# University *of* Idaho
International Programs

# STEM OPT Extension Request Form

Date: _____  SEVIS ID: _____

Family Name: _____Given Name:_____

Major:_____  UI Student ID # _____

UI e-mail address: _____  other e-mail address: _____

Current Physical/Mailing Address: _____

Current Employer Name: _____

Current Employer Address:_____

Dates Employed at Current Employer: _____

Hours Worked Per Week: _____

Employer's E-Verify Name as Listed in E-Verify (if employer is different than above):

_____

E-Verify Company Identification Number: _____

Job Title/Position: _____

Supervisor's Name: _____

Supervisor's Contact Information: _____

List any other Employer Names and Addresses and Dates Employed:

_____

_____

_____

_____

*I verify that the information provided is true and correct:*

Signature:_____

# Applying for the 17-month STEM Extension of OPT

**1)** Determine whether you are not eligible for the 17-month extension by answering these questions:

      a.  Is your major an approved STEM degree?

      b.  Is your employer an E-Verify Employer?

      c.  Do you have your Diploma or grade transcripts that show you have graduated?

      d.  Have you been employed 9 months or more of your 12-month initial OPT?

      e.  Have you been working more than 20 hours per week?

      f.  Is your employer in E-Verify?

**2)** If you answered "yes" to all of the questions above, please complete the OPT Recommendation Request form (next page of this packet) and submit to IPO.

**3)** While IPO is processing your new I-20 request, prepare the items in the checklist below. It is very important for you to **keep photocopies of <u>everything</u> you send to USCIS.**

☐ Complete Form I-765 Application, found on-line at www.uscis.gov. You should use your current address.

      o  Note: on #16, you will need to fill in the last space of the eligibility code*, your STEM degree field and the E-Verify Employer information.*(c) (3) **(C)** for the STEM extension

☐ $**340 application fee.** Make checks or money order payable to "Department of Homeland Security". <u>Do not mail cash</u>. If you mail a personal check, it will be processed electronically and the check will be destroyed. Your bank will not receive the canceled check.

☐ Two photos are required. See last page in this packet for photo dimensions and instructions. **Lightly print your name and SEVIS # in pencil** on the back of both photos. It is easy for your photos to become separated from the rest of your application. For this reason you are advised to put them in a small plastic sandwich bag and staple the bag and your check to the top of the application.

☐ Photocopy of **ALL** previous I-20's (or any other visa status documents).

☐ Photocopy of the Form I-94 (front and back).

☐ Photocopy of the most recent visa from the U.S. Consulate/Embassy (even if it is expired)

☐ Photocopies of the passport identity pages (including extensions). Passport must be valid.

☐ Photocopies of your current OPT work authorization and prior work authorization cards and approval notices (H1B, OPT or Economic Hardship)

☐ Large envelope addressed to the proper USCIS Service Center. This is dependent upon where you are living. Please read the instructions given for the I-765 Form at the USCIS website to determine which USCIS Service Center you will send your application to.

**4)** When your new I-20 is ready you can pick it up from IPO or request IPO to send it to you. Sign it immediately and bring all the above documents to IPO for review.

We will photocopy all 3 pages of your new I-20 after you have signed it and we will <u>highlight the information that appears on page 3 of your I-20.</u>

**Even if you are not in the Moscow area, it is best if the packet is reviewed by an International Student Advisor before sending.**

**5)** After USCIS receives your application, you will receive a 'Receipt Notice.' You can use the LIN # on the Receipt Notice to check the status of your application online (click on "Check Case Status Online") at **http://uscis.gov**

**6)** After your OPT extension is approved, USCIS will mail your EAC card (Employment Authorization Card) to IPO. IPO will notify you when we receive it.

## Order of documents in application packet (to be stapled at upper left hand corner)

1. Check or money order for $340 made payable to Department of Homeland Security
2. Passport photos (marked with name and SEVIS # on back) in a small sandwich bag
3. I-765 Form (make sure it is signed and dated)
4. Copy of signed I-20 with OPT recommendation (all 3 pages). DO NOT SEND ORIGINAL.
5. Copies of all previous I-20's (or any other visa status documents)
6. Copies of *I-94* (front and back), most recent *visa*, and *passport identity pages*
7. Photocopies of any prior work authorization cards and approval notices (H1B, OPT)
8. Job offer, if you have one (not required)