OPT STEM EXTENSION Application Packet

(STEM = Science, Technology, Engineering, Mathematics)

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

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2) **CHECKLIST** for OPT 24-Month Extension (STEM Majors)

3) **USCIS Photo Instructions**

4) Dept. of Homeland Security – **Form I-765 (expires 02/28/2018) – Application for Employment Authorization** listed under the OPT STEM packet

5) Dept. of Homeland Security **Form I-765 Instructions (expires 02/28/2018)** listed under the OPT Extension packet on the website

6) Dept. of Homeland Security – **Form G-1145 (expires 09/30/2016) – E-Notification Form** listed under the OPT Extension packet on the website

7) **Optional Practical Training (OPT) Employer Information Report (EIR)** listed under the OPT Extension packet on the website

OAKLAND UNIVERSITY™

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 <u>required number of copies</u> 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!

- ☐ Check payable to "Department of Homeland Security". For current I-765 fees please check: www.uscis.gov/forms/our-fees. 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.

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. Please do not copy multiple people in the office on this matter.

Printed Name: _____

Signature: _____   Date: _____

What to Do After Receiving Your OPT STEM EAD (Employment) Card

After your OPT STEM is approved and you receive your STEM EAD card in the mail, you will need to get a new I-20 from the ISSO that will say "Approved" under STEM OPT on page 2 (instead of requested.)

It is important to have this new I-20 because the I-20 you received when you applied for OPT will be a temporary, pending I-20. You will also need to submit this new I-20 to your employer as proof of your work authorization.

> The ISSO needs **three** documents in order to create your new I-20 with the OPT approval information on it. The following three requirements can be brought to the ISSO in person, emailed to **Sarah Wood** at swood@oakland.edu, faxed to 248-370-3351 or sent by mail to the ISSO: 586 Pioneer Drive Ste. 328, Rochester, MI 48309. Please **DO NOT** email the documents to more than one email address as it will not speed up, but rather slow down the process of generating your new I-20.

1. A Copy of the EAD Card:

You will receive it at the address you put down on the I-765 form. If you used the ISSO address on your application, we will email you once we receive the card.

2. EIR (Employer Information Report):

This form is on our website under the "Forms" tab on the left, and is titled "OPT and OPT STEM Employer Information Report (EIR)". Please fill the form out completely. Print and complete only the first page of the EIR (unless you are self-employed or have multiple employers and must complete both pages 1 & 2). To be in compliance with federal USCIS and OU regulations, **you must resubmit this form, even if there are no changes, every 6 months!**

3. Job Offer Letter:

We need to have a copy of the offer letter from your employer (if you did not previously have the job offer when you applied for OPT). This letter should have your name and dates of employment on it.

Once Sarah has the 3 required documents, your I-20 will be created within 2 business days. When you receive an email from Sarah saying your I-20 is ready, you may come into the office with your ID card to pick up the new I-20. We will only mail your new I-20 when you live and work outside of Michigan.

You also need to submit the Training Plan for STEM OPT students (I-983 Form) to Sarah **every 12 months.**

If your EAD is approved and you are currently unemployed, please call our office (248-370-3358) to schedule a 30-minute appointment with an adviser to review your efforts and options for finding a job.

Also, if you have applied for, or have been approved for H1-B, please let Sarah know so we can close your SEVIS record accordingly.

**Please note that being unemployed for more than 150 days, OR, not submitting these documents could result in your SEVIS record being TERMINATED.

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.