



STEM OPT 24-MONTH EXTENSION INSTRUCTIONS

If you are an F-1 student in certain majors, you may apply during your initial approved post-completion OPT for an additional 24-month STEM extension for a total of 36 months of OPT.

TO QUALIFY FOR THE 24-MONTH STEM EXTENSION:

- Your program must be on the USCIS' STEM program list (OIS can check and confirm this for you or you can check here: <https://www.ice.gov/sites/default/files/documents/Document/2016/stem-list.pdf>)
- You have earned your degree.
- You must be currently on OPT and working for a U.S. employer in a job directly related to your major area of study.
- You must have a job offer from an employer registered with the E-Verify employment verification system. Under the new regulations, volunteering and self-employment will not qualify
- You agree to report to OIS any termination of your employment (see responsibilities at the end of application)
- You may apply up to **90 days before** the end date of your current OPT, and your application must reach USCIS before your current EAD card expires. As long as your application is received within the application deadlines, you will be able to continue employment while the extension application is pending, until a final decision is made, or for 180 days, whichever comes first.

EXTENSION APPLICATION PROCEDURE:

1. Go to the OIS STEM Extension webpage and pay the **STEM OPT Extension Maintenance of Status Fee**.*
 - ***It is very important that you complete this step first, otherwise we will be unable to process your application for you.*** Upon your payment, you should have received a Payment Confirmation email from ois@fordham.edu with the subject line "Thank You for Paying Your STEM Extension Maintenance of Status Fee & Next Steps".*
 - Please **print and keep a copy of your STEM Extension Maintenance of Status Fee Confirmation page** available for reference, and bring it with you when you come to OIS for an appointment to prepare your application.
2. Upon receiving the **Payment Confirmation email**, refer to the next steps in the email for preparing documents for your STEM OPT Extension application.
 - **Submit your documents via the [Online Remote STEM Extension Submission Portal](#)** to our office to process your application. If you have difficulty, please email ois@fordham.edu.
3. To submit your application, please prepare to bring the following documents for the **[Online Remote STEM Extension Submission Portal](#)**:
 - 1) Complete OIS STEM Extension **Application Form** (see pages 3 & 4 of this document)
 - 2) Employment **offer letter**, and Employer **E-Verify number**
 - 3) Proof of STEM degree (**diploma, translation, and official transcripts**)
 - 4) **Two passport-style photos**, taken within 30 days of filing application
 - 5) **Form I-983** Mentoring and Training Plan: <https://www.ice.gov/doclib/sevis/pdf/i983.pdf>
For help completing the form, go here: <https://studyinthestates.dhs.gov/students-and-the-form-i-983>
 - 6) Current **EAD** (OPT card)
 - 7) **Passport, F-1 visa**, and **I-94** (electronic version) if you have traveled since OPT started

* If you are paying the STEM OPT Extension Maintenance of Status Fee through a different method or are having trouble with payment, please contact OIS regarding this at ois@fordham.edu. The subject line of your email to should list "**Your Family Name, Your First Name, Fordham ID Number – STEM Extension Maintenance of Status Fee Issue**".

IMPORTANT NOTE WHEN COMPLETING THE I-983 FORM

Please leave the following sections BLANK on Section 1/Page 1 (Completed by Student).

➤ Fordham will answer these sections:

- SEVIS School Code of School Recommending STEM OPT
- Designated School Official (DSO) Name and Contact Information
- STEM OPT requested period
- Qualifying Major and Classifications of Programs (CIP) Code
- Employment Authorization Number

➤ On Page 5 of the I-983: Please leave the Student Performance Evaluation BLANK

For further assistance completing Form I-983, please refer to the following tutorial:

<https://studyinthestates.dhs.gov/assets/stem-opt-hub/story.html>



F-1 OPT 24-MONTH STEM EXTENSION REQUEST FORM

DATE: _____

A. Student Family Name: _____ First Name: _____

Current Local Address: _____

CITY _____ STATE _____ ZIP _____

Your Email for 6 month alerts: _____

(IF THIS CHANGES: You must notify OIS ASAP to keep this active)

B. Current Employer's Name as Listed in E-Verify: _____

Employer Address: _____

CITY _____ STATE _____ ZIP _____

Email of Employer: _____

(It is your responsibility to keep this Email current)

E-verify # (Contact your Human Resources department if you do not know this number): _____

Employer start date (MM/DD/YYYY): _____

Check one: Full time (20 hours/more) _____ or Part time (Fewer than 20 hrs) _____

Check one: _____ I have left this company and my last day of employment was: _____ (date, MM/DD/YYYY)

_____ I plan to continue to work for this company with STEM OPT

C. STEM Application Employer's Name as Listed in E-Verify (if employer is different than current one listed above):

Address: _____

CITY _____ STATE _____ ZIP _____

Email of Employer: _____

(It is your responsibility to keep this Email current)

E-verify # (Contact your Human Resources department if you do not know this number): _____

Employer start date (MM/DD/YYYY): _____

Check one: Full time (20 hours or more) _____ or Part time (Less than 20 hrs) _____



ACKNOWLEDGEMENT OF RESPONSIBILITIES FOR MAINTAINING STATUS DURING STEM OPT

- I must report to OIS **every six months** starting from the start date of the STEM OPT regardless if there is a change or not. I must validate **every six months with OIS**: my current US address, employer name and address and status of current employment. To change current US address or phone number you can do so directly via the SEVP portal: <https://sevp.ice.gov/opt/#/login>
- I will work a **minimum of 20 hours/per week** and it will be directly related to my course of study.
- I have notified my employer that they must submit a FINAL Evaluation (bottom of page 5 of I-983) to OIS within 48 hours of my leaving that employer.
- I will not participate in the following unauthorized employment: self-employment or unpaid employment.
- I will submit a new Form I-983 Mentoring and Training Plan to OIS **within 10 days** if I begin a new practical training opportunity with a new employer, or any time there is a “material change” in the terms and conditions of the original I-983.
- I will submit to OIS two (2) self-evaluations: (PAGE 5 of the Form I-983) **within 10 days** of the following due dates:
12 months from STEM OPT start date (Top part of page 5)
24 months from STEM OPT start date (Bottom part of page 5)
- Unemployment: For 24 month STEM OPT extension I understand I may not accrue more than a total of **150 days of unemployment** throughout my entire 36 months on OPT. Time spent outside the U.S., if not employed by a U.S. employer, is counted towards the 150 day period of unemployment.
- It is my responsibility to abide by the regulations governing the F-1 OPT STEM extension and to maintain F-1 status. I understand that failure to abide by the requirements will terminate my F-1 status and thus my ability to work and otherwise remain in the US.
- I will notify OIS **within 10 days** of any these changes:
 - Edit current job's Employer Identification Number (EIN)
 - Edit name of current employer
 - Change current employer's address
 - Change current job title
 - Change your current employer end date
 - You are ending your current job and want to ADD a new employer
 - Change current employer's Supervisor's name, address, phone number

I am applying for STEM OPT extension, and confirm I have read and understand the requirements above:

Signature Printed Name Date