



STEM OPT EXTENSION APPLICATION TUTORIAL

International Student and Scholar Services

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TOPICS

- **STEM Extension Eligibility**
- **Application Timeline**
- **Required Documents**
- **Form I-765**
- **Form I-983**
- **How to Apply**
- **Terms & Conditions for Employers**
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DISCLAIMER

Any views or suggestions expressed or contained herein are not the official views of Kent State University or legal advice. This PowerPoint tutorial is an educational benefit provided to you by ISSS, but for more in-depth questions, we recommend consulting an immigration attorney.

STEM OPT EXTENSION

- It is your responsibility to understand the details and requirements of your F-1 status
- You still must maintain your F-1 status while on OPT
- Read this entire tutorial carefully to understand:
 - Eligibility
 - Timelines
 - Procedures
 - Requirements
 - Validation Reports

STEM OPT ELIGIBILITY

You can apply for the STEM OPT Extension if:

1. You are currently on Post-Completion OPT
2. Your major is on the approved STEM list
3. Your employer is E-Verified

APPLICATION TIMELINE

- You can start to apply for your STEM extension 90 days before your post-completion OPT ends
- You cannot apply after your OPT ends
- Your STEM OPT Extension will start the day after your OPT ends
- You are granted a 180 extension of your OPT while your STEM application is pending – you can continue working during this time
- Application approval time: 90-120 days

REQUIRED DOCUMENTS

1. Copy of your passport biographical page
2. Copy of your most recent U.S. visa
3. Printout of your [Form I-94](#)
4. Original check or money order made out to “U.S. Department of Homeland Security” with the appropriate [filing fee](#)
5. Two passport photos taken within last 30 days (I-94 number written in pencil on the back)
6. Completed [Form I-765](#)

REQUIRED DOCUMENTS

7. Copy of your current EAD
8. Copy of your diploma
9. Copy of official transcripts
10. Copy of your current job offer
11. Completed [Form I-983](#). This is a formal training plan to be completed by the student and employer. You can find instructions [here](#).

COMPLETING THE I-765

Part 1: Select “Renewal of my permission to accept employment”

Part 2:

- 1.a. – 1.c.** Full legal name as shown on your passport
- 2.a. – 4.c.** Any other names you have ever used
- 5.a. – 5.f.** Your U.S. mailing address. This is where USCIS will send your EAD card. You **may not** use OGE’s address at this time
- 6.a. – 7.e.** Your U.S. physical address (if different than your mailing address)

COMPLETING THE I-765

Part 2: Continued

8. The Alien Registration Number is on your Employment Authorization Document (EAD) card. It is a 9-digit number as shown in the example below.



COMPLETING THE I-765

Part 2: Continued

- 9. Select the appropriate answer. Most students will not have a USCIS Online Account number
- 10. Select your gender
- 11. Select your marital status
- 12. Select “Yes”
- 13.a. – 13.b. Select “Yes,” and provide SSN. Then skip to 18.a.
- 18.a. List all countries where you are currently a citizen or national
- 19.a. – 20 Complete all information on your place and date of birth

COMPLETING THE I-765

Part 2: Continued

- 21.a. I-94 number
- 21.b. – e. Passport information
- 22. Date of your most recent entry into the U.S.
- 23. Location where you last entered the U.S.
- 24. Immigration status at your last arrival
- 25. Current immigration status (F-1 Student)
- 26. SEVIS number. If you have previous SEVIS numbers include them in Part 6 on page 7

COMPLETING THE I-765

Part 2: Continued

- 27. Eligibility category. **Enter (c)(3)(C)**
- 28.a. Degree level and major (e.g. Bachelor's degree in English) as it appears on your I-20
- 28.b. Employer name as listed in E-Verify
- 28.c. Employer's E-Verify Number (**not** the EIN)
- 29-31.b Skip

COMPLETING THE I-765

Part 3:

- 1.a. – 2 Select appropriate response
- 3 – 5 Provide your contact information
- 7.a. – 7.b. **SIGN** your I-765 in pen and date

Part 4, 5, & 6:

Complete if applicable/necessary

COMPLETING THE I-983

- The I-983 is a formal training plan
- It must state the student's learning objectives and affirm the employers commitment to helping the student achieve those objectives
- Students and employers are subject to the [Form I-983 instructions](#)
- You must have a I-983 for each employer during your STEM OPT Extension
- You must work with your employer to complete the I-983

COMPLETING THE I-983

- The I-983 must explain:
 - How the job directly relates to the student's STEM degree
 - The specific goals of the STEM OPT practical training
 - How the goals will be achieved
 - The performance evaluation process
 - The methods of oversight
- The completed I-983 must be submitted to ISSS
- You must update the I-983 when there are any changes
- You can find more information about the I-983 [here](#).

COMPLETING THE I-983

Section 1 – Student Information: Completed by student

- Student Name: (Surname/Primary Name, Given Name)
- Student Email: use your @kent.edu email
- Name of School Recommending STEM OPT: Kent State University
- Name of School where STEM Degree was earned: Kent State University
- SEVIS Code of School: CLE214F00387000
- DSO Name and Contact: Jef Davis 330-672-7980 jdavi202@kent.edu
- Student SEVIS ID No: This can be found on the top left corner of your I-20 (N00...)

COMPLETING THE I-983

Section 1 – Student Information: Completed by student

- STEM OPT Requested Period: This should be the 24-month period immediately following your OPT (e.g. if your OPT ends January 1, 2020 your dates should be 01/02/2020 – 01/01/2022)
- Qualifying Major and CIP Code: This is the 6-digit code on your I-20 in the Program of Study section (00.0000)
- Level/Type of Qualifying Degree: Enter the degree level (bachelors, masters, or doctorate)
- Date Awarded: This can be found on your transcript in Flashline
- Based on Prior Degree: Check no if your application is based on your most recently earned degree; if yes, please contact ISSS

COMPLETING THE I-983

Section 1 – Student Information: Completed by student

- Employment Authorization number: This can be found on your current EAD (USCIS number)

Section 2 – Student Certification: Completed by student

- Review the paragraph under “I certify that:” Once you have read the paragraph: sign your name, date, and print your name legibly

COMPLETING THE I-983

Section 3 – Employer Information: Completed by employer

- Employer Name, Address, and Website: Enter information
- Employer EIN: Tax Identification number
- Number of Full-time Employees in the U.S.: Provide number
- OPT Training Hours Per Week: Indicate how many hours (on average) the student is working per week. Students must work a minimum of 20 hours per week
- Start Date of Employment: This should be the first day of the students STEM OPT. If the student is already on their STEM Extension, it should be the first date of employment

COMPLETING THE I-983

Section 3 – Employer Information: Completed by employer

- Compensation: Enter the dollar amount of salary or other compensation and the frequency of pay (per hour, per week, bi-weekly, monthly)

Section 4 – Employer Certification: Completed by employer

- The person with “signatory authority” should sign their name, print their name legibly, date, and list the name of the employing organization

COMPLETING THE I-983

Section 5 – Training Plan: Completed by student and employer together

- Student Name: This should be the same name listed in Section 1
- Employer Name: Refer to Section 3 employer name
- Site Name and Site Address: This is the name and address where the student is physically working
- Official's Name, Title, Email, and Phone Number: Study in the State guidance is that the person listed in this section is “the appropriate individual in the employer’s organization who is familiar with, and will monitor, the student’s goals and performance”. This is likely the students’ supervisor
- Training Plan: The remaining fields are plan-specific. You can refer to the [Study in the State tutorial for guidance](#)

COMPLETING THE I-983

Section 6 – Employer Certification: Completed by employer

- This can be the same person as listed in Section 4 but may not be. The person who does complete this section must be an employee with signatory authority.

Please note: If there are material changes to or deviations from the training plan as described in the Form I-983 the DSO has on file during the course of the 24-month STEM OPT extension period, the student and employer must complete and sign a *modified* training plan reflecting the those changes. The student and employer are then jointly responsible for submitting the modified Form I-983 to the student's DSO "at the earliest available opportunity."

COMPLETING THE I-983

Evaluation on Student Progress: Completed by student and employer

- You must complete two self-evaluations:
 - Evaluation 1 – after 12 months of your STEM OPT
 - Evaluation 2 – after 24 months of STEM OPT or if you leave an employer
- Evaluations should be done on the I-983 for that specific employer
- Evaluations must be signed by the student and the supervisor and then submitted to the DSO via the [STEM OPT Employer Information Form](#)

HOW TO APPLY

1. Make sure your OPT employer information is up to date in your SEVP Portal
2. Gather the application documents
3. Request a new I-20 using the [STEM OPT I-20 Request Form](#)
4. Collect your I-20 from ISSS
5. Send your application materials to USCIS

TERMS & CONDITIONS FOR EMPLOYERS

- Employers must be e-verified
- Maintain a bona fide employer-employee relationship with student
 - Cannot be employer in name only (third-party locations)
 - Supervisor cannot be employees or contractors of employer's clients
- Provide appropriate training
- Complete the I-983
- [USCIS website](#) for reference

UNEMPLOYMENT

- Once your STEM extension application is approved, you get an additional 60 days of authorized unemployment
- This 60 days is in addition to the 90 days of employment you get on OPT, so you receive a total of 150 days of authorized unemployment for the period of OPT + STEM OPT Extension

THE SEVP PORTAL

- Your validation reporting schedule is in your SEVP Portal
- Do not make employer updates in your SEVP Portal
- You must report any changes of employment to KSU by submitting the [STEM OPT Employer Information Form](#)
- Updates will be visible in your portal after 24 hours
- Verify your STEM OPT is active and the dates match your EAD card

REQUIRED REPORTING

- Report address changes
- Report employer changes
- Report employer updates
- 6-month validation reports
- Report within 10 days of making any changes!
- [More information here](#)

6-MONTH VALIDATION REPORTS

- You must confirm your employment details every 6 months – no exceptions
- Failure to report could affect your SEVIS status
- Report by submitting the [STEM OPT Employer Information Form](#)
 - Select 6, 12, 18, or 24-month validation
- Reporting schedule is in your SEVP Portal

FREQUENTLY ASKED QUESTIONS

Q: Can I change employers while my STEM extension application is pending?

A: ISSS does not recommend changing employers, because it can delay the processing of your application or create further complications. However, if you cannot avoid it, then you need to email iss@kent.edu for further instructions

FREQUENTLY ASKED QUESTIONS

Q: Can I get a new driver's license while my STEM extension application is pending?

A: In many states, the BMV/DMV will not give you a new driver's license until you receive your new EAD.

FREQUENTLY ASKED QUESTIONS

Q: Can I travel while my STEM Extension application is pending?

A: If your current EAD is still valid, then you may travel using your current EAD, I-20, and visa. If your EAD has expired and your STEM extension application is still pending, you may travel but it is at your own risk

FREQUENTLY ASKED QUESTIONS

Q: What happens if I miss on of my 6-month validation reports?

A: Unfortunately, you cannot submit your report more than 30 days past the due date. Missed validation reports could affect your current status or your ability to get future statuses.

Thank you for completing the STEM Extension Tutorial!

If you have questions about any of the material presented, you may ask an international student and scholar advisor by emailing iss@kent.edu





Thank You.

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