

**24-Month STEM OPT Extension Application**

**International Services**

**Instructions:**

To request an OPT STEM extension I-20, **you must submit this form AND I-983** to intlservices@webster.edu.

Your email subject line should be**:**

**OPT STEM Extension Request, Last name, First name, Webster ID #, campus code (WEBG/ORLN/KANS, etc.)**

**Eligibility:**

F-1 students who are currently authorized for OPT employment based on completion of a Bachelor’s, Master’s or Ph.D. degree in a STEM field, as defined by DHS, may be eligible for a 24-month extension of OPT. In order to be eligible for this extension, students applying for this benefit must:

* Already be on valid OPT based on a STEM-eligible degree. See eligible degrees here:

<https://studyinthestates.dhs.gov/eligible-cip-codes-for-the-stem-opt-extension> Have had fewer than 90 days of unemployment while on OPT.

* Be employed by, or have a job offer from, ***an*** ***employer who is registered in the E-Verify employment verification system.***

There is a lifetime limit of **two** periods of 24-month STEM OPT, each occurring after a higher degree level has been obtained. A STEM degree obtained at a U.S. university prior to your current degree may be the basis for a STEM extension under certain circumstances. See detailed information on the STEM Hub:

<https://studyinthestates.dhs.gov/stem-opt-hub>

**Materials required for the 24-Month STEM OPT Extension Application: To International Services:**

\_\_\_\_ Completed and signed application (pages 3 & 4 of this document)

\_\_\_\_ Completed I-983 Form: https://studyinthestates.dhs.gov/form-i-983-overview

* + *Email both forms to intlservices@webster.edu*
  + Subject Line: STEM OPT Request, Last name, First name, Webster ID #, campus code

**To USCIS:**

**Please refer to the USCIS OPT section for required documents:**

<https://www.uscis.gov/working-united-states/students-and-exchange-visitors/students-and-employment/stem-opt>

\_\_\_\_ Completed and signed **Form I-765** (see “Hints” below) https://www.uscis.gov/i-765

\_\_\_\_ **Form G-1145** (Optional:If you want to receive an e-mail and/or a text message that your I-765 has been accepted at a USCIS Lockbox facility

\_\_\_\_ **Check or money order for $410**, payable to “Dept. of Homeland Security”

\_\_\_\_ **2 color, U.S. passport-style, photographs** (see “Guidelines” below) – write name & SEVIS ID on back

\_\_\_\_ Copy of the front and back of your current **OPT-EAD card**

\_\_\_\_ Copy of **new I-20** from International Services, with recommendation for OPT extension (*keep the original I-20*)

\_\_\_\_ Copy of all previous I-20s

\_\_\_\_ Evidence that your degree meets the STEM degree/major requirements.

**ONLY ONE** of the following must be submitted with your application:

* Official transcript (Request from Registrar’s Office), OR
* Copy of the diploma that shows your degree level and program of study

\_\_\_\_ Copy of your current I-94 printout

\_\_\_\_ Copy of your passport identity page (and any renewal pages)

# Page 2 Submitting Your STEM OPT Extension Application to USCIS

You are required to submit the application on your own to the appropriate USCIS Service Center (see page 4 for mailing instructions). Please be aware of the following:

* Be sure to sign your STEM OPT I-20 form when you receive it from Webster University.
* Make a copy of the entire application before you submit it to the USCIS.
* Submit the application to the USCIS Lockbox with jurisdiction over the address you list on the I765 form. Filing jurisdiction information can be found at: <https://www.uscis.gov/i-765>

**Download I-765 form here:** [**https://www.uscis.gov/i-765**](https://www.uscis.gov/i-765)

**Hints for filling out Form I-765 –**

Item #3 Use your current address. If you address changes you are required to

immediately update our office & USCIS at<https://www.uscis.gov/addresschange> Mail from USCIS is not forwarded by the Postal Service.

|  |  |
| --- | --- |
| Item #9 | Use your U.S. Social Security Number. |
| Item #10 | This is the 11-digit number on your most recent I-94 |
| Item #11 | Includes your current OPT information. |
| Item #14 | USCIS wants to know what your status was the last time you entered the U.S. For most students applying for OPT, it is “F-1”. |
| Item #15 | This must be “F-1”. |
| Item #16 | (C)(3)(C) |
| Item #17 | Degree = your degree level and major; Employer’s name as listed in E-Verify; |

Employer’s E-Verify Identification Number (E-Verify information can only be obtained from your employer) Applicant’s signature has be in BLUE pen

**Guidelines for the “Two Passport Style” photos**

* 2 recent passport-style photos on white background.
* The photo must be 2x2 inches; the images must be no more than 1 3/8 inches from the top of the head to the chin.
* Your name and I-94 number must be printed in pencil on the back of the photos.
* **Photos should be taken within the last 30 days prior to the extension application**. Photos used for obtaining a non-U.S. passport or a U.S. visa stamp are not acceptable
* ***It is student’s responsibility to make sure USCIS receives all required application materials within 30 days of the new OPT I-20 being issued. You must mail your completed application packet with TRACKING (via FedEx) to USCIS.***

***The dates on the I-765, check, photos, and I-20 must also be less than 30 days old!***

* ***Submit the STEM OPT application to USCIS within 90 days of your initial OPT expiration date.***

* ***While the STEM OPT I-765 is pending with USCIS, you may continue to work for up to 180 days.***

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# 24-Month STEM OPT Extension Application

*Complete this form and email it to intlservices@webster.edu*

*Subject Line: STEM OPT Request, Last name, First name, Webster ID # campus code (WEBG/ORLN, etc.)*

Last name: CHALLAGULLA First name: SAIRAJA

Webster ID # 4139659 SEVIS ID #: N0012940728

Phone #: 2709434789 Email address: sairaja.challagulla@gmail.com

Current home address: 8909 N Scrimshaw Dr, APT 204, Peoria, Illinois, 61615

Your Job Title: AWS Cloud Engineer

How do you want to receive your new STEM OPT I-20. (Your new I-20 will be ready **in 5-7 business days**):

By mailing to my current home address : 8909 N Scrimshaw Dr, APT 204, Peoria, Illinois, 61615

I understand that I must mail this form to International Services in order to request my STEM OPT I-20 form.

**By signing below, you verify that you understand and agree to adhere to the following DHS regulatory requirements:**

1. You are currently on Optional Practical Training (OPT) and are employed or have been offered employment for practical training in your major field of study.

1. Your current or future employer is enrolled in E-Verify. For more information, see:

<http://www.dhs.gov/ximgtn/programs/gc_1185221678150.shtm>

1. You have not been unemployed for more than 90 days while on OPT.

1. **You will report to International Services via** [**www.webster.edu/iris**](http://www.webster.edu/iris) **within 10 days of each occurrence:**  any change in your home address each time that you move
   * any change in the name **AND/OR** the address of your employer by submission of a new [I-983 form](https://studyinthestates.dhs.gov/form-i-983-overview)
   * the loss of your job at any time during your OPT authorization

1. Your employer agrees to notify the Office of International Affairs (intlservices@webster.edu) within 5 days in the event of the **termination of your employment or your departure from the job.**

1. You and your employer agree to **submit an** [**I-983 form**](https://studyinthestates.dhs.gov/form-i-983-overview) **to update your employment information** as soon as a material change occurs and within 10 days of each 12-month evaluation.

1. Your OPT will end if you accrue a total of 150 days of unemployment (counted from the start of your total OPT period), or if you transfer to another school.

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1. **The STEM OPT extension regulations have added new reporting requirements that must be completed in order to maintain your status.** You will “check in” with IS (intlservices@webster.edu) with an e-mail titled “STEM OPT validation” Last name, First name, Webster ID #, campus code (WEBG/ORLN/KANS, etc.) **every six months** during the STEM OPT extension from the start date listed on your new OPT card; at those check-ins, we need your mailing address as well as your employer’s name and address.

The reporting requirements include a 6-month demographic information update and a 12 and 24 month selfevaluation.

**Every 6 months** I will report to the Designated School Official (DSO) verifying that my details have not changed:

My STEM OPT start date is: 12/07/2018

My first 6 month reporting date falls on: 06/07/2019

My second 6 month reporting date (12 months into extension) is: 12/07/2019

My third 6 month reporting date (18 months into extension is: 06/07/2020

My last 6 month reporting date (24 months into extension) is: 12/07/2020

Additionally, 12 months and 24 months into my STEM extension I must submit a self-evaluation:

My first self-evaluation at 12 months into my STEM extension is due on :12/07/2019

My second self-evaluation at 24 months into my STEM extension is due on : 12/07/2020

1. **Traveling While on OPT Extension**: You may travel while on OPT Extension. However, please keep in mind that you are still in F-1 status and that you will need the following in order to re-enter the United States:

* + A valid travel signature on your most current I-20 (within 5 months of re-entry)
  + Your unexpired Employment Authorization Document (EAD) or I-797 receipt notice
  + A letter from your employer indicating that you currently hold a job in your field of study and will be returning to the U.S. to resume employment
  + A valid passport
  + A valid F-1 visa

1. **After completing your 24-month STEM OPT Extension**: You are entitled to a 60-day grace period after the last day of OPT as indicated on your EAD. You may not work during your 60-day grace period. This 60-day grace period is to return home or to start a new program. You will need to notify the Office of International Affairs if you plan to begin another course of study after your OPT ends.

*I affirm that I understand the information provided to me on this application form and on the supplemental “OPT STEM Extension Information Sheet”, and I agree to the conditions set forth as described by these documents.*

Sairaja challagulla 09/05/2018

Print Name (*this indicates your signature of this form*) Date

## Page 5 Mailing your Completed Application Packet to USCIS

*Please choose the mailing address that corresponds to the state in which you are currently living:*

|  |  |
| --- | --- |
| **USCIS Phoenix and Dallas Lockbox Facilities** | |
| **If you live in:** | **Mail your application to:** |
| 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. | **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  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 |
|  |  |

**E-Notification:** If you want to receive an e-mail and/or a text message that your Form I-765 has been accepted at a USCIS Lockbox facility, complete **Form G-1145** [**(**https://www.uscis.gov/g-1145*)*](https://www.uscis.gov/g-1145), and clip it to the first page of your application.