



ETSU, International Programs and Services, PO Box 70668, 122 Yoakley Hall, Johnson City, TN 37614
Telephone: 423-439-7737; Fax: 423-439-7131; E-mail: interntl@etsu.edu; Website: www.etsu.edu/honors/international/

24 MONTH EXTENSION OF OPT FOR F-1 STUDENTS IN STEM FIELDS APPLICATION INSTRUCTIONS

F-1 students on OPT who have received a degree in certain fields, referred to as “STEM” fields (Science, Technology, Engineering, or Mathematics), will have an opportunity to apply for one 24 month extension of their regular 12-month OPT period. Students **MUST** file the application for the 24 month STEM extension **before** the end date of the original OPT period, and will be able to continue employment while the extension application is pending, until a final decision on the I-765 or for 180 days, whichever is first. **Again, you must apply during your first 12 months of OPT, no later than the end date of your OPT.** For a current list of STEM majors, please refer to this webpage: <http://www.ice.gov/sevis/stemlist.htm>. The major listed on your I-20 must be an approved STEM major in order to be eligible to apply.

1. Fill out the “STEM EXTENSION I-20 REQUEST”(see **page 4** of these instructions).
2. Complete Form G-1145 (<https://www.uscis.gov/g-1145>), this is recommended, not required.
 - o This optional form requests an electronic notification (e-Notification) when USCIS accepts an application and get up-to-date status information. You will receive notifications via email and/or text message.
3. Complete Form I-765 (<http://www.uscis.gov/i-765>). Complete as fully as possible (see **pages 10-16** of these instructions). Here are some tips:
 - o Return Address: This **must** be your current mailing address where you will be for the next 3-4 months.
 - If you are no longer at this address the Post Office will not forward your EAD card (even if you completed a change of address card with the Post Office) and it will be returned to USCIS and destroyed.
4. Complete Form I-983 with your employer (see **pages 5-9** of these instructions): <https://www.ice.gov/sites/default/files/documents/Document/2016/I-983.pdf>. Allow plenty of time, as this is a fairly extensive form.
 - o Information on the I-983 can be found here: <https://studyinthestates.dhs.gov/form-i-983-overview>.

5. E-mail the STEM Request, forms I-983 and I-765, and all required documents (see **page 3** of these instructions) to ETSU International Programs at interntl@etsu.edu. Your advisor will review your documents and notify you of any issues. If there are none, a new I-20 for with the OPT extension recommendation (on page 2 of the I-20) will be printed. WE CANNOT SCAN I-20s. The new I-20 will be mailed to you.

6. For your application (see **page17** of these instructions), include the following items:
 - Form G-1145 (Recommended not required)
 - Original Form I-765 (make a copy for your records, but send the original.)
 - A copy of ALL I-20s. Make sure the newest I-20 in front of the others. (Keep the originals!)
 - A copy of your I-94.
 - If your last entry to the US was after March 2013, please go to <https://i94.cbp.dhs.gov/I94/request.html> to print it.
 - If you have paper I-94 stapled in your passport, make copy of both sides of your I-94 card. (Keep the original!)
 - A copy of the bio page of your passport and include any extra pages that record extensions of the validity of your passport. (Keep the original! **DO NOT SEND YOUR PASSPORT!**)
 - A copy of the F-1 visa page of your passport (even if it has expired).
 - A copy of your EAD card [a.k.a. OPT card]. (Keep the original!)
 - For the 24 month extension, you must also include a copy of your transcript or diploma showing the field in which you received your degree.
 - Two passport type photographs.
 - Print your name and I-94 number *lightly in pencil* on the back of each photo. Put the photos in an envelope and attach it to the front of the I-765. **Be careful not to staple through the photos!**
 - Fee of \$410. **NO CASH ACCEPTED.** You may send a personal check, a cashier's check from a U.S. bank, or a money order made payable to: **US Department of Homeland Security**. Staple the check to the front of the I-765.

7. Staple all above documents together and send them by **certified mail with a return receipt requested OR by FEDEX** (so you can track it). This should be done within 60-days of the date the advisor signed your new I-20. You will receive a notice of receipt (Form I-797) from the USCIS. After you have been approved for the extension, USCIS will send you a new EAD card indicating the extension dates.



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STEM EXTENSION REQUEST (for ETSU International Programs)

Please complete the following form with your current information. It will be used to produce a new I-20 for your STEM extension application.

FIRST NAME: _____ LAST NAME: _____

SEVIS ID#: N _____ ETSU E#: E _____ PHONE: _____

CURRENT OPT END DATE: _____ CURRENT E-MAIL ADDRESS: _____

Please include city, state and zip code for the following:

CURRENT RESIDENTIAL ADDRESS (dormitory/apt. name and number or physical address):

Street Apt. City State Zip

CURRENT MAILING ADDRESS (if different from residential address, like a PO Box):

Street Apt. City State Zip

NAME OF EMPLOYER: _____

YOUR JOB TITLE: _____ EMPLOYER'S E-VERIFY ID#: _____

DESCRIBE HOW YOUR JOB IS RELATED TO YOUR DEGREE: _____

ADDRESS OF EMPLOYER:

Street Suite/Apt. City State Zip

SUPERVISOR'S NAME: _____
First Last

SUPERVISOR'S PHONE: _____ SUPERVISOR'S EMAIL: _____