

Science Technology, Engineering & Math (STEM) Extension for F-1 Optional Practical Training (OPT) Application Packet

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INSTRUCTIONS: Submit this entire packet to the Office of International Affairs. Your packet will be reviewed and your OPT I-20 will be processed 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.

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Part I: Student Information

First (Given) Name:		Last (Family) Name:	
NSU N#:		SEVIS ID:	N
Email address:		U.S. Telephone:	
Current 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)	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	Have you had 90 days or fewer of unemployment? (Required for STEM OPT)	<input type="checkbox"/> Yes <input type="checkbox"/> 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:	
Email address:		U.S. Telephone:	

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 at <https://egov.uscis.gov/cris/processTimesDisplay.do> and may check the status of my application at <https://egov.uscis.gov/casestatus/landing.do>.

TRAVEL

TRAVEL SIGNATURES ON 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 POST-COMPLETION OPT IS PENDING

_____ I understand that I should not travel internationally while my application for a STEM OPT Extension 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 POST-COMPLETION 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 STEM OPT benefit.

TRAVELING AFTER STEM OPT IS APPROVED

_____ If my post-completion OPT has been approved (STEM OPT EAD card has been issued by USCIS) and I have a job I may leave and re-enter the US in order to begin or resume employment.

- Unexpired STEM OPT EAD Card
- Passport (valid for at least six months after you plan to re-enter the US)
- 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 POST-COMPLETION 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 EAD card and evidence of my employment in addition to the usual documents required for a visa application.

Part III: Confirmation of Understanding [CONTINUED]

REPORTING REQUIREMENTS & UNEMPLOYMENT

_____ **SUBMIT A COPY OF NEW STEM OPT EAD CARD**

I am required to email a copy of the front AND back of my EAD card once it received.

_____ **NOTIFY OIA OF PERSONAL INFORMATION UPDATES**

I am required to notify NSU's Office of International Affairs at intl@nova.edu of any changes to my name, address, phone number or email address within **10 days**.

_____ **NOTIFY OIA OF EMPLOYMENT INFORMATION UPDATES**

I am required to provide notification to NSU's Office of International Affairs at intl@nova.edu **EVERY SIX MONTHS** and within 10 days when I obtain or 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 Shipping Preference (To be completed by student)

Please select your preference:

OPTION 1: APPLICATION SUBMITTED TO USCIS BY THE OFFICE OF INTERNATIONAL AFFAIRS

I will return to the Office of International Affairs within one week of being notified my I-20 has been created and OIA will ship materials to USCIS on my behalf. If I fail to return to OIA within one week my materials will be mailed to me at the address listed on page one of this application and it will be my responsibility to ship my materials to USCIS. OIA recommends a trackable shipping method.

OPTION 2: APPLICATION SUBMITTED TO USCIS BY STUDENT

The Office of International Affairs will mail my materials to the address listed on page one of this application. It is my responsibility to ship my materials to USCIS. OIA recommends a trackable shipping method.

Application must be received by USCIS within 60 days of the new STEM I-20 issuance date and no later than your current OPT end date.

Part V: Application Checklist & Signature (To be completed by student)

Please check each box to ensure you are submitting a completed application packet:

- This completed NSU STEM Extension for F-1 Post Completion Optional Practical Training (OPT) Application
- Check or money order for \$410.00 made payable to DEPARTMENT OF HOMELAND SECURITY.
- Completed Form I-765 (available at www.uscis.gov/sites/default/files/files/form/i-765.pdf)
 - Use sample form for assistance: www.nova.edu/internationalaffairs/students/forms/samplei765.pdf
- Completed Form I-983 (available at www.ice.gov/sites/default/files/documents/Document/2016/i983.pdf)
 - Must be completed by student and employer/supervisor.
 - Complete through Section 6 (page 4). Do not complete Progress & Final Evaluation sections. These are to be completed throughout your authorized STEM OPT Extension period.
- [OPTIONAL] Completed Form G-1145 (available at www.uscis.gov/sites/default/files/files/form/g-1145.pdf)
 - This form allows you to receive email and/or text message verification of the receipt of your documents by the Service Center.
- Official transcript 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>
- Two (2) passport style photographs (2 inches by 2 inches) with your LAST NAME and I-94 number printed on the back of each photograph.
- Copy of your passport information page.
- Copy of your F-1 visa (except Canadian and Bermudian citizens).
- Copy of the front and back of your current EAD card.
- Copies of all previously issued I-20s; include I-20s from previous schools, if applicable.

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

Name (print)

Signature

Date

OIA STAFF USE ONLY: