

# STEM OPT EXTENSION TUTORIAL

Kent State University  
International Student and Scholar Services  
330.672.7980  
[iss@kent.edu](mailto:iss@kent.edu)

# AGENDA

- **Eligibility**
- **Application Timeline**
- **Required Documents**
- **Form I-765**
- **Form I-983**
- **How to Apply**
- **Unemployment**
- **The SEVP Portal**
- **FAQ's**
- **Reporting Requirements**



# STEM OPT EXTENSION

- It is your responsibility to understand all of the details and requirements of your immigration status
- Read this entire tutorial carefully in order to completely understand the timelines, eligibility, procedures, and requirements
- If, after reading this tutorial, you have questions, ask an international student and scholar advisor by emailing [iss@kent.edu](mailto:iss@kent.edu)
- DO NOT send multiple emails to multiple advisors regarding the same question



# STEM OPT ELIGIBILITY

You may apply for the STEM OPT Extension if:

1. You are currently on Post Completion Optional Practical Training (OPT)
2. Your major is an approved STEM major according to the Department of Homeland Security. Check to see whether the CIP code on your I-20 (next to your major) is on the [official list](#)
3. Your employer is [E-Verified](#)



# STEM OPT EXTENSION TIMELINE

- You can apply for your STEM OPT Extension 90 days before the end date of your OPT
- You cannot apply after your OPT ends
- Your STEM OPT Extension will start the day after your OPT ends
- You are permitted to continue working for up to 180 days past the end of your OPT, as long as you have a pending STEM extension application
- Processing times for the STEM OPT Extension is normally between 60-90 days



# REQUIRED DOCUMENTS

You must submit all documents before we create your STEM OPT Extension I-20:

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 for \$410 made out to "U.S. Department of Homeland Security"
5. Two passport photos taken within last 30 days (with 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.** Family Name (Last Name)

**1.b.** Given Name (First Name)

**1.c.** Middle Name

**2.a. – 4.c.** Any other names you have ever used





# COMPLETING THE I-765

## Part 2: Continued

**5.a.** Your name

**5.b.-5.e.** Your mailing address. This is where USCIS will send your EAD card. You may use the Office of Global Education address:

**625 Loop Road**

**Apt. OGE**

**Kent, OH 44242**

**6.a.** Select the appropriate box. If you are using OGE's mailing address, you should select "No."

**7.a.-7.d.** Your physical address (only 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. Select “Yes,” and complete 13.b. Then skip to 18.a.
- 18.a. List all countries where you are currently a citizen, or national.



# COMPLETING THE I-765

## Part 2: Continued

- 19.a.-20. Complete all information on your place of birth
- 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. F-1 Student
- 25. F-1 Student



# COMPLETING THE I-765

## Part 2: Continued

- 26. Provide your SEVIS number. If you have previous SEVIS numbers include them in Part 6 on page 7
- 27. Enter (c)(3)(C)
- 28.a. Degree
- 28.b. Employer name
- 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 objective
- 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



# COMPLETING THE I-983

- **You must work with your employer to complete 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**





# COMPLETING THE I-983

- **You are responsible for conducting two self-evaluations:**
  - The first should be done after 12 months of your STEM OPT (time on post-completion OPT is not counted)
  - The final evaluation should be done after 24 months of STEM OPT or if you leave an employer
- **Evaluation should be done on the I-983 for that specific employer**



# HOW TO APPLY

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



# 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

- **Once your STEM OPT is approved, you can no longer make employer updates in your SEVP Portal**
- You must report any changes of employment to KSU by submitting the [STEM OPT Employer Information Form](#).



# REQUIRED REPORTING

- Any changes in employment must be reported within **10 days** of the change
- You must update us every 6 months with your employer information. **We report to the government that you complete this so it is mandatory.**



# 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](mailto: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





**Thank you for completing the STEM  
Extension Tutorial!**

**If you are confused about any of the material  
presented, you may ask an international  
student and scholar advisor by emailing  
[iss@kent.edu](mailto:iss@kent.edu)**

