



ACADEMY *of* ART
UNIVERSITY

FOUNDED IN SAN FRANCISCO 1929
BY ARTISTS FOR ARTISTS



AAU

24-month STEM Extension Guide



We strongly encourage you
to read the STEM Tutorial
from START to FINISH
as you are responsible to follow
policies and procedures related to
STEM, employment and your F1
status!



Overview

- 1) Understanding the 24-month STEM Extension
- 2) Preparing your STEM Extension Application
- 3) Review of your STEM Extension Application
- 4) Mailing & Deadlines for your STEM Extension Application
- 5) Waiting for your Approval & EAD
- 6) Reporting Requirements after STEM Extension Approval
- 7) COVID-19 UPDATES



1) Understanding the 24-month STEM Extension

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1) Understanding the 24-month STEM Extension

What is the 24-month STEM Extension?

- Is a 24-month extension of your post-completion OPT for students with a STEM degree
- Core purpose is to supplement your academic knowledge with practical experience in your major area of study
- Employment may be anywhere in the United States
- It is a benefit of your F1 status, it is *not a different visa type*



1) Understanding the 24-month STEM Extension

When is the STEM Extension available?

- The STEM Extension is available once per degree level for a total amount of two times throughout your academic career
 - Example 1: student earned BFA degree in STEM field, is eligible to apply for STEM Extension
 - Example 2: student had STEM Extension following BFA, has earned MFA degree in STEM field and is on post-completion OPT, is eligible to apply for STEM Extension
 - Example 3: student had STEM Extension following MFA, and earned second Master's in STEM field, student is not eligible, because already received STEM Extension for first MFA
 - Example 4: student had STEM Extension following BFA and MFA, student is earning a PhD in STEM field, student is not eligible, because already received STEM Extension twice in academic career



1) Understanding the 24-month STEM Extension

When is the STEM Extension available?

- The STEM Extension is available for previously earned STEM degree, if the degree was earned within 10 years of filing the STEM Extension and was awarded by a U.S. accredited and SEVP certified institutions
 - Example 1: Student completed BFA in STEM field in the US in 2013 and is now on post-completion OPT after earning a MFA in a non STEM field, student is eligible to file STEM Extension with BFA degree
 - Example 2: Student completed BFA in STEM field outside the US in 2002 and is now on post-completion OPT after earning a MFA in a non STEM field, student is not eligible to file STEM Extension, because degree is not from a U.S. accredited and SEVP certified institution and is older than 10 years
 - Example 3: Student completed BFA in a STEM field and MFA in the US, just completed 12-month post-completion OPT after earning MFA in a non STEM field, is in the 60 day grace period, not eligible, because no longer on post-completion OPT



1) Understanding the 24-month STEM Extension

When is the STEM Extension available?

- The STEM Extension is available when you earned a STEM degree and the CIP code of your major is part of the STEM Degree List
 - STEM degrees at AAU are:
Advanced Architectural Design (04.0902), Advertising (11.0899), Advertising & Branded Media Technologies (11.0899), Animation & Visual Effects (10.0304), Architecture (15.1303), Architectural Design (15.1303), Landscape Architecture (04.0601), Communications & Media Technologies (09.0702), Game Development (11.0804), Game Programming (11.0202), Graphic Design (11.0803), Graphic Design & Digital Media (11.0803), Industrial Design (15.1302), Interior Architecture & Design (15.1301), Interaction & UI/UX Design (11.0801)
 - STEM Degree List is available online at:
<https://www.ice.gov/sites/default/files/documents/Document/2016/stem-list.pdf>



1) Understanding the 24-month STEM Extension

When am I eligible?

- Have earned degree in a STEM field by a U.S. accredited and SEVP certified institution
- Have been granted and currently are in a valid period of post-completion OPT when filing your application with USCIS
- No more than 90 days of unemployment time accumulated while on post-completion OPT
- Employment is directly related to your major field of study
- Work for an employer who is enrolled in USCIS **E-Verify**
- Work for an employer who is willing to implement and comply with training plan (**Form I-983**) and reporting requirements set forth by DHS
 - *Self-employment with own e-verified business/company will no longer be possible under the 24-month STEM Extension*



1) Understanding the 24-month STEM Extension

When should I apply for my STEM Extension?

- **Important**: USCIS must *receive and accept* your application packet for processing **before** your post-completion **OPT expires**
- The earliest you can file your application with USCIS is 90 days prior to your last day of post-completion OPT
- USCIS takes an average of 3-5 months to process your STEM Extension



1) Understanding the 24-month STEM Extension

How long is my legal status in the US?

- 12-month work authorization under post-completion OPT
- 24-month work authorization under STEM Extension
- 2-month grace period after last day of STEM Extension



Legal F1 visa status total: 38 months



1) Understanding the 24-month STEM Extension

How long can I be unemployed during the STEM Extension?

- You will be allowed an additional 60 days of unemployment beyond the post-completion OPT limit of 90 days and can have up to a combined total of 150 days of unemployment time
 - Example 1: Student did not use any unemployment time during the 12-month post-completion OPT, thus has 150 days of unemployment time left to use during the 24-month STEM Extension
 - Example 2: Student used 60 days of unemployment time during 12-month of post-completion OPT, thus student has 90 days of unemployment time left to use during the 24-month STEM Extension
- It is your responsibility to comply with USCIS reporting requirements
 - Refer to section 6, pages 46-50



1) Understanding the 24-month STEM Extension

What if I exceed the total of 150 days of unemployment time?

- You will be considered out of status. Therefore, you must do either one of the following before you have accumulated the 150 days:
 - Depart the U.S. and inform the International Student Office by submitting the Departure Notification Form
 - Apply for a change or adjustment of status with USCIS
 - Maintain your F1 status by continuing your education in the U.S.
 - At AAU and obtain a Change of Level Form I-20
 - At another school and obtain a transfer Form I-20. To transfer out, you are required to submit your documents online at: <http://www.academyart.edu/aau-forms/international-admissions/transfer-out-request-form>
- You are required to report your loss of employment to the International Office by completing the Loss of Employment Reporting Form (form will be available online shortly)



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2) Preparing your STEM Extension Application

What documents do I need?

- Form I-765
- Form G-1145
- Form I-983
- 2 Passport Photos
- Personal Check, Cashiers Check or Money Order
- Photocopy of Form STEM Extension I-20
- Photocopy of all previous Form I-20's
- Photocopy of your Form I-94
- Photocopy of your passport page
- Photocopy of your F1 visa page
- Photocopy of all your previous EAD's
- Photocopy of your diploma at AAU
- Photocopy of your diploma, if you use your previous degree to apply for STEM Extension



ATTENTION

USCIS must receive your STEM application
BEFORE your OPT ends, otherwise your
application will be denied!



2) Preparing your STEM Extension Application

What should I do, if I want to use my current AAU degree to apply for STEM Extension?

Skip the next three slides



2) Preparing your STEM Extension Application

What should I do, if I want to use my previous degree to apply for the STEM Extension?

- You must be on post-completion OPT
- Your previous degree cannot be older than 10 years on the day of filing your application
- Your previous degree must have been awarded by a U.S. institution that is accredited and SEVP certified
- Your previous degree must be in a STEM Field
- Your previous degree must be higher than an Associates Degree



2) Preparing your STEM Extension Application

What should I do, if I want to my previous degree to apply for the STEM Extension?

- If your previous degree is from AAU:
 - The degree that you previously earned at AAU must be in STEM field:
 - Refer to page 8 with the list of AAU eligible STEM majors
 - You will need to include your diploma from the degree with the application
 - You will need to provide a copy of your previous I-20. If they are no longer available, you must submit a screenshot of the SEVIS page showing your previous degree program



2) Preparing your STEM Extension Application

What should I do, if I want to use my previous degree to apply for the STEM Extension?

- If your previous degree is from another school:
 - You must provide a copy of your diploma with the application
 - You must provide a copy of your Form I-20.
 - If you no longer have the Form I-20 to prove your previous degree is part of the STEM List , please contact the International Office at your previous school and ask for a screenshot or print out of your SEVIS record page.
 - You must submit the I-20 or SEVIS page from your previous school to AAU when you request the STEM Extension I-20 as we are required to verify your eligibility before we can recommend you for the STEM Extension



2) Preparing your STEM Extension Application

Where do I get my Form I-765 and G-1145?

- You can download both forms on the USCIS website:

<https://www.uscis.gov/i-765>

- You can either complete both forms online and print them out or you can print them out and write in them.
- Please be sure to use **the most current** USCIS version of the I-765 from **USCIS website** directly.



2) Preparing your STEM Extension Application

How do I complete Form I-765?

- Complete this Form with black pen and write clearly.
- Since this is your second time to apply for work authorization with USCIS, check here
- Your last name and first name must match your passport information.

Part 1. Reason for Applying

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.)

Part 2. Information About You

Your Full Legal Name

- 1.a. Family Name (Last Name)
- 1.b. Given Name (First Name)
- 1.c. Middle Name



2) Preparing your STEM Extension Application

How do I complete Form I-765?

- Put the address your EAD card should be mailed to once it has been issued.
The address must be valid for 5 months.
If you plan to move, use a friends or relatives address instead (c/o: John Smith)



Part 2. Information About You (continued)

Your U.S. Mailing Address

5.a. In Care Of Name (if any)

5.b. Street Number and Name

5.c. ☐ Apt. ☐ Ste. ☐ Flr.

5.d. City or Town

5.e. State

5.f. ZIP Code

[\(USPS ZIP Code Lookup\)](#)

6. Is your current mailing address the same as your physical address?

☐ Yes ☐ No

NOTE: If you answered "No" to **Item Number 6**, provide your physical address below.



2) Preparing your STEM Extension Application

How do I complete Form I-765?

Other Information

- Write USCIS# on the EAD card

8. Alien Registration Number (A-Number) (if any)

▶ A-

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

- This is your 11-digit I-94 admission number

Information About Your Last Arrival in the United States

21.a. Form I-94 Arrival-Departure Record Number (if any)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

- This is the date you arrived in the US, not left your country

21.b. Passport Number of Your Most Recently Issued Passport

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

21.c. Travel Document Number (if any)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

21.d. Country That Issued Your Passport or Travel Document

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

21.e. Expiration Date for Passport or Travel Document (mm/dd/yyyy)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

22. Date of Your Last Arrival Into the United States, On or About (mm/dd/yyyy)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

23. Place of Your Last Arrival Into the United States

Example: San Francisco

24. Immigration Status at Your Last Arrival (for example, B-2 visitor, F-1 student, or no status)

F1 Student

- Usually the first airport you arrived in in the US
- Usually F1 (sometimes H4, B2 or other, if you did a change of status in the US)



2) Preparing your STEM Extension Application

How do I complete Form I-765?

- This is the code for the STEM Extension
- Complete number 28.a
 - enter your degree level and CIP code (first page on your I-20 below major 1)
- Write your company's name on E-verification
- Write your company's E-verify number (normally 5-7 numbers)

Information About Your Eligibility Category

27. **Eligibility Category.** Refer to the **Who May File Form I-765** section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(iii)).

() () ()

28. **(c)(3)(C) STEM OPT Eligibility Category.** If you entered the eligibility category (c)(3)(C) in **Item Number 27.**, provide the information requested in **Item Numbers 28.a - 28.c.**

28.a. Degree

MFA or BFA + CIP Code

28.b. Employer's Name as Listed in E-Verify

28.c. Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number



2) Preparing your STEM Extension Application

How do I complete Form I-765?

- Write your name
- Write USCIS# on EAD card
- Write page, part, item number
- Write OPT information

Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.

1.a.	Family Name (Last Name)	<input type="text"/>
1.b.	Given Name (First Name)	<input type="text"/>
1.c.	Middle Name	<input type="text"/>
2.	A-Number (if any)	A- <input type="text"/>
3.a.	Page Number	<input type="text" value="3"/>
3.b.	Part Number	<input type="text" value="2"/>
3.c.	Item Number	<input type="text" value="27"/>
3.d.	OPT	
	Bachelor or Master	
	OPT start date / end date	
	Company's name	



2) Preparing your STEM Extension Application

ATTENTION

**Please make sure that your signature on I-765
is a "wet" signature (print first, then hand sign),
not a *digital* one.**



2) Preparing your STEM Extension Application

How do I complete Form G-1145?

- Your name on the form must match the name in the passport

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 3 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue, NW, Washington, DC 20529-2140. OMB No. 1615-0109. **Do not mail your completed Form G-1145 to this address.**

Complete this form and clip it on top of the first page of your immigration form(s).

Applicant/Petitioner Full Last Name Your Family (Sur) Name	Applicant/Petitioner Full First Name Your First Name	Applicant/Petitioner Full Middle Name
E-mail Address Your email address	Mobile Phone Number (Text Message) Your phone number	



2) Preparing your STEM Extension Application

Where can I find Form I-983?

- You can download Form I-983 from the USCIS website:
<https://www.ice.gov/doclib/sevis/pdf/i983.pdf>
- You can find more detailed instructions to complete Form I-983 online at:
<https://www.ice.gov/doclib/sevis/pdf/i983Instructions.pdf>



2) Preparing your STEM Extension Application

How do I complete the first part of Form I-983?

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

TRAINING PLAN FOR STEM OPT STUDENTS

Science, Technology, Engineering & Mathematics (STEM) Optional Practical Training (OPT)

OMB APPROVAL NO. 1653-XXXX
EXPIRATION DATE: XX-XX-XXXX

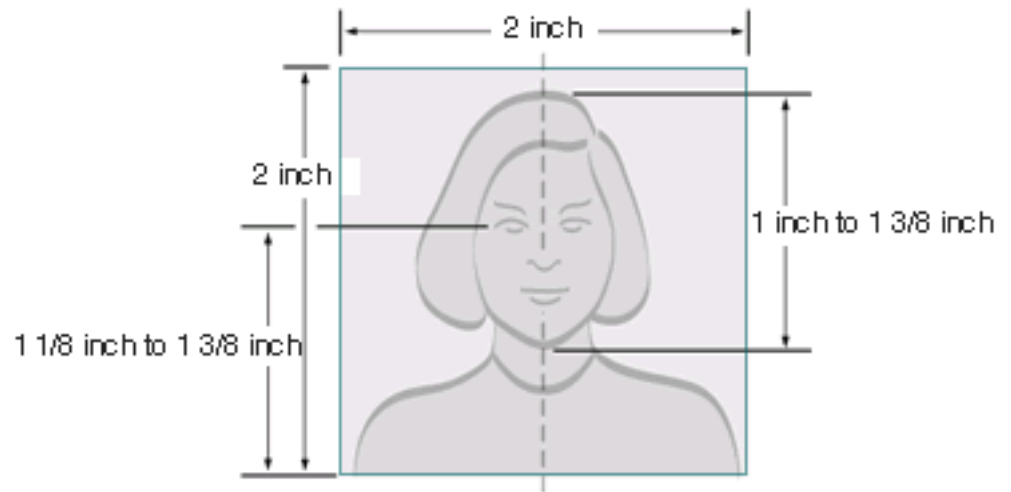
SECTION 1: STUDENT INFORMATION (Completed by Student)			
Student Name (Surname/Primary Name, Given Name):		Student Email Address:	
Name of School Recommending STEM OPT: Academy of Art University	Name of School Where STEM Degree Was Earned:	SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix): SFR214F00500000	
Designated School Official (DSO) Name and Contact Information: Min Kyung Cha Mcha@academyart.edu 415-618-6347		Student SEVIS ID No.:	STEM OPT Requested Period: (mm-dd-yyyy) From: _____ To: _____
Qualifying Major and Classification of Instructional Programs (CIP) Code: _____			
Level/Type of Qualifying Degree: _____			
Date Awarded: (mm-dd-yyyy) _____			
Based on Prior Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Employment Authorization Number: This is your USCIS # on the EAD			



2) Preparing your STEM Extension Application

What are the passport photo requirements?

- For more detailed information go to:
<http://travel.state.gov/content/passports/english/passports/photos/photo-composition-template.html>
- Take your picture in front of a white background.
- Do NOT wear a white shirt.
- Your shirt must be in color.
- Take picture at Walgreens or Kinkos.





2) Preparing your STEM Extension Application

How do I get my Form I-20 with the STEM Extension?

- You are required to complete Form I-765, Form G-1145 and Form I-983 first and upload all three forms along with your STEM Extension I-20 Request Form online at: <http://www.academyart.edu/aau-forms/international-admissions/stem-opt-i-20-request-form>
- You will have the option to indicate how you would like to receive your STEM Extension I-20:
 - By mail
- You will receive an email when our office is not able to process your STEM I-20 Request Form
- You will receive an email after your request was processed and your STEM Extension I-20 was issued



2) Preparing your STEM Extension Application

What about the personal or cashier's check/money order?

- Please use only **ONE** method of payment
- You may use **G-1450** <https://www.uscis.gov/g-1450>
- Use a money order or cashier's check (can be purchased at banks, post offices and some grocery stores)
- Use a personal check
- Fill it out like this
- USCIS application fee is \$410

The image shows a sample personal check form with the following fields and red annotations:

- YOUR NAME**: 123 YOUR STREET, YOUR CITY, STATE, ZIP (123)456-7890
- Date**: Date here
- Pay to the order of**: U.S. Department of Homeland Security
- Amount**: \$ 410.00
- Amount in words**: Four hundred ten dollars and no/100
- YOUR FINANCIAL INSTITUTION**: ANYTOWN, USA
- For**: (blank line)
- Signature**: Your signature here

A red arrow points from the text "Fill it out like this" to the check form.



2) Preparing your STEM Extension Application

Where can I get my Form I-94

- Your I-94 will be either:
 - 1) a white card stapled in your passport like this
 - or -
 - 2) a digital form that you can download online from the following link:

<https://i94.cbp.dhs.gov/I94/#/recent-search>

- *Note:* If you have the I-94 stapled in your passport, you must include a copy of the back and front of your I-94.

Departure Number: 0000000000 00

OMB No. 1651-0111

Sample

APR 20 2011

Class of Admission: F-1

Admitted Until: D/S

DATE OF ADMISSION: Day you entered the U.S.

CLASS OF ADMISSION: Your visa status

ADMITTED UNTIL: The last day you can in the U.S.

After May 7, 2013, you will no longer get a paper I-94 like this one at the airport.

This information will now be in your passport.

14. Family Name: S T U D E N T

15. First (Given) Name: I M A

16. Birth Date (Day/Mo/Yr): 0 1 0 1 7 0

17. Country of Citizenship: A N Y C O U N T R Y

See Other Side

STAPLE HERE



2) Preparing your STEM Extension Application

What about my F1 visa and passport?

- Make a photocopy of your F1 visa, if applicable. →



- Make a photocopy of your passport biographic page with photo. →
- Your passport must be valid.





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3) Review of your STEM Extension Application

Can the International Student Office review my application packet?

- Yes, International Student Office can review your application prior to mailing :
 - By email or Phone
 - mcha@academyart.edu
 - 415-618-6347



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4) Mailing & Deadlines for your STEM Ext. Application

Where do I mail my documents?

- If the address on your Form I-765 is in California, mail your application to the USCIS Chicago Lockbox:
 - For US Postal Service (USPS):
 - USCIS, PO Box 805373, Chicago, IL 60680
 - For Express mail and courier deliveries:
 - **USCIS, Attn: I-765 C03**
131 South Dearborn - 3rd Floor, Chicago, IL 60603-5517
- If your address on your Form I-765 is outside California, please check online at <https://www.uscis.gov/i-765-addresses>



4) Mailing & Deadlines for your STEM Ext. Application

When do I mail my documents?

- It is recommended to mail your STEM Extension Application packet as soon as you received your STEM Extension I-20 and have all your documents ready
- USCIS must receive and accept your STEM Extension Application packet no later **than 30 days** of recommending you for the STEM Extension and issuing your Form I-20 with the STEM Extension on the second page



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5) Waiting for your Approval & EAD

How long does it take to get my EAD?

- USCIS will process your application within approximately 3-5 months.
- If you receive a Request for Evidence (RFE), USCIS will stop processing your application until you submitted the requested documents. Receiving an RFE will delay your application and it may take a total of four 4-6 months to receive your EAD.



5) Waiting for your Approval & EAD

What is the authorization process?

- 2-6 weeks
 - Within two-six weeks of submitting your application to USCIS, you will receive a text message and/or email with your receipt number. Receiving a receipt number confirms USCIS accepted your application for processing.
- 6-8 weeks
 - Within six-eight weeks of submitting your application to USCIS, you will receive a letter, named Notice of Action. This confirms that USCIS has the correct mailing address on file for you. Check if your name and date of birth is correct.
- 12-20 weeks
 - Within 12-20 weeks of submitting your application to USCIS, you will receive an Approval Notice and within a few days afterwards you will receive your EAD.



5) Waiting for your Approval & EAD

What happens after I received my EAD?

- After you received your EAD, make sure your name is spelled correctly, your Date of Birth and OPT start/end date is correct
- If something is incorrect, contact the International Office for next step
- If your EAD is correct, you are required to provide a new copy to your employer and follow DHS reporting requirements





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6) Reporting Requirements after STEM Ext. Approval

What are my reporting requirements?

- Any changes in employment, including loss of employment must be reported to the International Student Office within 10 days of the change
- **You are required to verify your employment information every 6 months**
- You are required to submit your STEM Self-Evaluation Form once per year and at the end of your STEM Extension
- You must notify the International Student Office when you depart the U.S. and/or decide not to continue with your STEM Extension
- File STEM OPT Employment Report online at:
<http://www.academyart.edu/aau-forms/international-admissions/stem-opt-i-20-reporting-form>



6) Reporting Requirements after STEM Ext. Approval

- The International Services Office will continue to be your contact to report your STEM employment and contact information updates.
- You may also update your employer information through the Student and Exchange Visitor Program (SEVP) Portal, a tool that allows F aliens participating in post-completion practical training to report accurate and timely information directly to SEVP.
 - <https://studyinthestates.dhs.gov/sevp-portal-help>



6) Reporting Requirements after STEM Ext. Approval

What are my employer's reporting requirements?

- Your employer must sign off on your annual Self-Evaluation Form
- Your employer must report any material changes to an existing Form I-983
 - Material Changes are:
 - Any change of the employer's Employer ID Number
 - Any reduction in your compensation that does not include a reduction in hours worked
 - Any significant decrease in hours per week
 - Any changes to the employer's commitment or to your learning objectives as documented on Form I-983
- Your employer must notify the International Student Office of your departure or employment termination within 5 business days



6) Reporting Requirements after STEM Ext. Approval

What do I need to report when I change my employer?

- Your previous employer is required to report your departure/employment termination to the International Student Office
- Your new employer must be enrolled in E-Verify before you begin working
- Your new employer must complete and sign Form I-983 and you are required to submit it to the International Student Office within 10 days of starting the new position



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7) COVID-19 UPDATES

Can students engaged in the science, technology, engineering and mathematics (STEM) OPT extension work remotely when appropriate and permitted by the employer?

- Students currently participating in STEM OPT may work remotely if their employer has an office outside of the United States or the employer can assess student engagement using electronic means.



7) COVID-19 UPDATES

Should DSOs with students on OPT update the students' employer addresses in SEVIS with their remote work address? For students participating in the STEM extension, do their Forms I-983, "Training Plan for STEM OPT Students," need to be updated with their remote work address?

- No. DSOs should not update the employer address information in SEVIS nor on the Form I-983 for students working remotely.