

International Student & Scholar Services

website augsborg.edu/iss

phone 612-330-1659

location Oyaté Commons, Christensen Center

email iss@augsborg.edu

mail campus box 68



STEM OPT Extension Information Handout

To qualify for a 24-month STEM OPT extension, an F-1 student participating in post-completion OPT must:

- ☐ Have a STEM-qualifying bachelors, masters, or doctoral degree
- ☐ Paid offer of employment for at least 20 hours per week in field related to degree
- ☐ E-Verify Employer
- ☐ Students are limited to two STEM OPT Extensions

CIP Code of your degree major must match the [DHS STEM Designated Degree List](#) (minors do not qualify). If you have a previously conferred STEM eligible degree within the last 10 years, previous to the degree from the school providing the period of post-completion OPT, and the job is directly related to the STEM prior degree, you are eligible to do a STEM OPT after a non-STEM degree.

Employer Information

- Job must be paid, for at least 20 hours per week for each employer – excluding consistent leave related policies similar to US workers. You may have more than one position, but they must each be 20 hours per week.
- Employer must be E-Verify and have an IRS Employer Identification Number (EIN)
- Must be an employer-employee relationship, you may not be self-employed or in contract work
- Employer has sufficient resources and personal available to provide training specific in the Form I-983. The employer signs the I-983 agreeing to the wage, working conditions, supervision, site visit, and reporting obligations set forth on the form and in the regulations
- A STEM OPT extension cannot not replace a full- or part-time, temporary or permanent U.S. worker

Application Process

- You may apply no sooner than 90 days before the expiration of their current post- completion EAD and no later than 60 days from the DSO recommendation. You must apply no later than before the end date on your EAD.
- Complete an I-983 Training Plan with the Employer. The form must include the compensation, explanation of how it is related to the STEM degree, identify goals for the training opportunity which includes specific knowledge, skills or techniques that will be imparted to the student and explain how the goals will be achieved through work based learning. In addition, the form includes performance evaluation process and oversight, confirm that have sufficient resources and personal available, and confirm the student will not replace any other US workers. The form must be signed by someone who has signatory authority for the employer.
- Complete Required Documentation for USCIS (checklist explains on the next page).
- Submit Plan to DSO

International Student & Scholar Services

website augsborg.edu/iss

phone 612-330-1659

location Oyaté Commons, Christensen Center

email iss@augsborg.edu

mail campus box 68



Checklist for STEM OPT Extension Packet

Please Bring all of these items to your DSO in your final meeting. This will result in having a more prepared application. You can send the I-983 and I-765 by email before the final meeting so that we can make sure everything is correct.

For Student to turn into DSO

- ☐ Complete [I-983 Training Plan](#) with Employer, signed by both the student and employer.
- ☐ A valid and current job offer. Since the employment must directly relate to the STEM field, a statement from the employer regarding how the employment relates to the STEM field may help in the adjudication.

For Student STEM Application to USCIS

For your STEM Extension Application to USCIS: This is your responsibility to do this properly, but your International Student Advisor will double check all of this for you when you come prepared for your STEM Extension Meeting. This is in order of what should be on the top to the bottom of the packet.

- ☐ Form I-765 filing fee: \$410 in check or Money Order made to "U.S. Department of Homeland Security" (fee may be updated).
- ☐ Obtain two identical immigration-style photos taken within 30 days of filing I-765. Write name and SEVIS ID number *lightly* on the back and place in an envelope, also labeled the same.

- ☐ Complete [Form I-765](#)

-Note: Use code on item 21 (c)(3)(C)

-Complete item 21 with employers E-Verify Information

-Confirm you can receive mail at the address in the time you could receive the EAD

-Make sure your signature fits within the square box on the I-765 Form

- ☐ Copy of STEM degree information (Augsburg Students can provide a copy of their official transcript which indicates the educational level and the field of study is acceptable)
- ☐ Copies current I-20 that shows post-completion OPT & new I-20 with STEM Recommendation (Completed with the DSO)
- ☐ Copies of any previous employment authorization documents (EAD)
- ☐ Copies of current [Form I-94](#) (both sides), passport ID page (including name changes), most current visa page (even if expired)

Final Steps for Document Submission

- ☐ Set up appointment with DSO to review documents, and receive recommendation for STEM OPT with new Form I-20.
- ☐ Make any additional copy of documents you are submitting.
- ☐ Mail documents by tracked mail to [USCIS](#) within 60 days of the DSO's recommendation and creation of STEM OPT I-20.

Mailing Information for USCIS Chicago Lockbox

For U.S. Postal Service (USPS) deliveries –make sure to send tracked with a receipt.

USCIS
PO BOX 805373
Chicago, IL 60680

For Express mail (FedEx, UPS, and DHL):

USCIS
Attn: I-765 C03
131 South Dearborn – 3rd Floor
Suite 100
Chicago, IL 60680-5517

International Student & Scholar Services

website augsborg.edu/iss

phone 612-330-1659

location Oyaté Commons, Christensen Center

email iss@augsborg.edu

mail campus box 68



STEM OPT Extension Final Steps

Please Bring all of these items to your DSO in your final meeting. This will result in having a more prepared application. You can send the I-983 and I-765 by email before the final meeting so that we can make sure everything is correct.

DSO I-20 Creation & Review Process

- DSO reviews employment form and creates a copy for the student's record.
- DSO reviews Eligibility of STEM Degree.
- DSO updates the students SEVIS Record with 24-month extension and issues new I-20.
- Student must file within 60 days.

Application Process

- Make sure you pay close attention to receiving your card and keep enough money in your account until the check is cashed.
- No matter when you receive the EAD or what date is on the card, the 24 months begins on the day following the expiration of the post-completion OPT.
- The student can work for up to 180 days beyond the expiration date of the OPT EAD while the STEM application is pending, if filed on time. This does not apply for a non-E-Verify Employer.
- If the application is still pending after 180 days, the student must stop working until approved.
- If the STEM EAD has not arrived by end of the employee can present for I-9 purposes:
 - EAD document title;
 - EAD document number;
 - Date the EAD expired in the expiration date space; and
 - "180-day ext." in the Additional Information field.
- While waiting for the new EAD, the student may not travel outside the US. Once they have the EAD, the student travel with proper documents and a travel signature every 6 months.

Ongoing Reporting Requirements

- You have up to 150 days of unemployment on STEM OPT.
- Student must maintain their F-1 Status (ex, Valid Passport, Health Insurance, Etc.)
- Student, Employer(s), and school must comply with reporting, training, supervision, evaluation, wage, documentation, and other obligations specified in the regulations and on Form I-983.
- Student is required every 6-month validation report sent to DSO within 10 days of reporting date.
- Student must complete and employer must sign the reporting requirements within and initial evaluation within 10 days of the 12-month mark, and a final evaluation no later than 10 days following the conclusion of the reporting period (24 months). Student should submit self- evaluations at the end of any employment.
- The evaluation must be submitted to the DSO.
- If there are any changes with your employer, address, contact information, plans to travel, please contact ISSS within 10 days of the change.
- If there are any material changes, the employer and student must make sure they update the plan with the DSO. This can include:
 - Changes to the IRS Employer Identification Number
 - Any reduction in student compensation that is not tied to a reduction in hours worked.
 - Any significant decrease in the number of hours of work per week that was specified on the Form I-983 or to less than 20 hours per week total.
 - Changes to the employer's commitments or student's learning objectives as documented on the Form I-983.

International Student & Scholar Services

website augsburg.edu/iss email iss@augsbu.edu

phone 612-330-1659 campus box 68

location Oyaté Commons, Christensen Center



STEM OPT Planning Map

