



Office for International Students and Scholars

24-MONTH STEM OPT EXTENSION APPLICATION FORM

APPLICATION PROCESS

Step I: Complete and submit this form along with all required documentation to the Office for International Students and Scholars. See page 2 for instructions on submitting your application materials to OISS.

Step II: Your advisor will issue you a new I-20 in 1-2 weeks and return it to you along with specific instructions on how to file the STEM OPT extension application.

Step III: Your advisor will send you a detailed instruction sheet with the new I-20. Follow the instructions carefully and submit the completed STEM OPT extension application to the Department of Homeland Security (DHS) before your post-completion OPT expires.

PART I: STUDENT INFORMATION

Student Name _____ ID# _____ Date of Birth _____
First name Last name

Address _____
Street City State Zip Code

E-mail _____ Phone _____

End Date of Current OPT ____/____/____

PART II: EMPLOYMENT INFORMATION

Job Title _____ Employer EIN _____

Employer Name _____

Employer Address _____
Street City State Zip Code

Supervisor Name _____ E-mail _____ Phone Number _____

Is this employer enrolled in E-Verify: Yes No

Please note: you are not eligible for the STEM OPT extension unless the employer listed above is registered with E-Verify.

In my STEM position I will be paid as an independent contractor position: Yes No

Please note: Being employed as an Independent Contractor is not permitted on STEM OPT extension.

PART III: ELIGIBILITY REQUIREMENTS

Qualifying STEM Degree (Major) _____

Qualifying STEM Degree Level: Bachelor Masters Doctorate

Have you previously applied for a STEM OPT extension: Yes No

PART IV: REQUIRED DOCUMENTATION

In order to apply for a STEM OPT I-20, you must submit a completed and signed Form I-983 and OPT administration fee receipt along with this application. If you are applying for the STEM OPT extension based on a prior degree, you must also the additional documentation listed below.

Form I-983 Training Plan

The STEM OPT regulations require you to provide details to how you are receiving practical training experiences by requiring the submission of a formal training plan. This plan is outlined in the form I-983 which you and your employer must complete together.

You are responsible for ensuring the content of your I-983 is accurate and meets the application requirements. The Department of Homeland Security (DHS) has a four page guide to completing the I-983 that is available online at:

<https://studyinthestates.dhs.gov/form-i-983-overview>

OPT Administration Fee Receipt

You must pay the \$150 STEM OPT Administration Fee online at <https://students.wustl.edu/opt-fee/>. Please include a copy of the receipt with this application. This fee covers the cost of shipping the STEM OPT I-20 and instructions to you as well as the administration of the OPT

If you are applying for a STEM OPT extension based on a degree from another college or university, the following documents are also required:

The regulations allow you to apply for STEM OPT based on a previously earned STEM degree as long as the degree was earned in the last 10 years from an accredited U.S. college or university. The degree must currently be listed on the list of STEM designated programs. If you are applying for the STEM OPT Extension based on a previously earned STEM degree, you must submit the following:

Academic Transcript

You must submit an official academic transcript from the previous institution. This academic transcript must demonstrate that you have completed the STEM degree that qualifies you for the STEM OPT Extension.

Prior Form I-20 or SEVIS Student Information

You must submit a copy of the last I-20 that you received from your previous college or university if it was issued after June 30, 2015. If your last I-20 was issued prior to June 30, 2015, you should request a printout of the Student Information in SEVIS from a Designated School Official (DSO) at your previous college or university.

SUBMITTING YOUR APPLICATION MATERIALS TO OISS

All materials must be submitted to your OISS Advisor to process your I-20. Please e-mail all required documents to your international student advisor.

Your international student advisor is the individual listed by the beginning letter of your family name.

Find your advisor on our website here: <https://students.wustl.edu/oiss-hours-advising-locations/>.



PART V: REPORTING REQUIREMENTS

The STEM OPT extension regulations include reporting requirements that *you must complete* in order to maintain your status. The reporting requirements include a 6 month demographic information update and a 12 and 24 month self-evaluation.

Please complete the following with the dates by which you must report demographic information and the 12 and 24 month self-evaluation:

Every 6 months I will report to the DSO verifying that my details have not changed:

My STEM OPT start date is ____/____/____

My first 6 month reporting date is ____/____/____

My second 6 month reporting date (12 months into extension) is ____/____/____

My third 6 month reporting date (18 months into extension) is ____/____/____

My last 6 month reporting date (24 months into extension) is ____/____/____

Additionally, 12 months and 24 months into my STEM extension I must submit a self-evaluation:

My first self-evaluation at 12 months into my STEM extension is due on ____/____/____

My second self-evaluation at 24 months into my STEM extension is due on ____/____/____

You can find more information about the reporting and self-evaluation requirements at: <https://students.wustl.edu/f1-stem-opt-extension/>

PART VI: STATEMENT OF UNDERSTANDING

- I understand that I must file the STEM OPT extension application with the Department of Homeland Security prior to the expiration of my post-completion OPT, or within 60 days of the date on the I-765 and I-20, whichever is earlier. I understand that this is my responsibility, and that my failure to comply may result in the denial of my STEM OPT extension application.
- I understand that I must submit a new Form I-983 within 10 days if I change employers, have any material changes in my job such as a change in my job role or job title, reduction in compensation, hours worked, or any changes related to the learning objectives detailed in my Form I-983. I will submit my information online at <https://students.wustl.edu/24-month-stem-opt-reporting-forms/>. I understand that this is my responsibility and my failure to comply may result in the termination of my STEM OPT extension.
- I understand that I must report and confirm my legal name, mailing address, employer name and address, and status of employment every 6 months by the dates listed in Part V. I understand that this is my responsibility and my failure to comply may result in the termination of my STEM OPT extension.
- I understand that I must complete and submit the *Evaluation of Student Progress* form on the Form I-983 after the first 12 months of the STEM OPT extension and again after 24 months by the dates listed in Part V. I understand that this is my responsibility and my failure to comply may result in the termination of my STEM OPT extension.
- I understand that I cannot be self-employed or an independent contractor and that I should discuss potential employment with a start-up with my OISS advisor prior to starting the job.
- I understand that I must be paid a salary commensurate with similarly situated domestic employees and that I cannot volunteer while on the STEM OPT extension.
- I understand that I may not accrue more than 150 days of unemployment during the full OPT period of 36 months including days of unemployment that may have accrued during my first 12 months on OPT.

Student Signature _____ Date _____