



## **What is the OPT STEM Extension?**

The OPT STEM Extension is a 17-month extension of Post-Completion OPT work authorization for individuals who are engaged in Post-Completion OPT based on a bachelor's, master's, or Ph.D in certain STEM (Science, Technology, Engineering, Math) fields.

## **Who is Eligible for the OPT STEM Extension?**

F-1 students who:

- 1). are on OPT following completion of a STEM degree (*see p. 2 for a list of STEM majors at FSU*)
- 2). are currently on post-completion OPT and have only worked for a U.S employer in a job directly related to student's STEM field listed on I-20
- 3). have or will have an employer registered with E-verify
- 4). have never had a previous OPT STEM Extension (STEM Extensions provide a once in a lifetime authorization)

## **What is E-verify?**

E-verify is a program that electronically compares information on the I-9 form with Social Security and DHS records to help employers verify identity and employment eligibility of new hires. It is currently free in all 50 states. Your employer can register with E-verify at [www.uscis.gov](http://www.uscis.gov).

## **When should I apply for the OPT STEM Extension?**

An F-1 student may apply for the STEM Extension within 120 days of the initial post-completion OPT end date. The STEM Extension application MUST be received by USCIS before the end date of the initial post-completion OPT period. We recommend that students apply at least 90 days before the post-completion OPT end date.

## **When can I begin my STEM Extension work?**

The STEM Extension work authorization begins on the day after the expiration of the initial post-completion OPT authorization, and ends 17 months later, regardless of the date the actual extension is approved. Students who timely file a STEM Extension application will be able to continue employment with the E-verify employer while the extension application is pending, until adjudication or for 180 days, whichever comes first.

## **Can I change employers during the OPT STEM Extension?**

Yes. However, you can only change employment to another employer registered with E-verify. The employment must also be directly related to your STEM degree. It is NOT recommended to change E-verify employers while the application is pending with USCIS since the I-765 names a specific employer.

## **Can I remain unemployed during my OPT STEM Extension?**

During this time, your F-1 status is dependent on employment. Students must not accrue an aggregate of more than 120 days of unemployment during the total 29 month OPT period.

## **What are my reporting requirements while on the OPT STEM Extension?**

STEM OPT students must report to the CGE every 6 months following the start date of the 17-month extension, even if there is no information to update. The student must report: legal name, residential or mailing address, e-mail address, employer name, and employer address. Students can report this information starting 15 days before the reporting date and up to 31 days after. SEVIS will automatically terminate a student's OPT and F-1 status if the student fails to report to his/her school within this timeframe. This information is to be reported online at: <http://cge.fsu.edu> under: International Students/F-1 Status Students/F-1 Forms/OPT Update Form.



**What if I have a Bachelor's Degree in Actuarial Science but my current OPT is based on my MBA? Am I eligible?**

No. To be eligible for the OPT extension, the student must currently be in an approved post-completion OPT period based on a designated STEM degree.

**If my primary major is not a STEM degree but my secondary major is in STEM, do I qualify?**

Yes, as long as the secondary major is listed on your I-20 and your current OPT work directly relates to that major.

**FSU Eligible STEM Majors**

**Biological/Biomedical Sciences (26.XXXX)**

- Biochemistry
- Biological Science
- Biomedical Sciences
- Biostatistics
- Computational Biology - Biology
- Computational Biology - Computational Science
- Computational Structural Biology
- Exercise Science
- Exercise Physiology
- Molecular Biophysics
- Neuroscience
- Sports Nutrition
- Sports Sciences

**Business, Management, Marketing and Related Support Services (52.XXXX)**

- Actuarial Science

**Computer and Information Sciences and Support Services (11.XXXX)**

- Computer Science
- Computer and Network Systems Administration
- Information Communication & Technology
- Information Security
- Information Technology

**Cyber/Computer Forensics & Counterterrorism (43.XXXX)**

- Computer Criminology

**Education (13.XXXX)**

- Instructional Systems & learning Technologies
- Measurement and Statistics
- Program Evaluation
- Performance Improvement and HR Development.

**Engineering (14.XXXX):**

- Bioengineering - Chemical
- Biomedical Engineering
- Biomedical Engineering - Chemical
- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Engineering, Undecided
- Engineering Management
- Environmental Engineering - Chemical
- Environmental Engineering - Civil
- Global Manufacturing
- Industrial Engineering
- Material Engineering - Chemical
- Mechanical Engineering
- Sustainable Energy

**Mathematics and Statistics (27.XXXX)**

- Applied and Computational Mathematics
- Biomathematics
- Financial Mathematics
- Mathematics
- Statistics
- Statistical Data Science

**Multi/Interdisciplinary Study (30.XXXX)**

- Computational Science
- Computational Science - Atmospheric Science
- Computational Science - Biochemistry
- Computational Science - Biological Science
- Computational Science - Geological Science
- Computational Science - Materials Science
- Computational Science - Physics

**Natural Resources and Conservation (03.XXXX)**

- Environmental Science
- Environmental Science and Policy

**Physical Sciences (40.XXXX)**

- Analytical Chemistry
- Applied Geosciences
- Aquatic Environmental Science
- Biological Oceanography
- Chemical Oceanography
- Chemical Physics
- Chemical Science
- Chemistry
- Environmental Chemistry
- Geological Oceanography
- Geology
- Materials Chemistry
- Materials Science and Engineering
- Meteorology
- Oceanography
- Physical Oceanography
- Physical Science
- Physics
- Physics & Astrophysics
- Geophysical Fluid Dynamics

**Social Sciences (45.XXXX)**

- Geographic Information Science



**Steps for applying for OPT STEM Extension:**

**Be sure to fill out all forms in black ink only. Read the instructions carefully and submit a complete application. An incomplete packet will delay your application.**

☐ Submit the material below to the Center for Global Engagement. *See the box below for instructions on how to submit these supporting documents.*

- Form I-765
- Biographical & Employer Information Form
- Employer Recommendation Form (to be printed, completed, and signed by employer)
- Acknowledgment of Responsibilities
  - Copy of your stamped, I-94 card (copy the *front & back*) or Printed I-94 (printed off [www.cbp.gov/I94](http://www.cbp.gov/I94)).
  - Copy of your OPT card, front and back
  - Copy of your passport biographical pages (pages containing the passport number, expiration, birth date, and picture)
  - Copy of your F-1 visa
- OPTIONAL - Self-Addressed, prepaid mailing envelope (USPS Priority or Express Mail, Fedex or other Courier)

☐ While you are waiting to receive your application packet back from the Center for Global Engagement, prepare the following:

- Proof of the STEM Degree (copy of diploma or official/unofficial transcript)
- 2 passport-style photos
- Filing fee: Check or money order for \$380.00 (Make check payable to The Department of Homeland Security).

**You will receive your processed application packet back from your CGE adviser with the new I-20 recommending the extension. Mailing instructions and a final checklist will be included in your packet. You will mail your Completed Application to the USCIS Texas Service Center.**

**You may submit the application to the Center for Global Engagement by using one of the three methods listed below:**

- 1) Scan the documents and e-mail them to your adviser. **In your e-mail, use Subject Line: OPT Extension Application**

Adviser	E-mail
Tiona Cage	<a href="mailto:tcage@admin.fsu.edu">tcage@admin.fsu.edu</a>
Zhe Tan	<a href="mailto:tedgerton@fsu.edu">tedgerton@fsu.edu</a>

- 2) Fax the documents to 850.644.9951. **On your fax, please write:**

**ATTENTION: F-1 Adviser**  
**RE: OPT Extension Application**

- 3) OR, Mail us the Required Original Documents:

**FSU Center for Global Engagement**  
**(OPT Extension Application)**  
**110 S. Woodward Ave.**  
**PO Box 3064216**  
**Tallahassee, FL 32306-4216**

Department of Homeland Security  
U.S. Citizenship and Immigration Services

**I-765, Application For  
Employment Authorization**

**Do not write in this block.**

Remarks	Action Block	Fee Stamp
A#		
Applicant is filing under §274a.12 _____		

☐ Application Approved. Employment Authorized / Extended (*Circle One*) until \_\_\_\_\_ (Date).  
 Subject to the following conditions: \_\_\_\_\_ (Date).  
 Application Denied.  
☐ Failed to establish eligibility under 8 CFR 274a.12 (a) or (c).  
☐ Failed to establish economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)

I am applying for: ☐ Permission to accept employment.  
☐ Replacement (*of lost employment authorization document*).  
☒ Renewal of my permission to accept employment (*attach previous employment authorization document*).

1. Name (Family Name in CAPS) (First) (Middle) <b>XIANGMIN XU</b>	Which USCIS Office? <b>Texas</b>	Date(s) <b>12/15/14</b>
2. Other Names Used (include Maiden Name)	Results (Granted or Denied - attach all documentation) <b>Granted</b>	
3. U.S. Mailing Address (Street Number and Name (Apt. Number) <b>C/O FSU Ctr. for Global Engagement, PO Box 3064216</b>	12. Date of Last Entry into the U.S., on or about: (mm/dd/yyyy) <b>06/20/2014</b>	
(Town or City) (State/Country) (ZIP Code) <b>Tallahassee, Florida 32306-4216</b>	13. Place of Last Entry into the U.S. <b>New York</b>	
4. Country of Citizenship/Nationality <b>CHINA</b>	14. Status of Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.) <b>F-1</b>	
5. Place of Birth (Town or City) (State/Province) (Country) <b>Zaozhuang Shandong China</b>	15. Current Immigration Status (Visitor, Student, etc.) <b>Student</b>	
6. Date of Birth (mm/dd/yyyy) <b>12/15/1989</b>	16. Go to the "Who May File Form I-765?" section of the instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. (For example, (a)(8), (c)(17)(iii), etc.). <b>( C ) ( 3 ) ( C )</b>	
7. Gender <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	17. If you entered the eligibility category, (c)(3)(C), in Question 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.	
8. Marital Status <input type="checkbox"/> Married <input checked="" type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced	Degree: <b>Geographic Information Science</b>	
9. Social Security Number (Include all numbers you have ever used) (if any) <b>746434548</b>	Employer's Name as listed in E-Verify: <b>Mindlance, Inc</b>	
10. Alien Registration Number (A-Number) or I-94 Number (if any) <b>67497767420</b>	Employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number <b>113508</b>	
11. Have you ever before applied for employment authorization from USCIS? <input checked="" type="checkbox"/> Yes (Complete the following questions.) <input type="checkbox"/> No(Proceed to Question 12.)		

**Certification**

**Your Certification:** I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765?" section of the instructions and have identified the appropriate eligibility category in **Question 16**.

Signature \_\_\_\_\_ Telephone Number **8505591601** Date **12/23/2015**

**Signature of Person Preparing Form, If Other Than Above:** I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name	Address	Signature	Date
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Remarks	Initial Receipt	Resubmitted	Relocated		Completed		
			Received	Sent	Approved	Denied	Returned



Student Last Name: **XU**

First Name: **XIANGMIN**

Have you changed your legal name? ☐ No ☐ Yes

If yes, please provide your previous: Last Name: First Name:

Date of Birth: **12/15/1989** (mm/dd/yyyy) STEM Major: **Geographic Information Science**

Non-FSU E-mail Address (e.g., gmail, yahoo, hotmail, etc.): **cs.xiangmin@gmail.com**

**U.S. ADDRESS:** This must be your PHYSICAL STREET ADDRESS or where you reside. This CANNOT be a P.O. Box or office address.

Street Address: **2170 Brown Ave**

City: **Santa Clara** State: **CA** Zip/Postal Code: **95051**

**If currently employed, please provide the following information:**

Employer (Company) Name: **Mindlance, Inc**  
(As listed in E-Verify)

Supervisor's Name: Last Name: **Arasamangalam** First Name: **Badrie**

Employer Address: **80 River Street Fourth Floor**

City: **Hoboken** State: **NJ** Zip/Postal Code: **07030**

Current Employer Start Date: From: **11/30/2015** Current Employer End Date: To: **11/30/2016** or ☐ to the present

**If not currently employed, please provide the following information:**

Have you ever been employed using your Optional Practical Training EAD? ☐ Yes ☐ No

Employer Name:

Employer Address:

City: State: Zip/Postal Code:

If yes, Employment Start Date at most recent employer: From:

If yes, Employment End Date at most recent employer: To: or ☐ to the present

Student Signature

Date: **01/04/2016**

# OPT STEM EXTENSION APPLICATION

## Employer Recommendation Form

This form is to be completed and printed by employer on company/business letterhead.

### Employee Information

Employee's Last Name: **XU** First Name: **xiangmin**

Employee's Position Title: **Maps Test Engineer**

Start Date at Your Company: **11/30/2015** (mm/dd/yyyy)

### Employer Business/Company Information

Employer/Company Name: **Mindlance, Inc**

Employer/Company Name as listed in E-Verify:  
*if Different from Above* **Mindlance, Inc**

Employer's E-Verify Company I.D.# or valid E-Verify Client Company I.D.#: **113508**

Give a brief description of employee's position and job duties. (If possible, please describe how the position relates to the student's major.)

### Note to the Employer:

- Student will have to apply for the 17-month extension on US Citizenship and Immigration Services (USCIS) Form I-765 with fee.
- Students who timely file an application for the 17-month OPT extension (i.e., before the current Employment Authorization Document (EAD) expires) will be able to continue employment while the extension application is pending, until a final decision on the I-765 or for 180 days, whichever comes first. The student will receive a Form I-767 (receipt) from USCIS within 2-3 weeks. Processing for the EAD generally takes about 2-3 months.
- An employer must consider a worker to have departed when the employer knows the student has left employment, or if the student has not reported for work for a period of five consecutive business days without the employer's consent.

### EMPLOYER RESPONSIBILITY:

As the above named employee's supervisor and representative of the above named business/company,  
I agree to report employee's termination or departure to the FSU Center for Global Engagement at  
[ic-advising@fsu.edu](mailto:ic-advising@fsu.edu) within 48 hours.

Supervisor's Name (Last, First): **Vyas Jayant** E-mail: **jvyas@mindlance.com**

Signature: **Jayant Vyas** Date: **12/20/2015**



I understand that while I am engaged in the 17-month Extension Period:

- I am still in F-1 non-immigrant status
- I am obliged by federal law to report :
  - A Change of Address within 10 days of the change to my new residence. It must be a physical street address and NOT a P.O. Box nor an office/employer address.
  - A change in the legal name printed on my I-20
  - A change in e-mail address.
- I am also obligated to report on:
  - Any change in employer name
  - A change in Supervisor
  - A change in Employer Address
  - Further, I will notify my Center for Global Engagement adviser if I have lost my job or if I have a period of unemployment of 90 days or more (aggregate for the initial 12 month period of OPT), or 120 days aggregate (during the 17-month extension.
  - I also must report to the Center for Global Engagement Adviser every six months from the OPT STEM Extension start date. I must confirm the information listed above; even if there have been no changes. I can report as early as 15 days before my reporting date and up to 31 days after that date.

**Failure to report every 6 and 12 months within the reporting timeframe will result in SEVIS automatically terminating your OPT and F-1 status.**

**Reporting Example:**

OPT STEM authorization: 12/17/2008 - 5/16/2010

- 6 month reporting date: 6/17/2009
- 12 month reporting date: 12/17/2009

Name (*Last, First*):

Signature:

Date:

**To help you meet these reporting requirements, CGE has set up an online reporting form at:**

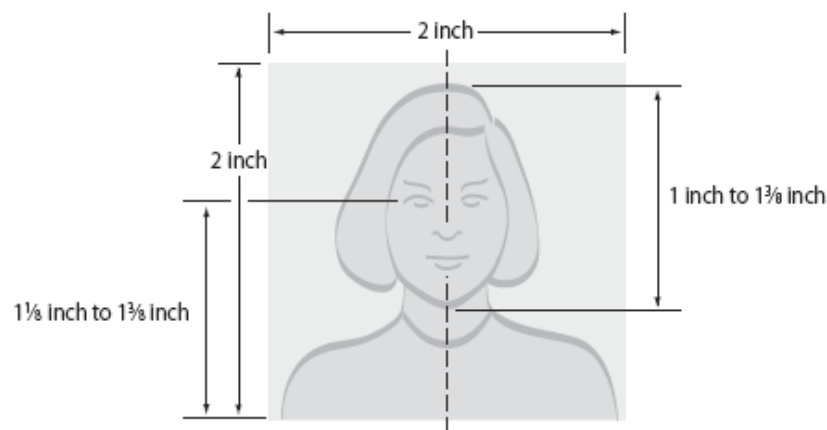
<http://cge.fsu.edu/flstudents/optupdate.cfm>



# Composition Checklist

## 7 Steps to Successful Photos

- ✓ Frame subject with full face, front view, eyes open
- ✓ Make sure photo presents full head from top of hair to bottom of chin; height of head should measure 1 inch to 1 $\frac{3}{8}$  inch (25 mm to 35 mm)
- ✓ Center head within frame (see Figure 2. below)
- ✓ Make sure eye level is between 1 $\frac{1}{8}$  inch to 1 $\frac{3}{8}$  inch (28 mm and 35 mm) from bottom of photo
- ✓ Photograph subject against a plain white or off-white background
- ✓ Position subject and lighting so that there are no distracting shadows on the face or background
- ✓ Encourage subject to have a natural expression



*Figure 2. Head Position & Placement*

*Well-Composed Photos*



**NOTE: Photos must be in color.**