

# STEM OPT Extension Application Instructions & Information



## Application Deadline

Your complete STEM OPT Extension application must be delivered to USCIS no sooner than 90 days before your current OPT end date and no later than your current OPT end date. If USCIS receives your application after this date, your application will be denied with no option for appeal.

Once USCIS receives your STEM OPT Extension application, your current OPT will be extended for 180 days while you are waiting for your new STEM OPT EAD card.

## Form I-983: Training Plan for STEM OPT Students

You must complete the Form I-983 Training Plan for STEM OPT Students with your employer before you can be recommended for the STEM OPT Extension and issued a new STEM OPT I-20. Return the completed and signed Form I-983 to the Center for International Programs. You can access the Form I-983 online.

## Employer Information & E-Verify Number

You must be employed in the STEM field with an E-Verified employer. You will need to list your employer's name and E-Verify Company Identification Number on the Form I-765 application in order to apply for the STEM OPT Extension. Be sure to ask your employer for their E-Verify information while you are completing the Form I-983 Training Plan for STEM OPT Students. For more information about E-Verify, please visit <https://www.e-verify.gov/>.

## STEM OPT Extension Application Checklist

- Completed and signed Form I-765
- Completed Form G-1145
- Photocopy of STEM OPT I-20
- Photocopy of all I-20s from Saint Mary's College
- Photocopy of front and back of current OPT EAD card
- Official transcripts from Saint Mary's College showing completion of STEM degree
  - Request official transcripts from the Registrar's Office at the Moraga campus
- Photocopy of biographical page of passport
- Photocopy of F-1 visa
- Copy of I-94
  - Visit <https://i94.cbp.dhs.gov/i94/#/home>
- 2 U.S. passport-sized photos with your name and SEVIS ID written in pen on the back
- Application fee
  - Check or money order for \$410 USD
  - Payable to: U.S. Department of Homeland Security
  - Include your SEVIS ID on the memo line

## Reminders

- Make sure your application is complete before mailing it to USCIS and keep a copy for your records
- Be sure to sign the Form I-765 and all of your I-20s – no electronic signatures!
- Only mail photocopies – NOT original documents
- DO NOT mail cash – only a check or a money order
- Have your application reviewed by the Center for International Programs before mailing it
- Send a copy of your new STEM OPT EAD card and I-797 approval notice to the Center for International Programs once approved
- Mail your application with plenty of time for it to be delivered to USCIS before your current OPT end date

## Filing Addresses

If you listed a state other than California for the U.S. mailing address on the Form I-765, please contact the Center for International Programs for the address of where to mail your STEM OPT Extension application.

If mailing your application with the U.S. Postal Service, mail it to this address:	USCIS P.O. Box 21281 Phoenix, AZ 85036
If mailing your application with FedEx, UPS, DHL or any other courier service, mail it to this address:	USCIS Attn: NFB AOS 1820 E. Skyharbor Circle S, Suite 100 Phoenix, AZ 85034

## Traveling Internationally Before the STEM OPT Extension

If your current EAD card has expired and you have not received your new STEM OPT EAD card, you cannot travel internationally. You may travel internationally once your STEM OPT Extension application has been approved and you have received your STEM OPT EAD card.

## The SEVP Portal

Once approved for the STEM OPT Extension, you will receive an email notification with a link to access the Student & Exchange Visitor Program (SEVP) Portal where you can update your address and phone number as well as view your employment information. It is your responsibility to create an account as well as monitor and update any changes to your contact information. If you already have an active SEVP Portal account, your login information will stay the same. It is recommended that you bookmark the link to the Portal: <https://sevp.ice.gov/opt/-/login>.

## Employment Reporting & Updating Your Information

It is your responsibility to comply with all immigration regulations that apply to you as an F-1 visa holder, which includes your time on the STEM OPT Extension. You must report the following changes to any of the following information to Saint Mary's College or the SEVP Portal within 10 days of the change:

- Legal name changes
- Change in permanent or local address, phone number and email address
- Change in employment, unemployment and employer changes
  - Note that new employment requires the completion of the Form I-983 Training Plan for STEM OPT Students and the approval of the Center for International Programs
- Change in immigration status
- Early departure from the United States
  - If you decide to not use the full STEM OPT Extension or to leave the U.S. before the end of your STEM OPT with no intention of returning as an F-1 student

## Check-In Requirements

You must report to the Center for International Programs every 6 months while on the STEM OPT Extension to verify that all of your personal and employment information is accurate. You must also complete and sign the Evaluation on Student Progress section of the Form I-983 Training Plan for STEM OPT Students each year and submit it to the Center for International Programs.

## Unemployment

You may not accrue an aggregate of more than 150 days of unemployment during your total time spent on OPT, including time spent on regular OPT and the STEM OPT Extension.

## Contact Information

Ashley Machado  
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Center for International Programs  
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USCIS  
1-800-375-5283  
[www.uscis.gov](http://www.uscis.gov)  
Click "Check Case Status" to track the status of your application