

Students wishing to apply for an OPT STEM extension must complete this form and send it, with a copy of the completed I-765, to IPS. The documents may also be scanned and emailed to IPS@mtu.edu with the subject heading "OPT STEM Extension Request".

Name: _____ MTU ID: _____ SEVIS #: _____

Date Original OPT ends: _____

Employer's name EXACTLY as registered with E-Verify: _____

Employer's address EXACTLY as registered: _____

Student's work location if different than employer's E-verify address: _____

Student's Job Title or Position: _____

Student's Supervisor: Name & Title: _____

Supervisor's Phone: _____ Supervisor's Email: _____

Address to which new I-20 is to be mailed: _____

CHECKLIST OF ITEMS YOU WILL NEED TO SEND TO USCIS:

1. Completed I-765 form (<http://www.uscis.gov/>):
 - a. Be sure to check that you are applying for *renewal* of permission to accept employment.
 - b. The parentheses in item #16 are (c) (3) (C).
 - c. Question #17.
 - i. "Degree" should be your level, the CIP code, and a short name for your degree, e.g., "MS, Computer Sci, CIP 11.0701."
 - ii. Email me before you submit your request to me and I will send you the CIP code.
2. All immigration documents:
 - a. I-94 – photocopy of both sides
 - b. valid passport – photocopy of photo page and renewal page if original has expired
 - c. visa – photocopy of visa page
3. 2 passport photos. Photos MUST be the correct size. See sample at http://travel.state.gov/passport/guide/composition/composition_874.html
4. Write your name and I-94 card number on the back of each photo in pencil.
5. \$340 fee (Check or Money Order payable to USCIS). Personal checks must have the account holder's address printed on them. These will be handled as Electronic Funds Transfers and will be deducted from your account immediately upon receipt.
6. Proof of degree: official Transcript, unofficial transcript, or copy of your degree showing level and degree program
7. Copy of current EAD card

APPLICATION DEADLINE:

1. The OPT extension application must be RECEIVED BY the USCIS office prior to the day your original OPT expires.

Additional information that may be of use:

REPORTING REQUIREMENTS WHILE ON OPT:

IF IN DOUBT, REPORT. You must report any change of location and/or visa status to the IPS office during their OPT employment. Report changes [HERE](#):
http://www.ips.mtu.edu/Forms/Immigration/Employer_Change_Web.htm

- a. Must report any change of employment (beginning new employer, ending employment, moving from one site to another with same employer) including employer's name and address and employment dates
- b. Must report any change of name and/or visa status (H1-B approved, Permanent Residency applied for)
- c. Must report departure from US if you don't plan to return. Travel letter should be obtained from either employer or MTU before leaving country.

17-MONTH STEM EXTENSION:

1. Students in STEM areas who are employed by qualifying employers may apply for a 17-month extension of OPT.
 - a. Approved STEM areas are listed [HERE](#)
 - b. Employers must be registered with E-Verify. Information [HERE](#)
 - c. Process for applying for an extension. (For further information, see the DHS instructions that accompany the I-765 form online.)
 - d. Student completes I-765 and the "OPT STEM extension request".
 - i. Student sends completed documents to IPS for new I-20. Scanned copies are acceptable and may be attached to an email. Faxed copies are not acceptable.
 - ii. Student should provide a surface mail address to which the new I-20 should be sent.
 - iii. I-765 and OPT extension I-20 is returned to student by IPS along with instructions for filing the application.
 - iv. All mailings from IPS will be at standard surface rate unless the student includes a prepaid UPS/FedEx mailer to expedite return.
 - e. Student informs IPS of date application for extension was mailed, and immediately upon receipt of new EAD with start date on new EAD.

TRAVEL AFTER FILING AN OPT APPLICATION:

- Students engaged in OPT who wish to travel outside the United States are subject to the same travel requirements as an F-1 student.
- Your I-20 must still have a travel signature within 6 months of your planned return.
- You should carry a travel letter from your employer specifying that you are returning to *resume* employment with them.
- Once you have submitted an application for OPT, you will not be able to renew your F-1 visa. If it has expired or will expire during your OPT, you will have to remain in the US. The one exception is if an employer requires your travel outside the US. In that case, the employer can write a letter requesting a visa renewal and it will likely be renewed, though even then it is not guaranteed.