F-1 SEVIS record will be updated with the contact information you indicate below. Any documents will be mailed to the address indicated below.

| | | | |
|---|---|---|---|
| Family Name | | UO ID Number | |
| Given Name | | SEVIS ID Number | |
| U.S. Street Address | | E-Mail Address (1) | |
| Apartment # (if any) | | E-Mail Address (2) | |
| City / State / ZIP | | Tel. / Cell Phone | |

## B. QUALIFYING U.S. DEGREE
In order to qualify for the STEM extension, you must have a qualifying U.S. degree in a STEM major. Your qualifying degree may be your most recent degree from the University of Oregon, OR a previous degree issued by the University of Oregon or another accredited U.S. college or university. A degree can be used only once to qualify you for the STEM benefit. Select which degree you are using (check one of the following)

☐ **Option A**. I am applying for the STEM extension based on my most recent University of Oregon degree, which I received on (indicate mm/yyyy) _____

☐ **Option B**. I am applying for the STEM extension based on a previous University of Oregon degree that I received before my most recent UO degree. I received this degree on (indicate mm/yyyy) _____

☐ **Option C**. I am applying for the STEM extension based on a previous degree I received from another U.S college or university, before I came to the University of Oregon. Indicate degree information below:

| | | | |
|---|---|---|---|
| College / University Name | | | |
| College / University Web Site | | | |
| Degree Awarded (e.g., BS, MS) | | Date Awarded (mm/yy) | |
| Degree Major 1 (e.g., Biology) | | CIP Code 1* | |
| Degree Major 2 | | CIP Code 2* | |

*The CIP Code is printed on your Form I-20. For older I-20s used before 2016, the CIP code is printed on the top of page 3. For newer I-20s introduced in 2016, the CIP code is printed on page 1. CIP Code Example: 11.0101 (Computer & Information Science)*

## C. QUALIFYING STEM EMPLOYMENT AND EMPLOYER INFORMATION

| | | | |
|---|---|---|---|
| Your Job Title | | # Hours Per Week | |
| Employer Name | | Employer E-Verify # | |
| Employer EIN # | | Employer Phone | |
| Supervisor Name | | Supervisor Phone | |
| Supervisor Title | | Supervisor's E-mail | |

**OIA USE ONLY:** STEM OPT Start _____ STEM OPT End _____

**D. DELIVERY INSTRUCTIONS**

Please indicate how you would like any materials, including your STEM Extension OPT I-20, to be delivered to you. Please note that due to Homeland Security restrictions, I-20s <u>cannot</u> be sent by e-mail or fax, but can only delivered in the original.

☐ Please send my documents to the mailing address indicated in Section A of this form (regular first-class mail will be used free of charge)

☐ Please send me instructions so that my documents can be sent to me by Federal Express or UPS (shipping fees apply)

☐ Please hold my documents at the Office of International Affairs for pick-up, once they are ready. You will be notified by e-mail when the documents (we cannot release documents to third parties)

**STUDENT VERIFICATION (REQUIRED – YOUR REQUEST CANNOT BE PROCESSED WITHOUT YOUR SIGNATURE)**

I verify that I have read the information enclosed in the University of Oregon's STEM Extension OPT Information Packet, and understand the requirements for applying for the STEM extension benefit and for maintaining F-1 status while on the STEM extension OPT. I understand that while working on the STEM OPT extension, I am responsible for maintaining contact with and updating information as required and necessary to the Office of International Affairs, at intl@uoregon.edu.

_____      _____

Signature                                                    Date

_____

Name (Printed)

**UNIVERSITY OF OREGON**
**Office of International Affairs**

# F-1 STEM EXTENSION OPT – ADD/CHANGE EMPLOYER

**Instructions**. For F-1 students who have already been approved for the STEM OPT extension. DO NOT USE to request initial authorization. Complete this form and submit to International Student and Scholar Services, along with all supporting documents, in order to request authorization to **add** a new STEM OPT employer or **change** from your existing STEM employer to a new STEM employer.

## A. STUDENT INFORMATION
Your F-1 SEVIS record will be updated with the contact information you indicate below.

| Family Name | | UO ID Number | |
|---|---|---|---|
| Given Name | | SEVIS ID Number | |
| U.S. Street Address | | E-Mail Address (1) | |
| Apartment # (if any) | | E-Mail Address (2) | |
| City / State / ZIP | | Tel. / Cell Phone | |

## B. STEM OPT EMPLOYER UPDATES (COMPLETE ALL THAT APPLLY)

☐ **ADD** a new employer to your F-1 SEVIS STEM OPT extension information (check if applicable)

| New Job Title | | # Hours Per Week | |
|---|---|---|---|
| New Employer Name | | Employer E-Verify # | |
| Employer EIN # | | Employer Phone | |
| Supervisor Name | | Supervisor Phone | |
| Supervisor Title | | Supervisor's E-mail | |

☐ **REMOVE** previous STEM OPT employer from your STEM OPT extension information (check if applicable)
If you are changing your STEM OPT employer, please provide the following information so your STEM OPT record can be updated. Any employer listed here will be removed from your record. Updates should be made within 5 days of leaving employment.

| Previous Employer #1 Name | | Last Date of Employment with Previous Employer #1 | |
|---|---|---|---|
| Previous Employer #2 Name | | Last Date of Employment with Previous Employer #2 | |

## C. REQUIRED ATTACHMENTS (FORM I-983)
Send this form along with required attachments to the Office of International Affairs, by email (intl@uoregon.edu) or fax (541-346-1232). Required attachments include:

1) Completed Form I-983 (Pages 1 – 4) for each new STEM OPT employer and/or
2) Final Self-Evaluation (Page 5 of Form I-983) upon ending or stopping employment with a previous STEM OPT employer

Form I-983 may be downloaded from https://studyinthestates.dhs.gov/students-and-the-form-i-983

**D. DELIVERY INSTRUCTIONS**

Indicate how you would like any materials, including your updated STEM Extension OPT I-20, to be delivered to you. Please note that due to Homeland Security restrictions, I-20s <u>cannot</u> be sent by e-mail or fax, but can only delivered in the original.

☐ Please send my documents to the mailing address indicated in Section A of this form (regular first-class mail will be used free of charge)

☐ Please send me instructions so that my documents can be sent to me by Federal Express or UPS (shipping fees apply)

☐ Please hold my documents at the Office of International Affairs for pick-up, once they are ready. You will be notified by e-mail when the documents (we cannot release documents to third parties)

**STUDENT VERIFICATION (REQUIRED – YOUR REQUEST CANNOT BE PROCESSED WITHOUT YOUR SIGNATURE)**

I verify that the information provided on this form and any required attachments are accurate and in compliance with F-1 requirements for maintaining status under the terms of the STEM OPT extension. In addition, I acknowledge that I am responsible for maintaining contact with and updating information as required and necessary to the Office of International Affairs, at intl@uoregon.edu.

_____          _____

Signature                                                                               Date

_____

Name (Printed)

# FORM I-765 INSTRUCTIONS

**Download Form I-765 from http://www.uscis.gov/i-765**

- ☐ **TYPE** your I-765 answers using the downloaded, fillable PDF form from http://www.uscis.gov/i-765
- ☐ **PROOFREAD** your I-765 once you have completed the form
- ☐ **SIGN** the I-765 once done
- ☐ **PROVIDE** a copy to an international student advisor for review

| I-765 QUESTION | INSTRUCTIONS |
|---|---|
| **"I am applying for"** | Check the box for "Permission to accept employment" |
| **1. Full Name\*** | Print your FAMILY NAME, Given Name |
| **2. Other Names Used** | Indicate other names, such as a maiden name, but do not include nicknames |
| **3. U.S. Mailing Address\*** | Indicate a U.S. address to which your EAD card will be sent. |
| **4. Country of Citizenship\*** | Indicate country of citizenship |
| **5. Place of Birth\*** | Indicate place of birth, including town/city, province, and country |
| **6. Date of Birth\*** | Use MM / DD / YYYY format |
| **7. Gender\*** | Indicate gender |
| **8. Marital Status\*** | Indicate marital status |
| **9. Social Security Number** | Indicate if you have received a Social Security card before (yes or no) |
| | For Question 9b, indicate your SSN if you received a SSN card before. |
| **10 – 13. Do you want a SSN card?** | If you want to apply for a SSN card, answer "Yes" to Question 11 and complete Questions 12(a), 12(b), 13(a), 13(b). If you do not want to apply for a SSN card, answer "No" and skip to Question #14. |
| **14. Form I-94 Number** | Print out your I-94 from https://i94.cpb.dhs.gov |
| **15. [Previous USCIS employment]** | Indicate "YES" and provide details about your current 12-month OPT authorization and any other employment authorization cards you may have received from USCIS. Consult with your international student advisor if uncertain. |
| | **Which USCIS Office** – in most cases, "Potomac Service Center" |
| | **Dates** – indicate start date of your current OPT |
| | **Results** – indicated "Granted"; attach copies of each EAD card you have received |
| **16. Date of Last Entry into U.S.\*** | Indicate date that you last entered the United States |
| **17. Place of Last Entry into U.S.\*** | Indicate location of last entry into the United States (typically this is the airport or border crossing of last arrival - e.g., Los Angeles, Seattle, Portland, Blaine WA, JFK International Airport, etc.) |
| **18. Status at Last Entry\*** | Indicate your status when you last entered the U.S. (in most cases, F-1 student) |
| **19. Current Immigration Status\*** | Current status should be F-1 Student |
| **20. Eligibility Category\*** | Answer ( C ) ( 3 ) ( C ) |
| **21. ( C ) ( 3 ) ( C ) Eligibility\*** | • For degree, answer "BS", "MS", "PhD", etc. |
| | • For employer name, indicate name of employer in E-Verify system |
| | • For employer E-Verify number, indicate employer's E-verify Number |
| **22 and 23.** | Leave blank |

**CERTIFICATION: Sign and date the form and enter your phone number\***