

## **OPT STEM EXTENSION Application Packet**

**(STEM = Science, Technology, Engineering, Mathematics)**

### **TABLE OF CONTENTS**

**The following pages are included in this packet and on the website under OPT Extension Packet that must be presented for OPT process:**

- 1) **OPT STEM EXTENSION Application Packet – TABLE OF CONTENTS**
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- 3) **CIP CODES** Eligible for OPT Extension at Oakland University
- 4) **USCIS Photo Instructions**
- 5) Dept. of Homeland Security – **Form I-765 (expires 02/28/2018) – Application for Employment Authorization** listed under the OPT STEM packet
- 6) Dept. of Homeland Security – **Form I-765 Instructions (expires 02/28/2018)** listed under the OPT Extension packet on the website
- 7) Dept. of Homeland Security – **Form G-1145 (expires 09/30/2016) – E-Notification Form** listed under the OPT Extension packet on the website
- 8) **Optional Practical Training (OPT) Employer Information Report (EIR)** listed under the OPT Extension packet on the website

## **CHECKLIST FOR OPT 24-MONTH EXTENSION (STEM Majors)**

**ACTION REQUEST:** F-1 permission for OPT 24-Month STEM Extension

**Employer must be E-Verify to apply!** STEM Major (Science, Technology, Engineering, Mathematics)

**Be sure to bring to your ISSO appointment the required number of copies of the documents below, so that your OPT STEM packet is complete and may be processed. We are not responsible for making copies upon your arrival!**

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- ☐ Check payable to "Department of Homeland Security" in the amount of **\$410.00**. Check **must** have your Name, current address and phone number
- ☐ Two passport size photos. Print full name and SEVIS number on back of each photo. (SEVIS Number found on top left of I-20, begins with N)
- ☐ Completed ON-LINE Form I-765 and printed (it is better to type it rather than hand write this form), signed in **blue ink**. **\*\*Use address that will not change for 3-4 months during OPT processing.**
- ☐ Completed Form G-1145 (E-Notification of Application/Petition Acceptance)
- ☐ **Official** Academic Transcript(s) - NOT AN ELECTRONIC VERSION
- ☐ **Employment Offer Letter** (On company letterhead)
- ☐ **Employer (or Client) "E-Verify" ID Number** (listed on I-765 form question #17)
- ☐ Copy of **Diploma**
- ☐ Copy of current **EAD (OPT) Card**
- ☐ Copy of most **recent** OPT I-20
- ☐ I-94 Card (must be printed out by going to <https://i94.cbp.dhs.gov/request.html>) **\*\*Canadian Visa Holders who receive hard copies of I-94, please copy front and back.**
- ☐ Copy of Valid Passport – must not expire within 6 months of application. – **no blank pages needed.**
- ☐ Copy of F-1 Visa page in passport. If you have completed a change of status in the U.S., we will also need a copy of your I-797 approval notice.
- ☐ Copy of completed and signed by Employer [I-983 Form](#)
- ☐ **OPT Employer Information Report**
  
- ☐ **Please make a COPY of ALL COMPLETED forms and additional copy of all DOCUMENTS listed above before arriving for your appointment. (Including check and photos). The ISSO is not responsible for making copies once you get to the ISSO.**
  - When you arrive at your appointment, please have all documents that we will mail to USICS in one pile, and all copies of those same documents to be kept here in your ISSO file.
  - It is not necessary to bring your original passport or original I-20s.



**International Students & Scholars Office**  
328 O'Dowd Hall // Rochester, MI 48309-4428  
Phone: 248.370.3358 // Fax: 248.370.3351  
Web: <http://www.oakland.edu/iss>

All of the forms that you need to complete are found on the ISSO website under **OPT Extension Packet**, and your passport size **photos** can be taken in the **ID Office in the Oakland Center (near the fireplace)** for **\$10.00**. Please do not use pictures that you have used in the past and/or you took in another country!

**At the end of your appointment, you will receive a mailing envelope to mail the completed OPT STEM packet to the U.S. Citizenship and Immigration Services to PO Box 21281, Arizona, AZ 85036**

By signing this form, I understand that I **must** report the following situations to the ISSO, or my **immigration status will be jeopardized**:

- Every 6 months you **MUST** complete and submit the EIR form. (Also found under OPT STEM Packet on the website)
- Once you receive your EAD STEM Card, the ISSO needs to be sent a photocopy.
- If you have a change in employer the ISSO needs to be informed right away.
- If you have a change of address, the ISSO needs to be informed right away.

When submitting these items, please send an email with **"OPT UPDATES"** in the subject line, to Mary Miramonti, at [miramont@oakland.edu](mailto:miramont@oakland.edu). Please do not copy multiple people in the office on this matter.

Printed Name: \_\_\_\_\_

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

**Computer Science Applications. CIP Codes 11.xxxx:**

1. 3550 Information Technology Mgmt. – 11.0103
2. 5020 Computer Science – 11.0701
3. 5070 Information Technology – 11.0103
4. 5520 Computer Science and Engineering – 11.0101
5. 5580 Information Systems Eng. – 11.0103

**Engineering. CIP Codes 14.xxxx:**

1. 5005 EGR/CS Candidate– 14.0101
2. 5010 EGR – No Major Preference – 14.0101
3. 5060 Engineering Physics – 14.1201
4. 5120 Computer Engineering – 14.0901
5. 5140 Electrical Engineering – 14.1001
6. 5160 Mechanical Engineering – 14.1901
7. 5161 Mech. Egr. w/Manuf. Egr. Option – 14.1901
8. 5180 Systems Engineering – 14.2701
9. 5185 Industrial & Systems Engineering – 14.3501
10. 5540 Elec. & Computer Engineering – 14.1001
11. 5600 Software Engineering – 14.0903
12. 5620 Computer Hardware Engineering (**Embedded Systems**)–14.0902

**Engineering Technologies. CIP Codes 15.xxxx:**

1. 5560 Engineering Management – 15.1501

**Biological & Biomedical Sciences. CIP Codes 26.xxxx:**

1. 1105 Biology – 26.0101
2. 1110 Biology – Modified – 26.0101
3. 1120 Biology w/Spec/Cell-Molec. Bio – 26.0101
4. 1125 Biology w/Spec in Anatomy – 26.0101
5. 1130 Biology W/Spec in Microbiology – 26.0101
6. 1140 Biology w/Secondary Cert – 26.0101
7. 1141 Biology Secondary Cert – 26.0101
8. 1225 Biochemistry – 26.0202
9. 2420 Medical Physics – 26.0203
10. 2490 Biomed Sci: Med Physics – 26.0203

**Mathematics & Statistics. CIP Codes 27.xxxx:**

1. 1805 Mathematics – 27.0101
2. 1825 Mathematics w/secondary cert – 27.0101
3. 1826 Mathematics Secondary Cert – 27.0101
4. 1835 Applied Statistics – 27.0501
5. 1860 Industrial Applied Mathematics – 27.0301
6. 1880 Statistical Methods Cert – 27.0501
7. 1900 Applied Mathematical Sciences – 27.0301

**Physical Sciences. CIP Codes 40.xxxx:**

1. 1230 Chemistry – 40.0501
2. 1240 Chemistry w/Secondary Cert – 40.0501
3. 1241 Chemistry Secondary Cert – 40.0501
4. 1350 Biomed Sci: Env Chemistry – 40.0509
5. 2405 Physics – 40.0801
6. 2430 Physics w/Secondary Cert – 40.0801
7. 2431 Physics Secondary Cert – 40.0801



## U.S. Citizenship and Immigration Services

# USCIS Is Making Photos Simpler



**Old Three-Quarter  
Style Photo**



**New Passport  
Style Photo**

**Photos Must Be in Color**

**Washington, DC** — In accordance with language specified in the Border Security Act of 2003, U.S. Citizenship and Immigration Services (USCIS) announced a change in the photo requirements for all applicants from a three-quarter face position to a standard, full-frontal face position to take effect **August 2, 2004**.

USCIS will accept both three-quarter and full-frontal color photographs until **September 1, 2004**, after which only full-frontal color will be accepted.

The application process of customers who have already submitted materials that include color photos with the three-quarter standard **will not** be affected by this change.

All photos must be of just the person. Where more than one photo is required, all photos of the person must be identical. All photos must meet the specifications for full-frontal/passport photos.

For more information on photo standards, visit the Department of State website at <http://www.travel.state.gov/passport/pptphotos/index.html>, or contact the USCIS National Customer Service Center at 1 800 375 5283.

[List of forms that require photos is on the back](#)