



# INTERNATIONAL PROGRAMS

## COLORADO STATE UNIVERSITY

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## REQUEST FOR 24-MONTH STEM OPT EXTENSION

This form is used to request authorization to participate in a 24-month extension of Optional Practical Training for students in approved STEM fields

### What is the 24-month OPT STEM extension?

Optional Practical Training (OPT) is a period of temporary training that is directly related to an F-1 student's program of study. F-1 students who completed a program of study in an approved STEM (Science, Technology, Engineering, and Math) field are eligible to apply for a 24-month extension of post-completion OPT. *(Please note that the 24-month STEM extension replaces the previous 17-month extension that was in effect prior to May 10th, 2016. For detailed information about recent changes to the immigration regulations regarding OPT STEM extensions, please visit the Study in the States STEM OPT Hub website here: <https://studyinthestates.dhs.gov/stem-opt-hub>)*

### Who is eligible for the 24-month OPT STEM extension?

You are eligible for the 24-month OPT STEM extension if you meet all of the following criteria:

- You are currently participating in approved post-completion OPT and have maintained your F-1 immigration status throughout your post-completion OPT period
- You have earned a degree in a program of study that is included on the [STEM list](#)
- Your STEM OPT employer is enrolled in USCIS's [E-Verify](#) employment eligibility verification program
- Your STEM OPT employer has provided you with [formal training and learning objectives](#)
- You have not been approved for 2 previous OPT STEM extensions

### When can I apply for the 24-month OPT STEM extension?

- You can apply for the STEM extension up to 90 days before the expiration date of your post-completion OPT
- Your application for the STEM extension must be received by USCIS prior to the expiration date of your post-completion OPT
- As long as your 24-month STEM extension application is received by USCIS prior the expiration date of your post-completion OPT, you can continue working for up to 180 days while your STEM extension application is pending

### What do I need to do to maintain my F-1 immigration status during the 24-month OPT STEM extension?

- You must work at least 20 hours per week in a paid position directly related to your field of study
- You cannot be unemployed for longer than 150 days during your total period of OPT (this includes up to 90 days during regular post-completion OPT and up to an additional 60 days during the STEM extension)
- You must submit an [OPT reporting form](#) to ISSS every six months or within 10 days of any changes to any of the following: legal name, residential or mailing address, employer name, employer address, and/or loss of employment
- You must complete the "Evaluation of Student Progress" portion of the Form I-983 and submit it to ISSS within 12 months of your OPT STEM start date

- You must complete the “Final Evaluation of Student Progress” portion of the Form I-983 and submit it to ISSS at the end of your OPT STEM extension
- If you change jobs, you must submit a new Form I-983 (signed by your new employer) to ISSS within 10 days
- If you travel outside of the United States during your OPT STEM extension, you need to take your I-20 (with a recent travel signature from an ISSS advisor), your passport, a valid F-1 visa, your EAD card, and a letter from your employer

### **What are my employer’s responsibilities?**

- Your employer must be enrolled and in good standing with E-Verify
- Your employer must work with you to complete and certify Section 3 of the Form I-983 before you apply for the OPT STEM extension
- Your employer must review and sign your 12-month self-evaluation and your final evaluation before you submit them to ISSS
- Your employer must work with you to report any material changes to your formal training plan by submitting a new Form I-983 to ISSS
- If you lose your job, your employer must report the loss of employment to ISSS within 10 days
- Your employer must provide you with a training opportunity that is commensurate with those of similarly situated U.S. workers in duties, hours, and compensation

*Please encourage your employer to view the employer section of the Study in the States OPT STEM Hub.*

### **What is the Form I-983?**

The Training Plan for STEM OPT Students, or Form I-983, outlines the mentoring, training, and evaluation plan you will follow during your practical training period. The form needs to include information about how the practical training experience is directly related to your STEM program of study.

### **Am I eligible for a 24-month OPT STEM extension for a previously-earned degree that is not the basis of my current post-completion OPT authorization?**

Yes, if your previously-earned degree was in an approved STEM major, the degree was earned within the past 10 years, and you have not already done an OPT STEM extension for that degree. You may be eligible for a 24-month STEM extension for a previous degree even if you were not in F-1 status at the time you earned that degree. Please see an international student advisor for more information.

### **Am I eligible for a 24-month OPT STEM extension if I have not completed my thesis/dissertation?**

Yes. If you have completed all degree requirements except a thesis or dissertation, you are eligible for the OPT STEM extension.

### **How can I apply?**

After reading the information on these pages, please complete the request form on page 3 and gather all supporting documents outlined on page 4 of this packet. Submit these documents to ISSS. We will review them and issue you a new I-20 recommending you for the OPT STEM extension. We will prepare the mailing packet for you based on the mailing preference you select in your application (express mail or postal services). You will be contacted by email when your packet is ready.

# 24-MONTH STEM OPT EXTENSION APPLICATION

Student's Name: \_\_\_\_\_ CSU ID Number: \_\_\_\_\_

Personal Email Address: \_\_\_\_\_ EAD Card Expiration Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Major: \_\_\_\_\_ Degree Level: UG GR PhD

Name of STEM OPT Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Student's Job Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_ Supervisor's Phone Number: \_\_\_\_\_

Please check mail service you will be using to mail packet (ISSS will prepare mailing label):

Express Courier Service  
U.S. Postal Services

State where the address listed on your I-765 form is located: Colorado Other (specify): \_\_\_\_\_

I verify that I have read and understand the information on pages 1-2 of this packet and I confirm (please check all of the following):

I have verified that my field of study is included in the list of eligible STEM majors.

I am currently engaged in post-completion OPT and I am within 90 days of the expiration of my employment authorization document (EAD).

I have a job offer for a paid position (at least 20 hours per week) from an employer who is currently enrolled in the E-Verify system.

I have a job offer that is directly related to my field of study as listed on my I-20

I understand the reporting requirements for which I am responsible while I am on the OPT STEM extension.

I agree to report any loss of employment or permanent departure from the United States and any changes in my name, residential or mailing address, employer and employer's address, and immigration status to CSU ISSS within 10 days of the change.

I agree to submit an [OPT reporting form](#) to CSU ISSS every 6 months, beginning from the start date of the STEM extension and ending when my F-1 status ends or the STEM extension ends, whichever is sooner.

I agree to submit an updated Form I-983 within 10 days of any material changes to my mentoring and training plan

I agree to submit to ISSS a self-evaluation after 12 months and final evaluation after 24 months by completing the Evaluation of Student Progress portion of the Form I-983

I authorize CSU ISSS employees to report my private e-mail address and job title, and my supervisor's name, job title, telephone number and e-mail address in SEVIS in order to issue a STEM extension I-20.

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

# 24-MONTH STEM OPT EXTENSION APPLICATION CHECKLIST

**24-month STEM OPT extension application form (page 3 of this packet)**

**Completed [I-765 application](#) (available on the USCIS website)**

- On the I-765 Application, Question #14 is your I-94 Number.
- On the I-765 Application, Question #20, enter (c)(3)(C) for the 24-month STEM extension.
- On the I-765 Application, Question #17, you will need to list the name of your degree as it is shown on your I-20, your employer's name as listed on E-Verify, and the E-Verify Company or Client ID Number. (Please keep in mind the E-Verify Number is different from the EIN!)
- Sign the I-765 form between the lines so that your signature does not touch the lines.
- We recommend typing your responses, but fields that are too small or not fillable can be neatly handwritten in black ink.
- The address you list on your I-765 application is where USCIS will mail your EAD card. USCIS will not allow the EAD card to be forwarded! If you don't know where you will be living in the next three months, please use a friend or family member or the ISSS mailing address: 1024 Campus Delivery, Fort Collins, CO, 80523

**\$410 check or money order made payable to U.S. Department of Homeland Security**

**2 new passport photos (lightly print your name and I-94 number on the back)**

**Copy of Passport Photo ID page**

**Copy of F-1 U.S. Visa and most recent arrival stamp**

**Copy of Current I-94 (available on the [CBP website](#))**

**Copies of previously issued EAD cards**

**Copy of your diploma showing the STEM major**

**Completed Form I-983 Training Plan for STEM OPT Students**

To get this form, go to <https://www.ice.gov/> and search for I-983 in the search box

- Sections 1 and 2 must be completed by the student
  - CSU's SEVIS school code is DEN214F00179000.
  - You can leave the "Designated School Official (DSO) Name and Contact Information" field blank. The advisor who receives your application and is recommending you for the STEM extension will fill in his/her own information.
  - Your Classification of Instructional Programs (CIP) Code is the number listed after your major on your I-20. It is written in the format XX.XXXX.
- Sections 3, 4, and 6 must be completed by the employer
- The student and employer must work together to complete Section 5
- Please visit the [Study in the States website](#) for a tutorial on how to complete the Form I-983

**(Optional) Form [G-1145 e-Notification of Application/Petition Acceptance](#)**