

Auburn University
International Student and Scholar Services

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STEM OPT Extension Request Form

Description

Optional Practical Training (OPT) can be extended beyond the normal 12 months for an additional 24 months (36 months total) for STEM degree holding F-1 students. This applies to students who have obtained a degree in the Science, Technology, Engineering and Mathematics (STEM) fields and are currently participating in a 12-month period of OPT.

Eligibility

To be eligible for the 24-month STEM OPT Extension, students must:

1. Have already been approved for 12 months of post-completion OPT; and
2. Be in the final 90-120 days of that OPT; and
3. Have earned a degree in a field included on the [U.S. Department of Homeland Security \(DHS\) STEM-Designated Degree Program List](#); and
4. Be employed in a job directly related to his/her field of study; and
5. Be working for an employer that is enrolled in the [E-verify](#) program

Please note: All five of the above criteria must be met in order for a student to be eligible for the 24-month STEM OPT Extension.

Application Timeline and Procedures

Students must apply for the STEM OPT extension before the expiration date listed on their current Employment Authorization Document (EAD) issued by USCIS. USCIS recommends that students apply 90-120 days prior to their EAD expiration date. International Student and Scholar Services (ISSS) recommends eligible students apply no later than one month prior to the EAD expiration date to allow time for USCIS to receive your application.

Process

1. Submit the following documents to ISSS for review:
 - STEM OPT Extension Request Form
 - Completed USCIS [I-765 Form](#), Application for Employment Authorization
 - Completed DHS [I-983 Form](#), Training Plan for STEM OPT Students – form must be completed by you and your employer
 - Completed USCIS [G-1145 Form](#), E-Notification of Application/Petition Acceptance
 - Letter (on company letterhead) from your employer verifying your employment. This letter should include the employer's E-verify number and Employer Identification Number (EIN).
 - Payment of the OIP International Student Fee. Submit check or money order payable to Auburn University in the amount of \$780.00.
2. Your ISSS Advisor will review and send you a new I-20 reflecting your STEM OPT Extension request. The STEM OPT Extension request will appear on page two of the I-20.
3. Review I-20 for accuracy and mail the documents listed on the bottom of page 3 of this application to USCIS within 30 days of the date your ISSS advisor recommended STEM OPT on your I-20.

Application Filing

For more information about where to send your STEM OPT application once approved by ISSS, please go to the [USCIS website](#).

Reporting Responsibilities

If you are approved for STEM OPT, you must:

- Report changes to your ISSS Advisor within 10 days of the change. Reportable changes include: legal name, residential or mailing address, email address, change to employment. To report changes, please complete the [OPT Reporting Form](#).

- Report to your ISSS Advisor by email every 6 months the information listed in the previous bullet, even if none of your information has changed.
- A new DHS [I-983 Form](#), Training Plan for STEM OPT Students, must be completed and submitted to your ISSS Advisor within 10 days of:
 - Beginning a new practical training opportunity with a new employer during the 24-month extension.
 - Any time there is a material change in the terms and conditions of the original I-983 Form. For more information about material changes, please go to the [Study in the States Website](#).
- You must complete 2 self-evaluations during the course of your STEM OPT period.
 - The first within 12 months of the STEM OPT start date and a second concluding evaluation at the end of your STEM OPT period.
 - Self-Evaluation Forms can be found on the last page of the [I-983 Form](#).
 - You must complete the self-evaluation form and have them signed by your employer before submitting them to your ISSS Advisor. Once the self-evaluation forms are completed and signed, you can email them to your ISSS Advisor.
- Failure to comply with these reporting requirements could result in your F-1 status being terminated.

Additional Information

For more detailed information about the STEM OPT Extension, please go to the [ISSS website](#).

STEM OPT Extension Request Form
International Student and Scholar Services
Auburn University

Surname: _____ Given Name: _____
Banner ID: _____ SEVIS ID: _____
AU Email: _____ Personal/Work Email: _____
Dates on Current EAD Card: _____ to _____
Degree Level Completed: _____ Major: _____ CIP
Code (listed on page 1 of I-20 as "Major 1"): _____
Employer's E-Verify #: _____ Employer's Identification Number (EIN): _____
Home Address: _____
Phone Number: _____
I-20 Delivery Method: ☐ Pick-up ☐ Mail

Current Job Title: _____ Position Start Date: _____
Work Rate: ☐ Full-time ☐ Part-time
Employer Name: _____
Employer's Physical Address: _____
Supervisor's Name: _____ Supervisor's Phone # : _____
Supervisor's Email Address: _____
Please explain how this position is related to your field of study: _____

Please verify that you understand and accept the following items:

- ☐ I have not requested/engaged in a 24-month STEM OPT extension period more than once.
- ☐ I am currently engaged in post-completion OPT based on a STEM degree.
- ☐ I have inquired and received confirmation from my current/prospective employer that the company is registered in the E-Verify program.
- ☐ I understand that I am responsible for mailing my application to USCIS according to the instructions provided for me by ISSS, which requires the following items:
 - ☐ Check or money order for \$410.00, payable to Department of Homeland Security
 - ☐ Completed Form [I-765](#)
 - ☐ Completed Form [I-983](#)
 - ☐ Completed Form [G-1145](#)
 - ☐ Copy of my passport page(s) showing my picture, biographical information and expiration date
 - ☐ Copy of my most recent [I-94](#)
 - ☐ Copy of visa
 - ☐ Copy of current Employment Authorization Document (EAD) (front and back)
 - ☐ Copy of diploma
 - ☐ 2 passport size photos (must meet [Department of State guidelines](#))
 - ☐ Letter from employer verifying employment
 - ☐ I-20 (obtained from ISSS)

- ☐ I understand that while I am engaged in the 24-month STEM OPT Extension period I must report changes in my legal name, residential or mailing address, email address, employer's name, and employer's address within 10 days of the change.
- ☐ I understand that while I am engaged in the 24-month STEM OPT Extension period I must report to my ISSS Advisor every 6 months the information listed in the previous statement, even if none of the information has changed.
- ☐ I understand that I must notify my ISSS Advisor when I receive my extended Employment Authorization Document (EAD) from USCIS.
- ☐ I understand that international students on STEM OPT can be unemployed for no more than 150 during the entire OPT/STEM OPT duration.
- ☐ I understand that my authorization to engage in STEM OPT is automatically terminated when I transfer to another school or begin study towards another degree program (even though the dates on the EAD card appear to still be valid). If I plan to transfer to another school or begin a new program, I will notify ISSS to transfer my records electronically to the new school. In order to notify ISSS of your transfer, please complete the [Intent to Transfer Form](#).
- ☐ I understand if I change my immigration status (i.e. H-1B), I must contact my ISSS by providing proof of the changes to keep my record updated.
- ☐ I understand that travel outside the U.S. while my STEM OPT application is pending is strongly discouraged by ISSS. If I have an emergency situation that requires travel while STEM OPT is pending, I will contact an ISSS Advisor before doing so.
- ☐ I understand that within 60 days of the end of my STEM OPT, I must either (a) exit the U.S., (b) apply to start a new program at a school, or (c) change my immigration status.

Student's Signature: _____ Date: _____