

STEM OPT 24-month Extension Tutorial

OPT 24-month STEM Extension Tutorial

Please note that this tutorial is for instructional purposes only.

An OPT STEM application to USCIS is your own personal application. You alone are responsible for the timely filing with full documentation, understanding of F-1 rules regarding OPT STEM Extension, and properly maintaining F-1 status.

To help guide you, please review thoroughly and patiently the entire following tutorial and contact us if you have questions at intlwork@lamar.edu

STEM OPT Tutorial Outline

- OPT Eligibility & Allowable Employment
- Application Process Overview
- Step 1: I-983
- Step 2: I-20 Request Process
- Step 3: Preparing your OPT Request to USCIS
 - Application Deadlines
- Step 4: Receiving your EAD & USCIS Documents
 - I-797 Receipt Notice
 - While Application is Pending
 - Denials & Requests for Evidence
- Step 5: Maintaining Your F-1 Status & STEM Reporting Requirements
 - Employment Update/Change Form
 - Validation/Participation Reporting
 - Travel during STEM OPT
- Completing STEM OPT & Grace Period

OPT STEM Extension Eligibility

- You must be a recipient of a U.S. Bachelor's, Master's or Doctoral degree in a STEM (science, technology, engineering or math) designated degree program. [See this list of STEM Majors.](#)
- Have been granted OPT and currently be in a valid period of post-completion OPT
- Work for an employer who meets all the requirements listed in the [STEM OPT Employer Responsibilities](#) section.
- You are applying no more than 90 days before your 12-month Post-Completion OPT expires, no longer than the expiration of your 12-month Post-Completion OPT and within 30 days of the date your designated school official (DSO) enters the recommendation for STEM OPT into your Student and Exchange Visitor Information System (SEVIS) record.

*****TWO 24-month STEM extensions may be granted per lifetime.**

OPT STEM Extension Eligibility

- Extension can be based on a previously earned STEM degree. Student can ask the institution that granted the STEM degree for evidence of institution accreditation and SEVP certification to submit with application.

***TWO 24-month STEM extensions may be granted per lifetime.

Types of Allowable Employment

- Volunteer/Unpaid positions and self employment are NOT allowed by the 24-month STEM OPT Extension.
- STEM-eligible employers must have E-Verify & EIN numbers and the student must have a bona fide employer-employee relationship.
- A student must be able to provide evidence acquired from the student's employer to verify that the student worked at least 20 hours per week during the period of employment.
- Staffing and temporary agencies may employ students under the STEM OPT program, but only if they will be the entity that provides the practical training experience to the student and they have and maintain a bona fide employer-employee relationship with the student.
 - According to prior guidance from the Student and Exchange Visitor Program If a student uses a temporary or staffing agency to place them in a training opportunity, the agency cannot complete and sign the Form I-983, "Training Plan for STEM OPT Students." Only the E-verified employer that provides the actual training relevant to the student's qualifying STEM degree is authorized to sign and complete the Form I-983.

Unemployment During STEM OPT

- Students on OPT have a total of 90 days (including weekends and holidays) of allowed unemployment during their 12-month OPT period that begins on the start date of their OPT (as indicated on their EAD card).
- Students with an authorized 24-month OPT STEM Extension have an additional 60 days, for a total of 150 days of unemployment during their 36-month OPT period.
- If you have submitted a timely filed STEM application to USCIS, you can continue working for up to 180 days after the expiration of your original Post-Completion OPT EAD card while you wait for the STEM OPT approval.
- If you exceed 90 days of unemployment during your original 12-month OPT you are not eligible to apply for the STEM OPT Extension.

STEM OPT Application Process

- Items needed for DSO to recommend STEM OPT and issue I-20:
 - STEM OPT Application:
<https://www.lamar.edu/forms/international/opt-stem-application.html>
 - I-983 form:
<https://www.ice.gov/doclib/sevis/pdf/i983.pdf>
 - I-765 form, please enter your I-765 in your online USCIS portal and submit the preview of the completed I-765 to your STEM OPT application

Step 1: Complete Form I-983

- The formal training plan must clearly articulate the OPT STEM learning objectives and affirm the employer's commitment to helping you achieve those objectives. To fulfill this requirement, you and your employer must complete, and sign Form I-983 and then submit pages 1-4 to ISS.
 - *Do not submit page 5 of the I-983 at this time. See [Annual Evaluation](#) for instructions on when you will submit page 5.
- For detailed tutorial on completing the rest of the I-983 go to:
<https://studyinthestates.dhs.gov/stem-opt-hub/additional-resources/form-i-983-overview>
- For written instructions on how to complete the I-983:
<https://www.ice.gov/doclib/sevis/pdf/i983Instructions.pdf>

Complete Form I-983

Enter your full name (Surname/Primary Name, Given Name) exactly as it appears on your passport.

Tracy Bourgeois
intlwork@lamar.edu
 409-880-7635

DEPARTMENT OF HOMELAND SECURITY
 U.S. Immigration and Customs Enforcement

OMB APPROVAL NO. 1653-0054
 EXPIRATION DATE: 7/31/2021

TRAINING PLAN FOR STEM OPT STUDENTS
 Science, Technology, Engineering & Mathematics (STEM) Optional Practical Training (OPT)

SECTION 1: STUDENT INFORMATION (Completed by Student)			
Student Name (Surname/Primary Name, Given Name):		Student Email Address:	
[Redacted]		Enter current email address	
Name of School Recommending STEM OPT:	Name of School Where STEM Degree Was Earned:	SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix):	
Lamar University	Lamar University <i>OR</i> name of prior degree university	HOU214F00143000	
Designated School Official (DSO) Name and Contact Information:		Student SEVIS ID No.:	STEM OPT Requested Period (mm-dd-yyyy):
[Redacted]		Found on page 1 of your I-20	From: [Redacted] To: [Redacted]
Qualifying Major and Classification of Instructional Programs (CIP) Code:		STEM Major and 6 digit CIP code as listed on I20	
Level/Type of Qualifying Degree:		Level of STEM degree (Bachelor's/Master's/Doctorate)	
Date Awarded (mm-dd-yyyy)		Date the STEM degree was conferred as shown on transcript/diploma	
Based on Prior Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employment Authorization Number:		9 Digit USCIS # as listed on your Post Completion OPT EAD Card	

Always download the current I-983 from the SEVP website.

One day after current EAD ends / 24 months from the STEM start date (i.e 05/10/2021 - 05/09/2023)

- Check "Yes" if your STEM OPT is based on a previously-obtained U.S. STEM degree, and is not the same degree upon which your current Post-Completion OPT was granted.
- Check "No" if your STEM OPT is based on your most recently obtained degree, and that is the degree upon which your current Post-Completion OPT is based.

Complete Form I-983

SECTION 2: STUDENT CERTIFICATION

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

I certify that:

1. I have reviewed, understand, and will adhere to this Training Plan for STEM OPT Students ("Plan");
2. I will notify the DSO at the earliest available opportunity if I believe that my employer is not providing me with appropriate training as delineated on this Plan;
3. I understand that the Department of Homeland Security (DHS) may deny, revoke, or terminate the STEM OPT of students whom DHS determines are not engaging in OPT in compliance with the law, including the STEM OPT of students who are not, or whose employers are not, complying with this Plan;
4. My practical training opportunity is directly related to the STEM degree that qualifies me for the STEM OPT extension; and
5. I will notify the DSO at the earliest available opportunity regarding any material changes to or deviations from this Plan, including but not limited to, any change of Employer Identification Number resulting from a corporate restructuring, any nontrivial reduction in compensation from the amount previously submitted on the Plan that is not tied to a reduction in hours worked, any significant decrease in hours per week that I engage in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this rule.

Signature of Student (Sign in ink):

Student Signature. Electronic signatures are acceptable.

Printed Name of Student:

Print Student Name

Date (mm-dd-yyyy):

Date of Signature



OFFICE OF INTERNATIONAL
EDUCATION AND SERVICES

LAMAR UNIVERSITY

Complete Form I-983

YOU MUST COMPLETE ALL ITEMS - DO NOT LEAVE ANY FIELDS BLANK!!

Employer Address (Headquarters)

SECTION 3: EMPLOYER INFORMATION (Completed by Employer)		
Employer Name: [] Name of Employer hiring you []	Street Address: []	Suite: []
Employer Website URL: []	City: []	State: [] ZIP Code: []
Employer ID Number (EIN): []	Number of Full-Time Employees in U.S.: []	North American Industry Classification System (NAICS) Code: []
OPT Hours Per Week (must be at least 20 hours/week): []	Compensation:	
Start Date of Employment (mm-dd-yyyy): []	A. Salary Amount and Frequency: []	
	B. Other Compensation (Type and Estimated Amount or Value):	
	1. []	
	2. []	
	3. []	
	4. []	
SECTION 4: EMPLOYER CERTIFICATION		
I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.		

•The Employer Identification Number (EIN) is a 9 digit number assigned to businesses by the Internal Revenue Service (IRS).

•The EIN is formatted ##-#####

•DO NOT ENTER THE E-VERIFY NUMBER.

Enter the date after the current Post Completion OPT EAD end date. This date should match the "from" date on page 1 of this form.

Complete Form I-983

SECTION 4: EMPLOYER CERTIFICATION

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

I certify on behalf of the employer that this Training Plan for STEM OPT Students ("Plan") is approved and that:

1. I have reviewed and understand this Plan, and I will ensure that the supervising Official follows this Plan;
2. I will notify the DSO at the earliest available opportunity regarding any material changes to this Plan, including but not limited to, any change of Employer Identification Number resulting from a corporate restructuring, any reduction in compensation from the amount previously submitted on the Plan that is not tied to a reduction in hours worked, any significant decrease in hours per week that a student engages in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this rule;
3. Within five business days of the termination or departure of the student during the authorized period of OPT, I will report such termination or departure to the DSO (*Note: business days do not include federal holidays or weekend days; and an employer shall consider a student to have departed when the employer knows the student has left the practical training opportunity, or when the student has not reported for practical training for a period of five consecutive business days without the consent of the employer*); and
4. I will adhere to all applicable regulatory provisions that govern this program (*see 8 CFR Part 214*), which include, but are not limited to, the following:
 - a. The student's practical training opportunity is directly related to the STEM degree that qualifies the student for the STEM OPT extension, and the position offered to the student achieves the objectives of his or her participation in this training program;
 - b. The student will receive on-site supervision and training, consistent with this Plan, by experienced and knowledgeable staff;
 - c. The employer has sufficient resources and personnel to provide the specified training program set forth in this Plan, and the employer is prepared to implement that program, including at the location(s) identified in this Plan;
 - d. The student on a STEM OPT extension will not replace a full- or part-time, temporary or permanent U.S. worker. The terms and conditions of the STEM practical training opportunity—including duties, hours, and compensation—are commensurate with the terms and conditions applicable to the employer's similarly situated U.S. workers or, if the employer does not employ and has not recently employed more than two similarly situated U.S. workers in the area of employment, the terms and conditions of other similarly situated U.S. workers in the area of employment; and
 - e. The training conducted pursuant to this Plan complies with all applicable Federal and State requirements relating to employment.

Note: DHS may, at its discretion, conduct a site visit of the employer to ensure that program requirements are being met, including that the employer possesses and maintains the ability and resources to provide structured and guided work-based learning experiences consistent with this Plan.

Signature of Employer Official with Signatory Authority (Sign in ink): _____

Printed Name and Title of Employer Official with Signatory Authority: _____

Date (mm-dd-yyyy): _____ Printed Name of Employing Organization: _____

•Signature required. Electronic signatures produced with software programs or applications or digitally reproduced copies of a signature are acceptable.

•It is important to make sure the Employer Official prints both their Name AND Title in the space provided.

•This signature may or may not be the same as the official at your employer site in section 5.

Complete Form I-983

***Pages 3-4 (Section 5-6) contain the details of the required Training Plan to be determined by you and your employer.

SECTION 5: TRAINING PLAN FOR STEM OPT STUDENTS (Completed by Student and Employer)	
Student Name (Surname/Primary Name, Given Name):	
Employer Name:	
EMPLOYER SITE INFORMATION	
Site Name:	Site Address (Street, City, State, ZIP):
Name of Official:	Official's Title:
Official's Email:	Official's Phone Number:
<i>Note: for the remaining fields in this section, employers who already have an internal/pre-existing training plan in place may fill in the details based on that plan.</i>	
<p>Student Role: Describe the student's role with the employer and how that role is directly related to enhancing the student's knowledge obtained through his or her qualifying STEM degree.</p> <p>Describe the specific tasks and assignments that the student will perform during employment and how it relates to the student's STEM degree. The plan should cover a specific span of time with de-tailed specific goals and objectives.</p>	
<p>Goals and Objectives: Describe how the assignment(s) with the employer will help the student achieve his or her specific objectives for work-based learning related to his or her STEM degree. The description must both specify the student's goals regarding specific knowledge, skills, or techniques as well as the means by which they will be achieved.</p> <p>Describe the specific skills, knowledge, and techniques that the student will learn/apply. Include how the student will achieve their training goals along with a training curriculum that includes the time-line.</p>	
<p>Employer Oversight: Explain how the employer provides oversight and supervision of individuals filling positions such as that being filled by the named F-1 student. If the employer has a training program or related policy in place that controls such oversight and supervision, please describe.</p> <p>Explain how the employer provides oversight and supervision to the student.</p>	
<p>Measures and Assessments: Explain how the employer measures and confirms whether individuals filling positions such as that being filled by the named F-1 student are acquiring new knowledge and skills. If the employer has a training program or related policy in place that controls such measures and assessments, please describe.</p> <p>Explain how the employer measures and confirms whether the student is acquiring new knowledge and skills.</p>	

Name of the site/end client where student will be working (do not use your home address if working remotely from home)
May or may not be the same as Employer Name

SECTION 6: EMPLOYER OFFICIAL CERTIFICATION
I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.
Employer Official with Signatory Authority - I certify that:
<ol style="list-style-type: none"> 1. I have reviewed, understand, and will follow this Training Plan for STEM OPT Students (Plan); 2. I will conduct the required periodic evaluations of the student;* 3. I will adhere to all applicable regulatory provisions that govern this program (see 8 CFR Part 214.2(f)(10)(ii)); and 4. I will notify the DSO regarding any material changes to or material deviations from this Plan at the earliest available opportunity, including if I believe the student is not receiving appropriate training as delineated in this Plan.
Signature of Employer Official with Signatory Authority (Sign in ink):
Printed Name and Title of Employer Official with Signatory Authority:
Date (mm-dd-yyyy):

•Signature required. Electronic signatures produced with software programs or applications or digitally reproduced copies of a signature are acceptable.
 •It is important to make sure the Employer Official prints both their Name AND Title in the space provided.

YOU MUST COMPLETE ALL ITEMS - DO NOT LEAVE ANY FIELDS BLANK!!

Step 2: Online I-765

- Please log into your online portal and complete the I-765 form same as you did for your OPT with the changes noted accordingly.
- Most of your basic information should be pre-populated for you from your previous application.

I-765, Application for Employment Authorization

Getting Started

Basis of eligibility


Reason for applying

Preparer and interpreter information

About You 

Evidence 

Additional Information 

Review and Submit 


You must complete all fields with an asterisk (*) to submit this form.

What is your eligibility category? *



You can file your request online only for certain eligibility categories

If your eligibility category does not appear on the drop-down list, you must file a paper [Form I-765](#). If you submit online and are not eligible for one of the listed categories, your application may be denied.

(c)(3)(C) STEM Extension 

Choose (c) (3) (C) STEM Extension


I-765, Application for Employment Authorization

Getting Started


Basis of eligibility


Reason for applying

Preparer and interpreter information

About You 

Evidence 

Additional Information 

Review and Submit 

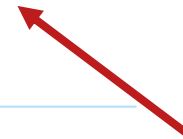
You must complete all fields with an asterisk (*) to submit this form.

What is your reason for applying? *

- Initial permission to accept employment
- Replacement of lost, stolen, or damaged employment authorization document or correction of my employment authorization document NOT DUE to US Citizenship and Immigration Services error
- Renewal of permission to accept employment

Have you previously filed Form I-765?

- Yes
- No



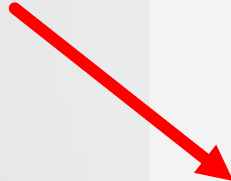
You will always choose renewal when applying for STEM OPT.

About You – Personal Demographics Information

Please read directions carefully and provide all information requested.

Make sure to use your physical home address to receive your EAD documents and card when approved.

****OIES will no longer receive these documents on our behalf.



I-765, Application for Employment Authorization

Getting Started

About You

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence

Additional Information

Review and Submit

You must complete all fields with an asterisk (*) to submit this form.

What is your current legal name?

Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.

Given name (first name) **Middle name**

Family name (last name) *

Have you used any other names since birth?

Other names used may include nicknames, aliases, and maiden names.

Yes

No

Upload your diploma

I-765, Application for
Employment
Authorization

Getting Started ∨

About You ∨

Evidence ∧

2" x 2" photo of you

Form I-94 or passport

Employment Authorization
Document

Form I-20

College degree

Institution accreditation

Additional Information ∨

Review and Submit ∨

You must complete all fields with an asterisk (*) to submit this form.

College Degree

Upload evidence the degree that is the basis for the STEM OPT extension is in one of the degree programs currently listed on the [STEM Designated Degree Program List](#) or a copy of your prior STEM degree.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

[Choose](#) or drop files here to upload

If your STEM OPT extension is not based on a previous degree, do not upload anything here. Continue to click NEXT to proceed.

Getting Started	▼
About You	▼
Evidence	▲
2" x 2" photo of you	
Form I-94 or passport	
Employment Authorization Document	
Form I-20	
College degree	
Institution accreditation	
Additional Information	▼
Review and Submit	▼

Institution Accreditation






Upload evidence that the institution that granted your STEM degree is currently accredited by the U.S. Department of Education and certified by the Student Exchange and Visitor Program (SEVP), if this STEM OPT extension is based on a previously earned STEM degree.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

[Choose](#) or drop files here to upload

Check and review your application before you submit

- Getting Started 
- About You 
- Evidence 
- Additional Information 
- Review and Submit** 


- Review your application**
- Your application summary
- Your statement

Please review your application and check it for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application. Missing or incomplete information may slow down the review process after you submit your application.


You can return to this page to review your application as many times as you want before you submit it.

Your fee

 Your form filing fee is: \$470


Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.


Alerts and warnings


 We found no alerts or warnings in your application.


[Back](#) [Next](#)


Check and review your I-765 form. Click on the “View Draft Snapshot”

Getting Started 

About You 

Evidence 

Additional Information 

Review and Submit 

Review your application

Your application summary



Your statement

Review the I-765 form information

Here is a summary of all the information you provided in your application.

Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation.

We also prepared a draft case snapshot with your responses, which you can download below.

 [View draft snapshot](#)  [Print](#)


Getting Started

Basis of eligibility

What is your eligibility category? (c)(3)(B) Student Post-Completion OPT

What is your degree?

Review your answers on the form, correct any incorrect information and save as a pdf. to submit with your I-20 application form to our office.

		Application For Employment Authorization		USCIS	
		Department of Homeland Security		Form I-765	
		U.S. Citizenship and Immigration Services		OMB No. 1615-0040	
				Expires 09/30/2027	

For USCIS Use Only	<input type="checkbox"/> Authorization/Extension Valid From _____	Fee Stamp	Action Block
	<input type="checkbox"/> Authorization/Extension Valid Through _____		
	Alien Registration Number A- _____		
	Remarks _____		

<input type="checkbox"/> To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).	<input type="checkbox"/> Select this box if Form G-28 is attached	Attorney or Accredited Representative USCIS Online Account Number (if any) _____
---	---	---

▶ **START HERE - Type or print in black ink.**

Part 1. Reason for Applying	Other Names Used
------------------------------------	-------------------------

I am applying for (select only one box):

1.a. Initial permission to accept employment.

1.b. Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error** in the **What is the Filing Fee** section of the Form I-765 Instructions for further details.

1.c. Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in **Part 6. Additional Information.**

2.a. Family Name (Last Name) _____

2.b. Given Name (First Name) _____

2.c. Middle Name _____

3.a. Family Name (Last Name) _____

3.b. Given Name (First Name) _____

3.c. Middle Name _____

4.a. Family Name (Last Name) _____

4.b. Given Name (First Name) _____

Part 2. Information About You

Your Full Legal Name _____

At this point save your progress and return to our website for the I-20 application

- Getting Started ∨
- About You ∨
- Evidence ∨
- Additional Information ∨
- Review and Submit** ∧
- Review your application
- Your application summary
- Your statement**
- Your signature

You must complete all fields with an asterisk (*) to submit this form.

Applicant's statement *

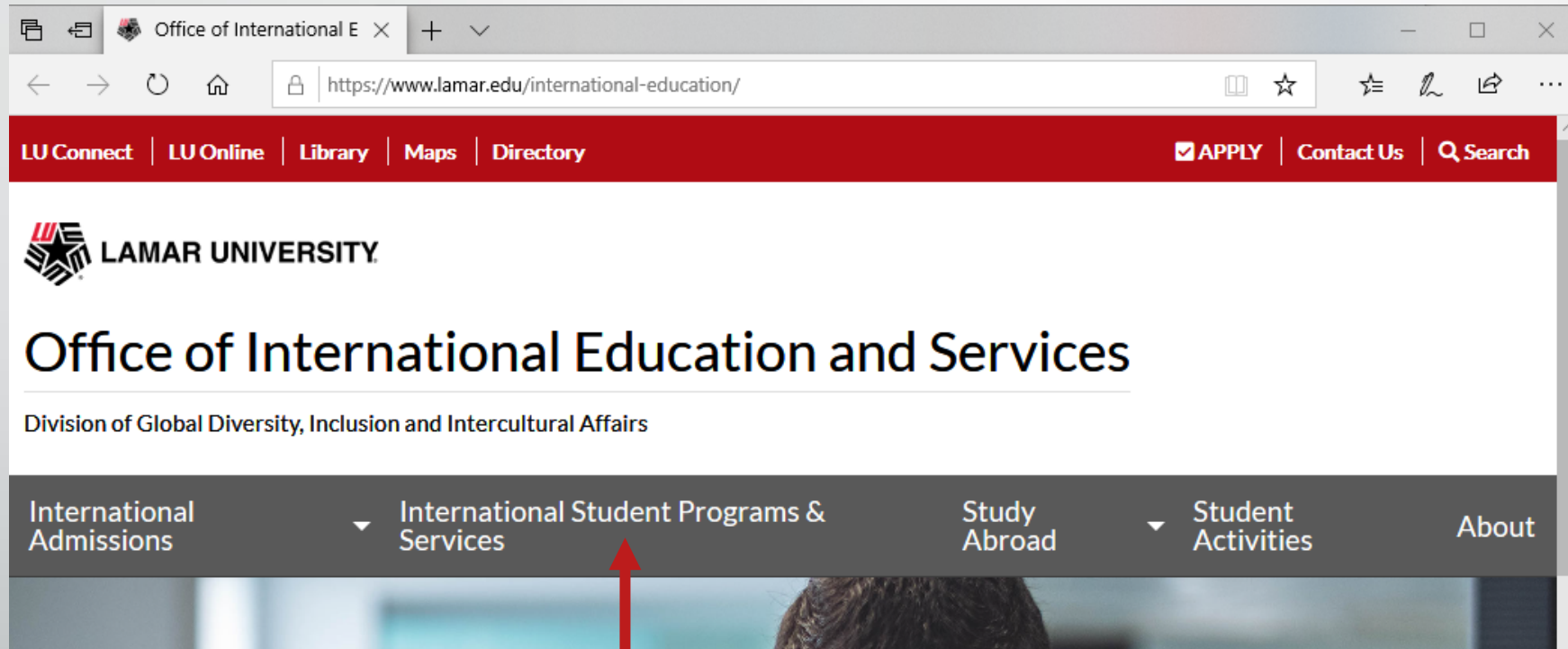
You must read and agree to the statement below.

I can read and understand English, and have read and understand every question and instruction on this application, as well as my answer to every question.

[Back](#) [Next](#)

Step 2 – I-20 Request Process

- Log on to [lamar.edu/international](https://www.lamar.edu/international) website



- Click on International Student Programs & Services

I-20 Request Process

Click on "Guide and Forms"

International Students and Scholars

On Campus Services

Life At Lamar

Maintaining Immigration Status

International Student Employment

Student Handbook and Other Resources

Guides and Forms

Frequently Asked Questions

Info and Applications for F-1 Students

Choose the section and form that best suits your needs / concerns

Academic Needs and Concerns

- **Change of Major Requests for ...**
 - [Graduate \(PDF\)](#)
 - [Undergraduate \(PDF\)](#)

Must be filled and completed by you and your academic departments before our review.

- **Concurrent Enrollment (PDF)**

This form is for students currently attending Lamar University.

- **Leave of Absence or Withdrawal**

- **SEVIS Program Extension Request**

- **Reduced Course Load (RCL)**
 - [RCL Approval Form \(PDF\)](#)
 - This completed .PDF **must** be submitted with the RCL Application.

- **Special Request**
 - Change of Status
 - Estimate of Expense (Letter list estimated expenses at LU for one year)
 - SEVIS Form I-20
 - Reinstatement of F-1 status ([Learn more here](#))
 - Unlisted / Other requests

- **Transfer-In**

- [Search "Student Position" Openings](#)
- [FORM - Social Security Employment Verification](#)

- **CPT - Curricular Practical Training**
 - **Internship Approval Form ("Attachment II") for ...**
 - [Graduate Level Students \(.PDF\)](#)
 - [Undergraduate Level Students \(.PDF\)](#)
 - [FORM - CPT Application](#)

- **OPT - Optional Practical Training**
 - [I-765, Application for Employment Authorization](#)
 - [Advisor's Recommendation Form \(.PDF\)](#)
 - [FORM - OPT I-20 application](#)

- **STEM OPT Extension**
 - [STEM OPT Tutorial \(.PDF\)](#)
 - [I-983 Instructions](#)
 - [FORM - STEM OPT I-20 application](#)

- **Frequently Asked Questions and Special Topics**
- [FORM - OPT / STEM OPT Employment Update](#)
- [FORM - Economic Hardship Application](#)
- [FORM - STEM OPT Validation Report](#)

Then click on "STEM OPT Extension" under Employment forms to complete application.

Step 3: Preparing your STEM OPT Request to USCIS

Applying with USCIS for STEM OPT

Online filing now available at <https://www.uscis.gov/i-765>

Online Filing Benefits



Case status alerts and secure messages



See all case correspondence



Check your case status and update personal information



Upload evidence



Application Deadline

- OPT Applicants may apply for STEM OPT Extension as early as 90 days before your OPT EAD card end date.
- Important Notes/Deadlines:
 - USCIS must receive your application within 30 days of the DSO's recommendation of STEM OPT in SEVIS
 - USCIS processing ranges from 3-5 months, with an observed average of 90-120 days. See current USCIS processing times for Form "I-765" here: <https://egov.uscis.gov/processing-times/>

Step 4: Receiving your EAD & USCIS Documents

- Applicants will typically receive a **I-797 Notice of Action** receipt from USCIS approximately 3-4 weeks from the date the STEM OPT application was received by USCIS. The status of a STEM OPT application can be viewed online with a **Receipt Number:**

<https://egov.uscis.gov/casestatus/landing.do>

- Applicants may receive their Employment Authorization Document (EAD) card approximately 3 months from the date the STEM OPT application was received by USCIS

U.S. Department of Justice
Immigration and Naturalization Service

Notice of Action

THE UNITED STATES OF AMERICA

Case Number: WAC07-116-52869

Received Date: September 30, 2014

Notice Date: October 15, 2014

Amount received: \$ 3600

Class requested: C033

Form I-797 (Rev. 05/05/03)

*****verify all biographical information is correct as soon as you receive your I-797 notice and notify USCIS if there is any incorrect information shown.**

While STEM OPT Application is Pending

- If you file your STEM OPT extension application on time and your OPT period expires while your extension application is pending, we will automatically extend your employment authorization for 180 days. This automatic 180-day extension ceases once USCIS adjudicates your STEM OPT extension application.
 - <https://www.uscis.gov/working-in-the-united-states/students-and-exchange-visitors/optional-practical-training-opt-for-f-1-students>

Application Problems: RFE or Rejection/Denial

- **RFE:** If there is a problem with your application, USCIS may send you a notice by mail called a “Request for Evidence (RFE).” An RFE does not mean that your application has been rejected, it simply means you need additional documents before your EAD can be issued.
- **Rejection/Denial:** In some cases, you will receive a rejection/denial letter. This letter will give you detailed information on the reason/s why your application was rejected and will provide further instructions.
- **To avoid delays, review your application materials for completeness and sign all forms.**

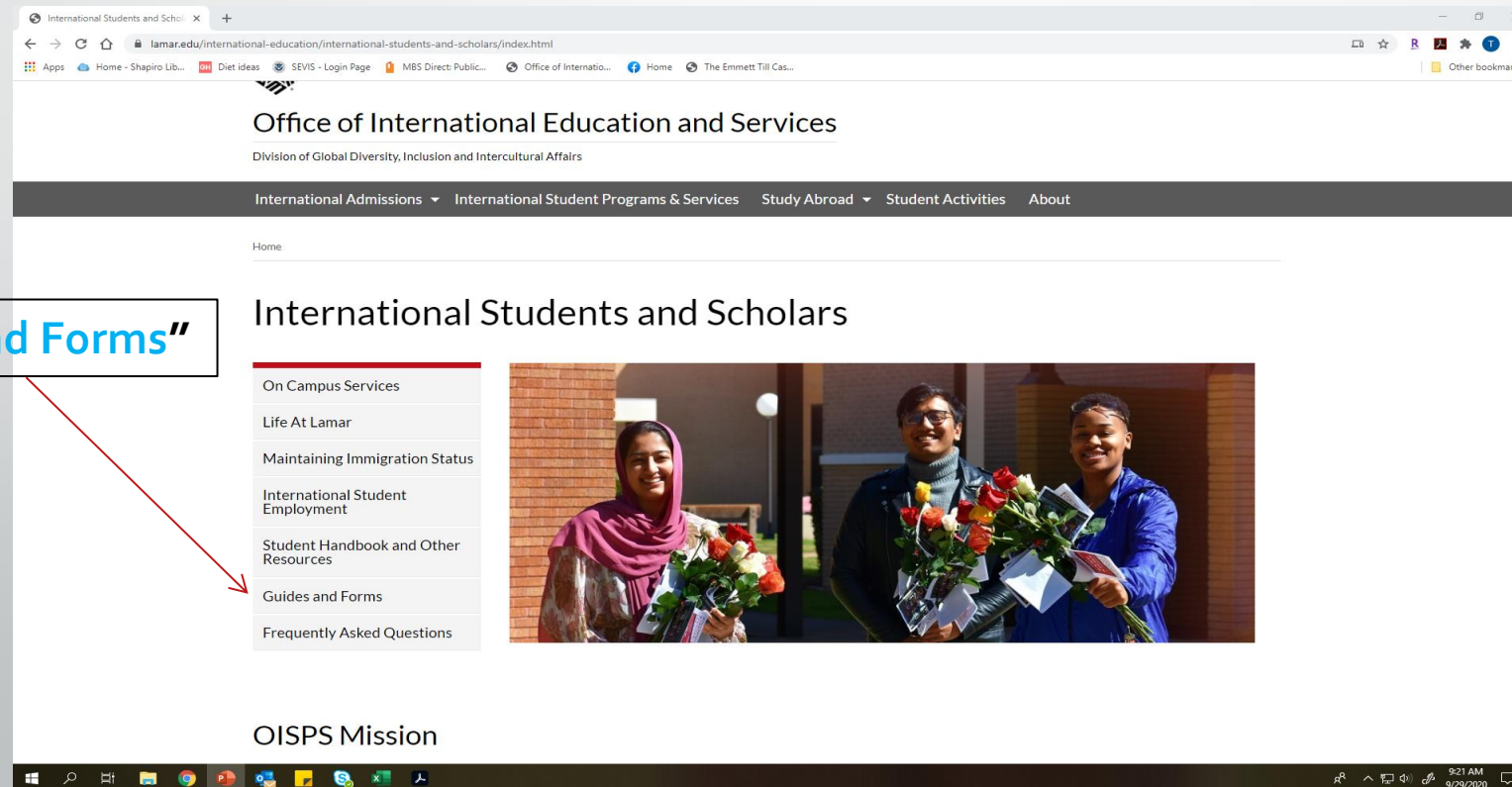
Step 5: Maintain Your F-1 Status & STEM Reporting Requirements

Reporting Requirements While On OPT

- Reporting Requirements
 - Submit updates through our [online forms](#) on our website.
 - You must report any changes to your employment, address, name, email , and/or telephone number within 10 days.
 - Complete your [STEM OPT Validation Report](#) with ISS every 6 months
 - Report material changes to your I-983 to ISS within 10 days.

How To Report OPT Employment?

- Employment Updates/Changes
 - <https://www.lamar.edu/international-education/international-students-and-scholars/index.html>



International Students and Scholars

Office of International Education and Services
Division of Global Diversity, Inclusion and Intercultural Affairs

International Admissions ▾ International Student Programs & Services Study Abroad ▾ Student Activities About

Home

International Students and Scholars

- On Campus Services
- Life At Lamar
- Maintaining Immigration Status
- International Student Employment
- Student Handbook and Other Resources
- Guides and Forms
- Frequently Asked Questions

OISPS Mission

9:21 AM 9/29/2020

Click "Guide and Forms"

How To Report OPT Employment?

Info and Applications for F-1 Students

Choose the section and form that best suits your needs / concerns. Clicking on the name will bring you to a form or webpage with further guidance.

Academic Needs and Concerns

- [Change of Major Requests for ...](#)
 - [Graduate \(PDF\)](#)
 - [Undergraduate \(PDF\)](#)

Must be filled and completed by you and your academic departments before our review.

- [Concurrent Enrollment \(PDF\)](#)

This form is for students currently attending Lamar University.

- [Leave of Absence or Withdrawal](#)

- [SEVIS Program Extension Request](#)

- [Reduced Course Load \(RCL\)](#)
 - [RCL Approval Form \(PDF\)](#)
 - This completed .PDF **must** be submitted with the RCL Application.

- [Special Request](#)
 - Change of Status
 - Estimate of Expense (Letter list estimated expenses at LU for one year)
 - SEVIS Form I-20
 - Reinstatement of F-1 status ([Learn more here](#))
 - Unlisted / Other requests

- [Transfer-In](#)

- [Transfer-Out \(Initial\)](#)

- [Transfer-Out \(Current Students\)](#)

International Student Employment and Training

- [International Student Employment - Main Page and Info Hub](#)

- [On-Campus Employment for International Students](#)
 - [Search "Student Position" Openings](#)
 - [FORM - Social Security Employment Verification](#)

- [CPT - Curricular Practical Training](#)
 - [Internship Approval Form \("Attachment II"\) for ...](#)
 - [Graduate Level Students \(.PDF\)](#)
 - [Undergraduate Level Students \(.PDF\)](#)
 - [FORM - CPT Application](#)

- [OPT - Optional Practical Training](#)
 - [I-765, Application for Employment Authorization](#)
 - [Advisor's Recommendation Form \(.PDF\)](#)
 - [FORM - OPT I-20 application](#)

- [STEM OPT Extension](#)
 - [STEM OPT Tutorial \(.PDF\)](#)
 - [I-983 Instructions](#)
 - [FORM - STEM OPT I-20 application](#)

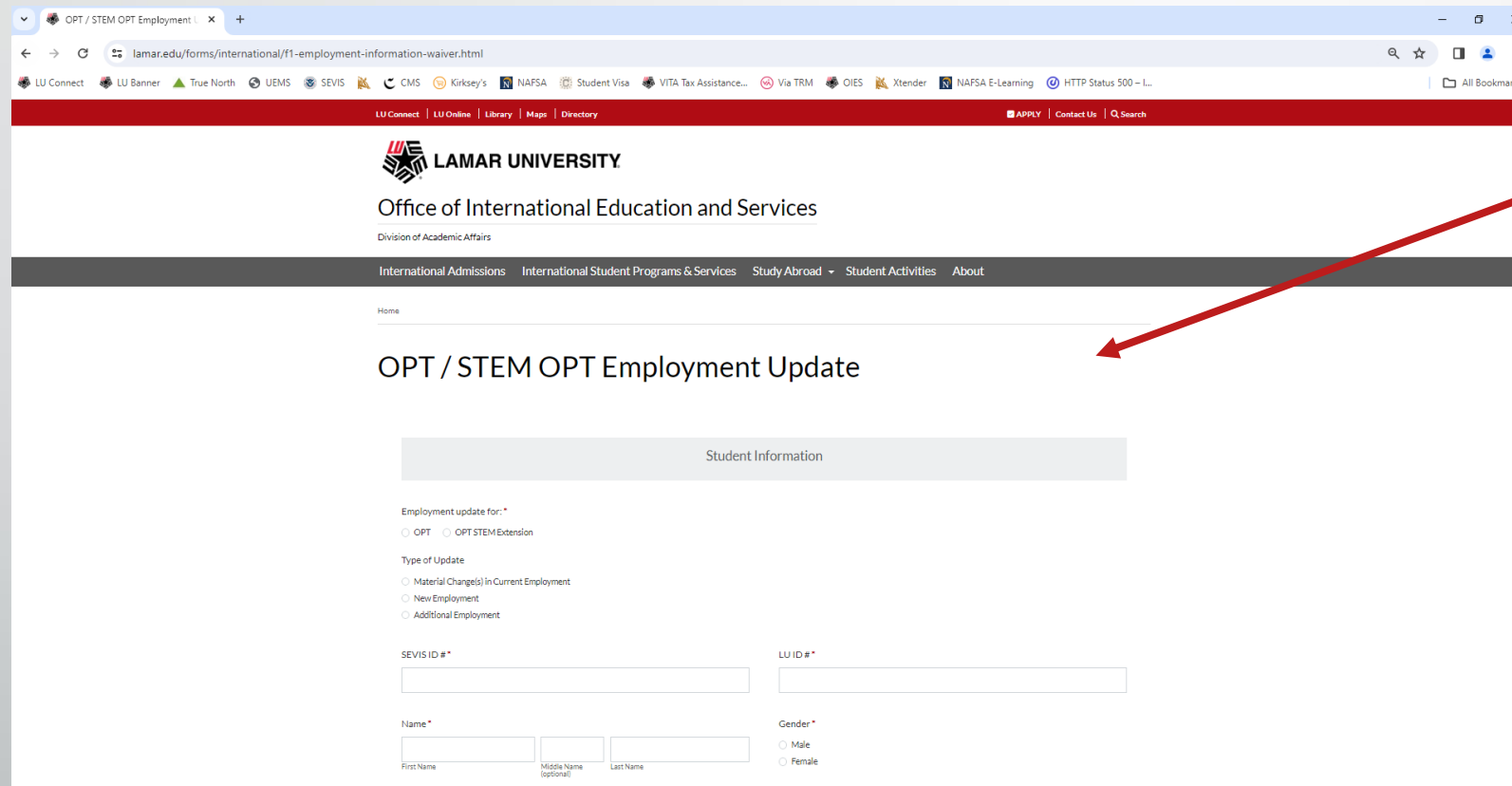
- [Frequently Asked Questions and Special Topics](#)
 - [FORM - OPT / STEM OPT Employment Update](#)
 - [FORM - Economic Hardship Application](#)
 - [FORM - STEM OPT Validation Report](#)

Click on "[Employment Update/Change Form](#)"



OFFICE OF INTERNATIONAL
EDUCATION AND SERVICES
LAMAR UNIVERSITY

How To Report OPT Employment?



The screenshot shows a web browser window displaying the Lamar University website. The page title is "OPT / STEM OPT Employment Update". The form is titled "Student Information" and includes the following fields and options:

- Employment update for: *
 - OPT
 - OPT STEM Extension
- Type of Update
 - Material Change(s) in Current Employment
 - New Employment
 - Additional Employment
- SEVIS ID #* (text input)
- LU ID #* (text input)
- Name * (text input, split into First Name, Middle Name (optional), and Last Name)
- Gender *
 - Male
 - Female

Please read and complete all applicable information and click "submit" when completed.

OPT Validation/Evaluation Reports

- STEM OPT students must submit a validation report to ISS every six months starting from the date the 24-month STEM OPT extension begins and ending when the student's F-1 status ends.
- Student evaluations are a shared responsibility of the student and the employer to ensure that the student's practical training goals are being satisfactorily met. The student is responsible for conducting self-evaluations of their training progress. The employer must review and attest to their accuracy.

Annual Student Evaluation

- You must submit Form I-983 “Evaluation of Student Progress” (page 5) to ISS *each 12 months and/or any time you leave an employer.*
- Your employer must review and sign the self-evaluation and/or final evaluation to attest to the accuracy.
- Be sure to check your email for reminders from SEVIS and OISPS.
 - **Top portion of Page 5 is for your 12-month self-evaluation**
 - **Bottom portion of Page 5 is for your 24-month/Final evaluation.**

Traveling Abroad While On STEM OPT

- Complete Travel Application Online - <https://www.lamar.edu/forms/international/travel-request-application1.html>
- Documents required to re-enter the U.S. in valid F-1 status:
 - Valid Passport
 - Endorsed I-20 (each travel authorization signature is valid for 6 months from the date it was last signed and must be valid at the time of entry to the U.S.)
 - Valid Post-Completion EAD Card/Valid STEM OPT EAD card
- Attempting to re-enter the U.S. close to the expiration date of your OPT/STEM OPT can be risky.
- You must not enter the U.S. in a status other than F-1. This may result in the loss of your OPT eligibility.
- There is a higher risk associated with travel and return while your STEM OPT is pending **after** the program completion date of your Post-Completion OPT EAD. If there are any problems with your application, you may not be able to respond to USCIS in a timely manner, which could delay the processing of your EAD.

Completing STEM OPT & Grace Period

- You have a 60-day grace period following the end of your STEM OPT EAD
- The only additional extension available is the [H-1B Cap-Gap Extension](#), for students who have an accepted H-1B application.
- If you do not extend your STEM OPT via the H-1B Cap-Gap, and your EAD expires, you have the following options before the end of the 60-day grace period.
 - Exit the U.S. within 60 days.
 - Continue your [F-1 Status & Studies](#)
 - [Change of Status](#)

H-1B Cap Gap

- What is it?
 - Cap-Gap extends an eligible F-1 student's status and post-completion OPT/STEM OPT Extension period to "bridge" the period/gap from the end of student's F-1 status to the start of student's H-1B status allowing students to remain and work in the U.S. during the "gap".
- Who is eligible?
 - F-1 students working on OPT/STEM OPT or in their 60-day grace period as of April 1 of the current calendar year
 - There is no major restriction – non-STEM students may apply

The student's employer must have filed a timely H-1B petition for the student with a start date of Oct 1st (prior to the expiration of their OPT or 60-day grace period)
- How to request your Cap Gap I-20?
 - Complete the STEM OPT Validation report for your final evaluation and an updated I-20 will be emailed to your stating your CAP-GAP status (only if SEVIS has noted it on your SEVIS record)

Resume Studying

- If student will resume studies, the updated I-20 must be printed prior to the start of class and prior to the 60-day grace period ending.
- Your OPT work authorization ends on the date your new I-20 is generated.
- Ending OPT early is allowed.
- If resuming study at another institution – SEVIS record MUST be transferred PRIOR to the student's 60-day grace period ending. Please submit our [transfer out form](#) to proceed with this option.
- First day of classes MUST be within 5 months of the OPT EAD card end date

Changing Status

- Applications for change of visa status **must** be received by USCIS prior to the end of the 60-day grace period
- Work with immigration attorney regarding a Change of Status application to a new visa category. You will need to check with your immigration attorney regarding your allowed period of stay or required exit date if you have a pending change of status when your grace period ends.