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OFFICE OF INTERNATIONAL AFFAIRS

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Science, Technology, Engineering & Math (STEM) Extension for

F‐1 Post Completion Optional Practical Training (OPT) Application Packet

**PROCESSING TIME FOR ALL OIA DOCS: 5-10 BUSINESS DAYS**

Document: STEM / Revised: March 2022

#### INSTRUCTIONS: Submit this entire packet to the Office of International Affairs *before applying through USCIS*. Your packet will be reviewed and your STEM OPT I‐20 will be processed within seven business days. Processing time assumes all information has been completed fully and correctly. Errors will result in additional delays.

#### STEM OPT applications may be submitted to OIA no earlier than 90 days before OPT end date and no later than 15 business days before OPT end date.

‐ Part I – Student Information (To be completed by student) – Page 1

‐ Part II – Employment Information (To be completed by student) – Page 2

‐ Part III – Confirmation of Understanding (To be completed by student) – Page 3-4

‐ Part IV – Application Checklist & Signature (To be completed by student) – Page 5

**Part I: Student Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First (Given)  Name: |  | | Last (Family) Name: |  |
| NSU N#: |  | | SEVIS ID: | N |
| Email address: | @mynsu.nova.edu | | U.S. Telephone: |  |
| Current Address: (Street, City, State, Zip) | |  | | |
| Mailing Address: (Street, City, State, Zip) | |  | | |
| Current I‐20 Program End Date (MM/DD/YY): | |  | | |
| Non‐NSU email address where you can be  contacted during OPT: | |  | | |

**Part II: Employment Information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Company Name  (as registered in E-Verify) | | |  | | | | |
| E-Verify Company ID Number  (NOT Company’s EIN Tax ID) | | |  | | Hours Per Week  (must be at least 20 for STEM OPT) | |  |
| Paid or Unpaid  (must be paid for STEM OPT) | | | **□**Paid **□**Unpaid | | Have you had 90 days or fewer of  unemployment? (Required for STEM OPT) | | **□**Yes **□**No |
| Job Title | |  | | | Current OPT End Date  (MM/DD/YYYY) |  | |
| Start Date  (MM/DD/YYYY) | |  | | | End Date  (MM/DD/YYYY) |  | |
| **Supervisor Information** | | | | | | | |
| First (Given)  Name: | | | | Last (Family)  Name: | | | |
| Job Title |  | | | | | | |
| Email Address: | | | | Telephone: | | | |
| Employer Address:  (Street, City, State, Zip) | | | | | | | |

**Part III: Confirmation of Understanding**

I have read and understand the following: (initial next to EVERY statement)

**OPT APPLICATION & PROCESSING**

I understand that USCIS must receive my application within 60 days of when the STEM OPT-endorsed. I-20 is created by the Office of International Affairs and no later than the last day of my OPT authorization, as listed on my EAD card.

OIA has no control over STEM OPT documents after they are sent to USCIS for adjudication.

If my EAD card is lost or there are any errors on the EAD card, it is my responsibility to contact USCIS at 1-800-375-5283. STEM OPT processing may take up to 90 days.

I may find current I-765 processing times and the status of my application at the USCIS website.

# TRAVEL

#### TRAVEL SIGNATURES ON STEM OPT I‐20s

The federal regulations state that during post‐completion OPT the travel signature should be no older than six months. **Re‐entry into the US is never guaranteed.**

### TRAVELING WHILE STEM OPT IS PENDING

### I understand that I should not travel internationally while my application for a STEM OPT is pending unless my current EAD card is unexpired and I have a valid visa and valid passport.

### APPLYING FOR A NEW F‐1 VISA WHILE STEM OPT IS PENDING

If I leave the country and need to apply for a new F‐1 visa while my STEM OPT application is pending, I must have Form I‐797 (I‐765 receipt notice) in addition to the usual documents required for a visa application. F‐1 visa renewals are not guaranteed and I may not be able to re‐enter the US in student status if my current F‐1 visa is expired. This would result in an abandonment of my OPT benefit.

### TRAVELING AFTER STEM OPT IS APPROVED

If my STEM OPT has been approved (STEM OPT card has been issued by USCIS) and I have a job, I may leave and re‐enter the US in order to resume employment. After USCIS has issued a STEM OPT EAD card, I should have the following documents in order to have the best chance of re‐entering the US:

‐ Passport (valid for at least six months after you plan to re‐enter the US)

* Unexpired STEM OPT EAD Card

‐ Valid F‐1 visa stamp in your passport (except Canadian and Bermudian citizens)

‐ STEM OPT I‐20 (with a travel signature no older than six months)

‐ Evidence of your employment (paystubs, job offer letter, etc).

### APPLYING FOR A NEW F‐1 VISA AFTER STEM OPT IS APPROVED

If I leave the country and need to apply for a new F‐1 visa after my STEM OPT application has been approved, I must have my STEM EAD card and evidence of my employment in addition to the usual documents required for a visa application.

**Part III: Confirmation of Understanding** [CONTINUED]

I have read and understand the following: (initial next to EVERY statement)

# REPORTING REQUIREMENTS & UNEMPLOYMENT

### NOTIFY OIA OF PERSONAL INFORMATION UPDATES

I am required to notify NSU’s Office of International Affairs at [intl@nova.edu](mailto:intl@nova.edu) of any changes to my name, address, phone number or email address within **10 days**.

### SUBMIT A COPY OF NEW STEM OPT EAD CARD

I am required to email NSU’s Office of International Affairs at [intl@nova.edu](mailto:intl@nova.edu) a copy of the front AND back of my EAD card once I receive it.

### NOTIFY OIA OF EMPLOYMENT INFORMATION UPDATES

I am required to notify NSU’s Office of International Affairs at [intl@nova.edu](mailto:intl@nova.edu)  **EVERY SIX MONTHS** and within 10 days when I change employment. **Failure to report may result in an automatic SEVIS termination.** The following information must be reported:

‐ Your NSU N#

‐ Name & Address of Employer

‐ Job Title

‐ Supervisor Name, Telephone Number, and Email Address

‐ Employment Type (Part‐Time – 20 hours or less / Full‐Time – over 20 hours)

‐ Work Start Date & End Date (if you have terminated employment)

‐ Employer EIN number (tax ID)

‐ A sentence or two stating how your job duties relate to your major

### ACCRUAL OF UNEMPLOYMENT DAYS

If I am unemployed for a total of 150 days between both OPT periods (OPT & STEM Extension), USCIS may automatically terminate my SEVIS record and I will be required to leave the US immediately. Unemployment will be determined using the updated employment information I am required to submit to the Office of International Affairs.

### TRAINING PLANS

### I must submit the I-983 self-evaluation form 30 days prior to my ONE YEAR and TWO YEAR employment anniversary. Failure to provide this information to OIA will result in an automatic SEVIS termination.

**Part IV: Application Checklist & Signature**

#### Please check the boxes to ensure you are submitting a completed ONLINE application:

* This completed NSU STEM Extension for F-1 Post Completion Optional Practical Training (OPT) Application Packet
* A complete PDF of your I-765 draft
* Completed Form I-983 (available at <https://www.ice.gov/doclib/sevis/pdf/i983.pdf>)

**Gather all these documents and save them to the computer you will be using to later upload them to your online application. You DO NOT need to submit these to our office. Accepted scan copy file formats: JPG, JPEG, PDF, TIF or TIFF. For the passport photo, the system will only take JPG, JPEG or PNG file.**

* STEM OPT I-20 from NSU’s Office of International Affairs
* Copies of all previous I‐20s with employment authorizations only (CPT, OPT, Economic Hardship, etc.)
* Official transcripts which indicates when you earned your STEM degree and the name of your STEM degree.
* I‐94 card or print‐out from https://i94.cbp.dhs.gov/I94
* A passport style photograph (2 inches by 2 inches) with a white background.
* Copy of your passport information page.
* Credit card or ACH Payment using bank account to pay $410 fee.

## I confirm that all the information provided in this application is accurate to the best of my knowledge.

Name (print) Signature Date