Application Instructions for OPT STEM Extension

The 17-month STEM OPT Extension requires that:

- Your most recent degree must be in a Science, Technology, Engineering, or Mathematics field. The International Center is required to verify that your major’s code in the SEVIS system qualifies according to the F1 visa regulations.

- Your employer must be enrolled in the E-Verify employment verification program.

- Your employment must continue to be related to your most recent degree.

- Your application must be received at the appropriate USCIS Service Center prior to the end of your approved OPT period.

- You must work for this employer at least 20 hours a week in a paid position.

- There is a lifetime limit of only one 17-month STEM extension.

Send to the International Center (electronically or by mail):

1. Letter from your employer describing your position and explaining how it is related to your degree in a STEM field. The letter must include the number of hours worked per week and the name and contact information of your supervisor, and the name and address of the organization.

2. Copy of I-765 OPT extension application form.

3. Copy of current OPT EAD card.

4. Completed and Signed OPT STEM Reporting Requirement (page 3 of this packet)

5. Copy of diploma for latest Cal Poly degree

International Center Mailing address:
Judy Mitchell
International Education and Programs
Cal Poly State University, San Luis Obispo, CA 93407-0721

Mail to USCIS

1. Completed & Signed Form I-765


   - Try to save the form to your computer and fill out electronically. If filling out by hand, be sure to use black ink and print legibly.

   - Check the box indicating that you are applying for “Renewal of my permission to accept employment,” and complete items 1-17.

   - The address on line 3 should be a permanent residence where you want the EAD mailed. Keep in mind it will be mailed in 3-5 months. If you want it to be mailed outside California, refer to the detailed instructions on page 11 of the I-765 instructions packet.

   - On line 11, check Yes, indicate which service center approved your original OPT (if in California, this is the California Service Center.) and put the OPT approval start and end dates.

   - On line 16, fill in (c) (3) (C)

   - On line 17, fill in your degree awarded and in which major, the name of your employer as it appears on the E-Verify listing, and the employer’s E-Verify ID number.

   - Sign with blue ink. Signature must not exceed 2.5 inches in length or 0.25 inches in height.

2. Two Photos – refer to: http://travel.state.gov/content/passports/english/passports/photos/photos.html

3. A personal check for $380.00 payable to "U.S. Department of Homeland Security”

4. Copy of STEM Extension I-20

5. Printout of I-94 from https://i94.cbp.dhs.gov/I94/request.html

Revised 04.24.2014
6. Copy of valid passport (photo/info page) with latest F-1 U.S. visa stamp. If you were approved for change of status to F-1 and do not have an F-1 visa stamp, include a copy of your F-1 approval notice.
7. A photocopy of any previous EAD cards including your current OPT EAD card.
8. Download and complete the G-1145 form at [http://www.uscis.gov/files/form/g-1145.pdf](http://www.uscis.gov/files/form/g-1145.pdf) to receive electronic notification that your application has been received.
9. A copy of your latest Cal Poly diploma (the one your current OPT is based on)

**Mailing Instructions**

- You are responsible to mail your OPT application. If you send by certified mail, keep your receipt and the green postcard you will receive in the mail showing proof of delivery. Express mail is an option if needed to ensure your application is received prior to your current OPT end date.
- Regulations require that the application be mailed within 30 days from the date your OPT STEM extension I-20 is issued and received by USCIS before your current OPT expires.
- If you live in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Commonwealth of Northern Mariana Islands, mail the application packet via US Postal Service by certified mail to:

<table>
<thead>
<tr>
<th>Mail the application packet via US Postal Service by certified mail to</th>
<th>For Express mail and courier deliveries</th>
</tr>
</thead>
<tbody>
<tr>
<td>USCIS PO Box 21281, Phoenix, AZ 85036</td>
<td>USCIS Attn: AOS 1820 E. Skyharbor Circle S Suite 100 Phoenix, AZ 85034</td>
</tr>
</tbody>
</table>

- If you live in Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia, mail the application packet via US Postal Service by certified mail to:

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<tr>
<td>USCIS PO Box 660867, Dallas, TX 75266</td>
<td>USCIS Attn: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067</td>
</tr>
</tbody>
</table>

**Application Process**

- A Receipt Notice will be sent within a few weeks after your application is received.
- You can follow-up on the status of your application after you receive your receipt notice. The receipt notice has a case number. Check the web site for status: [https://egov.uscis.gov/cris/Dashboard.do](https://egov.uscis.gov/cris/Dashboard.do). If you sent in the G-1145 form, e-mail updates will be sent to you.
- If you receive a Request for Evidence notify the International Center immediately for assistance.
- The Employment Authorization Document (EAD) will be mailed to the address on your I-765.
- You may continue to work up to 180 days while your application to extend OPT is pending.
Advisory of OPT STEM Reporting Requirements

**Student Responsibilities:**
Please initial each item below to indicate that you understand your responsibilities while on OPT STEM extension.

- Work must be at least 20 hours per week for an E-Verify employer.
- Work must be in a position related to the STEM degree.
- You may continue to work for up to 180 days while your extension request is pending.
- Do NOT have more than 120 days of unemployment during entire OPT period from the beginning of the initial OPT period to the end of the extension period.
- Report to the International Center within 10 days of:
  - Legal name change, change in foreign, residential, or mailing address, changes in employer, loss of employment, transfer to another school.
- Send the International Center a validation report every 6 months starting from the date the STEM extension starts, even if there are no changes in your information. The report must include the following:
  - Name
  - SEVIS ID Number
  - Current residential address
  - Name and Address of Employer
  - Date employment began with current employer
- Notify the International Center if a change of visa type is approved and send a scanned copy of the approval notice to the International Center.

**Employer Responsibilities:**
Please initial each item below to indicate that you understand and have communicated these responsibilities to your employer.

- The employer must notify Cal Poly if employment is ended prior the end of authorized OPT period.
- Within 48 hours after the student leaves employment, the employer must send a written notice to Cal Poly including student name, SEVIS ID number, and date the employment ended.

**Report changes to:**
Susan Tripp by e-mail to: stripp@calpoly.edu and copy Judy Mitchell: jumitch@calpoly.edu

By initialing the items listed above and by signing below, I certify that I have been advised the required reporting requirements. After signing below, please make a copy for your reference before sending the original to the International Center.

Last Name _______________________ First Name ________________________ MI __________

Phone number ______________________ Non-CP E-mail ______________________________