STEM OPT Extension Tutorial

Office of International Student and Scholar Services
STEM Tutorial Instructions

View each slide completely
Note anything you don’t understand, so you can ask for clarification later

It may be helpful to have the following documents handy:
• Form I-983 - general information about this form can be found [here](#).
• Current OPT I-20
What is STEM?

F-1 students with degrees in the fields of **Science**, **Technology**, **Engineering** or **Math** (STEM) may be eligible for an additional 24 months of OPT.

Students are eligible twice in a lifetime.
Am I eligible for STEM?

Is your field of study (current or former) on the CIP list?

Does your employer participate in E-Verify?

Are you currently on 12-month OPT?

Is your current job paid (not volunteer)?

Do you work at least 20 hours / week?

Do you have fewer than 90 unemployed days?
Well, am I eligible?

If you answered YES to ALL of the questions on the previous slide then you ARE eligible to apply for the STEM extension.

Please note: self-employed individuals may not apply for the STEM extension.
Applying for STEM

You may apply up to 90 days before your 12-month OPT period ends

If your EAD has expired, you may NOT apply
• You may not apply during your 60-day grace period

Your employer may submit the application on your behalf, or OISSS can assist you
Applying for STEM - Timeline

Transition from Regular OPT to OPT STEM Extension

- Graduation date or completion of degree
- Apply for STEM up to 3 months before OPT ends
- Regular OPT end date
- OPT STEM extension start date

Regular OPT: For 12 months

OPT STEM Extension*: Up to 24 months

* STEM Extension is only possible for students with a Bachelor’s degree in a field on the Department of Homeland Security (DHS) STEM Designated Degree Program list, and additional reqmts.
* STEM extension can only be used twice in student's lifetime

Adapted from: International Student and Scholar Services University of Minnesota
If your employer will file. . .

Submit the following two documents to OISSS

• Completed I-983 Training Plan (Instructions)
• Completed page 3 & page 4 of OISSS STEM application packet

We will issue a new I-20, recommending the STEM extension

*This I-20 must be signed and received by the service center within 60 days!
If OISSS will help you file. . . .

Submit the following documents to OISSS

- Complete **I-765**
- Complete **I-983** Training Plan ([Instructions](#))
- Complete **G-1145** (optional)
- Complete page 3 & page 4 [STEM Instructions](#)
- Your current or previous diploma or transcripts and your previous I-20 if you are applying based on a STEM degree earned before you studied at PSU
PLEASE NOTE!!

The form I-765 has been updated.

Please read the new form instructions very carefully while filling out the form. Specific instructions begin on page 16.

Let us know if you have questions.

July, 2018
Completing the I-765

Part 1.
Reason for applying

Part 2. Info About You:
Your full legal name

For the STEM extension, select 1.c. Renewal of my permission to accept employment.

1.a-1.c: List your full legal name as shown in your passport.
Part 2. Info About You:

Your U.S. mailing address

5.a.-5.f.: Enter the address to which you want your EAD (and Social Security card) sent. It should be where you plan to receive mail in 3-5 months.

7.a.-7.d.: Enter the address at which you currently reside (if it is different)

Other information

13.a.-17.b.: Follow the instructions for these lines carefully.
Info about your eligibility category

Item 27: fill in (c)(3)(C)
Complete items 28a.-28c.
  • 28.a. your field of study
  • 28.c. NOT the EIN; should be 6 digits long

Part 3.

Item 7.a.: do NOT stamp or type your signature.
!! IMPORTANT !!

Part 6. Add’l information

List all previous SEVIS ID numbers, all periods of CPT and OPT and the academic levels for which they were authorized.

There are no instructions as to how to do this; we recommend the following:

<table>
<thead>
<tr>
<th>3.a.</th>
<th>3.b.</th>
<th>3.c.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.d. N0000000000, CPT, 07/07/17-09/07/17, Bachelor
N0000000000, OPT, 9/10/17-9/9/18, Bachelor
Tips for completing I-983

• Read the I-983 Instructions carefully!

• Designated School Official (DSO) Name and Contact Information
  Include the name, phone, email and address of the International Student Advisor you have worked most closely with

• Qualifying Major and Classification of Instructional Program (CIP) Code: 6 digit long code (xx.xxxxx) on page 3 of your I-20
More Tips. . .

- Date Awarded (Degree Date) - Program end date on your I-20 (found in the Program of Study section)

- Evaluation on Student Progress/Final Evaluation: blank
  These must be completed when you reach the half-way and end point of your STEM extension
# I-983 Form

## DEPARTMENT OF HOMELAND SECURITY

### U.S. Immigration and Customs Enforcement

### TRAINING PLAN FOR STEM OPT STUDENTS

Science, Technology, Engineering & Mathematics (STEM) Optional Practical Training (OPT)

### SECTION 1: STUDENT INFORMATION (Completed by Student)

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Name (Surname/Primary Name, Given Name):</td>
<td>Student Email Address: <a href="mailto:EStudnets@gmail.com">EStudnets@gmail.com</a></td>
</tr>
<tr>
<td>Name of School Recommending STEM OPT: Portland State University</td>
<td>Name of School Where STEM Degree Was Earned: Portland State University</td>
</tr>
<tr>
<td>Designated School Official (DSO) Name and Contact Information: Advisor First &amp; Last Name, Address, Email &amp; Phone Number</td>
<td>Student SEVIS ID No.: N00123456</td>
</tr>
<tr>
<td>Qualifying Major and Classification of Instructional Programs (CIP) Code: STEM-Designated Degree Program List</td>
<td></td>
</tr>
<tr>
<td>Level/Type of Qualifying Degree: Bachelor's/ Master's</td>
<td>Date Awarded (mm-dd-yyyy): 10-20-YYYY</td>
</tr>
<tr>
<td>Based on Prior Degree?</td>
<td>No</td>
</tr>
<tr>
<td>Employment Authorization Number: USCIS on EAD</td>
<td></td>
</tr>
</tbody>
</table>

### SECTION 2: STUDENT CERTIFICATION

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

I certify that:

1. I have reviewed, understand, and will adhere to this Training Plan for STEM OPT Students ("Plan");
2. I will notify the DSO at the earliest available opportunity if I believe that my employer is not providing me with appropriate training as delineated on this Plan;
3. I understand that the Department of Homeland Security (DHS) may deny, revoke, or terminate the STEM OPT of students whose DHS determinations are not engaging in OPT in compliance with the law, including the STEM OPT of students who are not, or whose employers are not, complying with this Plan;
4. My practical training opportunity is directly related to the STEM degree that qualifies me for the STEM OPT extension; and
5. I will notify the DSO at the earliest available opportunity regarding any material changes to or deviations from this Plan, including but not limited to, any change of Employer Identification Number resulting from a corporate restructuring, any material reduction in compensation from the amount previously submitted on the Plan that is not tied to a reduction in hours worked, any significant decrease in hours per week that I engage in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this rule.

Signature of Student:

Printed Name of Student: First Name Last Name Date (mm-dd-yyyy): 10-20-YYYY
IMPORTANT!!

You must submit an amended I-983 -
  • Whenever there are substantial changes to your job
    • Your duties change
    • Your salary changes
  • If you change employers
2 identical, recent, passport-style photos (2x2). Write first & last name and your I-94 number on the back.
Submit copies of the following:

- Your passport ID page
- Your visa (even if it has expired)
- Print-out of your most recent I-94 record at www.cbp.gov/I94
- Your 12-month OPT EAD (front/back)
After your application is submitted

Your international student advisor will review the application and recommend OPT

A new I-20 will be issued

• You MUST sign that I-20 before the application can be mailed

If your application is not received by the processing center within 60 days of the date your advisor recommended OPT, it will be DENIED!
STEM application fees

The federal government charges a fee for processing all applications.

The USCIS fee must be mailed with your OPT application.

- Pay by check, money order or credit card

Checks or money orders must be made payable to the “US Department of Homeland Security”

Check [here](#) for the current filing fee.

Check [here](#) for how to pay by credit card
OISSS Extended Services Fee

OISSS charges a $160 Extended Services fee

- Although you graduated from PSU, we continue to provide services to you as long as you are on OPT

- Your student account will be charged the OISSS filing fee when your OPT application is complete and ready to mail out.
After your application is mailed

• Within about three weeks a receipt will be sent from the service center

• IMPORTANT: Check the order and spelling of your name on the receipt to be sure they are correct

• Please scan and email a copy of the Receipt Notice to OISSS (oia@pdx.edu) when you receive it

• If you do not receive a Receipt Notice, or if you receive a Request for Information, contact OISSS immediately!
Once STEM is approved, you must report:

Significant changes to your employment must be reported within 10 days

Regular I-983 evaluations
• Submit the I-983 evaluation form at 12 and 24 months

If you stop working for an employer earlier than planned
• Submit a final I-983
Most STEM reporting can be done through WorldLink

- Log in to WorldLink
- Select the F-1 Practical Training tab
- Select Report New STEM Extension Employment if you have a new employer,
OR
- Select Update OPT/STEM employment Information if your job with a previously reported employer changes
You must also continue to report:

Confirm your employment every **six months**
- please email psuopt@pdx.edu

Any change to your physical address
- Log into [WorldLink](#) and complete the Update Contact Information E-Form within 10 days of moving

Any changes to your email address
- Log in to [WorldLink](#) and use the Update Contact Information eform
Questions about STEM

Is STEM a visa?
• No, you are still in F-1 status

How long is my travel signature valid?
• 6 months

Do I have to wait to get my EAD before I can start working?
• You may work while waiting for approval
More questions

Will I get 90 additional days of unemployment for my STEM OPT?
• You gain an additional **60** days of unemployment for a total of 150 days of unemployment throughout entire 36 months on OPT

Can I volunteer to stop the unemployment clock?
• While on the STEM extension your employment must be paid and supervised.
Still have questions?

Email us at oia@pdx.edu

Phone (503) 725-4094

Make an in-person or phone appointment with an international student advisor: https://immigration-advisors.youcanbook.me