OPT STEM EXTENSION

F-1 students in post-completion OPT, who have earned a degree or have completed all course requirements for the exception of a dissertation or thesis at the bachelor’s, master’s, or doctoral levels in a science, technology, engineering or mathematics (STEM) field as listed on the I-20 and the Department of Homeland Security (DHS) STEM Designated Degree Program list. Additionally, students must be working for an E-verify employer. It is important to note, not all students in the STEM fields will qualify for the extension. The list of qualified majors is very specific and each extension application must be considered on a case-by-case basis.

OPT STEM Extensions are only available ONCE, meaning a student cannot repeat OPT STEM with another degree, regardless of degree level. Extensions also cannot be split into multiple periods, it can only be granted in one 17-month period.

ELIGIBILITY FOR OPT STEM EXTENSION APPLICATION
- You must currently be on Post-Completion OPT and have not exceeded 90 days of unemployment in a major included in the DHS list of approved STEM fields
- If you look on page 1 of your I-20, in the third box, you will find your primary major and CIP code, which must match the STEM List exactly to be eligible
- Application must be for same major as OPT, it cannot be for another field or previous study
- Must be employed or have offer of employment in field of study from an employer participating in the USCIS E-Verify program
- Employer must also agree with reporting requirements
- Must not have received a 17-month OPT Extension previously
- Must have a valid passport

FILING DEADLINES, EMPLOYMENT DATES, AND TIME LIMITS
STEM Extensions are authorized for the day after the first period of OPT and end 17 months later.

Submission of OPT STEM Extension applications can begin as early as 120 days prior to the expiration of the current OPT. The application MUST be received by USCIS prior to the end date of your current EAD card. As previously stated, the starting date for the OPT STEM Extension Employer Authorization Document (EAD) will be the day after the initial OPT employment authorization expires.

A student who submits their OPT STEM application on time may continue to work up to 180 days beyond the expiration of their current OPT while the application is pending. The work must be for an E-verify employer.

A student who receives the OPT STEM Extension will also have an additional 30 days added to their total time of allowable unemployment. This will provide for 120 days of unemployment for the ENTIRE 29-month OPT period.

Revised 2/2016
OPT STEM EXTENSION

EMPLOYMENT-SPECIFIC INFORMATION
Student must be working, at least, 20 hours per week for an E-Verify employer, in a paid position directly related to the student's STEM degree. You must have a paid job or job offer to apply for and maintain your F-1 OPT STEM Extension.

A student may work for multiple employers; but, all employers must be enrolled in E-Verify. Students are not eligible to volunteer with employers who are NOT enrolled in E-Verify.

STUDENT REPORTING REQUIREMENTS ON OPT STEM EXTENSION
All students will continue to report changes of the information below to the Office of International Student and Scholar Services within 10 days:

- Any change in name
- Residential address
- Updated email address
- Telephone number
- Name, address, phone number, and supervisor for employer(s)
- EIN for employer(s)
- Any change to the name and address of employer(s)
- Any interruption of employment (e.g. unemployment)

Additionally, students are required to check in with the International Student and Scholar Services office every six (6) months, even if there are no changes to report.

EMPLOYER REPORTING REQUIREMENTS OF OPT STEM EXTENSION
Employers must agree to report the termination or departure of the student to the International Student and Scholar Services office at The University of Southern Mississippi. An employer must consider a worker to have departed when the employer knows the student has left employment or if the student has not reported for work for a period of five (5) consecutive days without the employer’s consent.

TERMINATION OF PRACTICAL TRAINING
Authorization to engage in practical training employment is automatically terminated when you transfer your record to begin study at another school or at another educational level.

Revised 2/2016
OPT STEM EXTENSION APPLICATION

APPLICATION DOCUMENTS

- Completed Form G-1145 (to receive receipt notice by text and email)
- Completed Form I-765 (use black ink). In question 16, use code (c)(3)(c).
- Copy of diploma or transcripts of qualifying STEM degree
- Copy of passport biographical page
- Copy of most recent visa
- Copy of I-94
- Copies of ALL I-20s for current degree program, including your OPT I-20
- Two passport-style photos
- Copy of any previously issued employment authorization documents (EAD cards)
- Copy of Employer Agreement
- Copy of the new OPT STEM Extension Recommendation I-20
- Check or money order for $380 made payable to Department of Homeland Security

APPLICATION PREPARATION

- **I-765 Special Instructions**
  - Section 3 – Please give your current mailing address, this ensures all information, receipts, requests, and documents come to you directly
  - Section 11 – Click “yes” and enter Texas Service Center for the issuing office. Use the dates from your EAD card
  - Section 16: Enter (c) (3) (c)
  - Section 17: You should enter the primary major CIP code, found in box 3 of page 1 of your new I-20. The CIP code is the six-digit number listed directly after your major. Your Employer will provide you with their name as it appears in E-Verify and their E-Verify identification number
  - Sign in blue pen

- All Documents should be single-sided
- Passport photos should be recent and have name written on back in pencil
- Recommendation I-20 must be received by USCIS within 30 days of issue
- REMEMBER: Sign your I-765 application, check, and I-20 – USE BLUE PEN
- Send your application to USCIS at either the USCIS Dallas or USCIS Phoenix Lockbox facilities, dependent upon your address, see table provided on next page. We would HIGHLY recommend utilizing a courier service such as Fed Ex, to provide proof you submitted your application in a timely manner, if needed.
<table>
<thead>
<tr>
<th>USCIS Phoenix and Dallas Lockbox facilities</th>
<th>Mail your application to:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If you live in:</strong></td>
<td><strong>USCIS Phoenix Lockbox</strong></td>
</tr>
<tr>
<td>Alaska, Arizona, California, Colorado,</td>
<td>For U.S. Postal Service (USPS) deliveries:</td>
</tr>
<tr>
<td>Hawaii, Idaho, Illinois, Indiana,</td>
<td>USCIS</td>
</tr>
<tr>
<td>Iowa, Kansas, Michigan, Minnesota,</td>
<td>PO Box 21281</td>
</tr>
<tr>
<td>Missouri, Montana, Nebraska, Nevada,</td>
<td>Phoenix, AZ 85036</td>
</tr>
<tr>
<td>North Dakota, Ohio, Oregon, South Dakota,</td>
<td>For Express mail and courier deliveries:</td>
</tr>
<tr>
<td>Utah, Washington, Wisconsin, Wyoming,</td>
<td>USCIS</td>
</tr>
<tr>
<td>Guam, or the Northern Mariana Islands.</td>
<td>Attn: AOS</td>
</tr>
<tr>
<td></td>
<td>1820 E. Skyharbor Circle S</td>
</tr>
<tr>
<td></td>
<td>Suite 100</td>
</tr>
<tr>
<td></td>
<td>Phoenix, AZ 85034</td>
</tr>
</tbody>
</table>

| **USCIS Dallas Lockbox**                  | For U.S. Postal Service (USPS) Deliveries: |
|                                          | USCIS                     |
|                                          | PO Box 660867             |
|                                          | Dallas, TX 75266          |

|                                            | For Express mail and courier deliveries: |
|                                            | USCIS                     |
|                                            | Attn: AOS                 |
|                                            | 2501 S. State Hwy. 121 Business |
|                                            | Suite 400                 |
|                                            | Lewisville, TX 75067      |
OPT STEM I-20 RECOMMENDATION REQUEST

Your COMPLETE OPT STEM Extension application must be received by USCIS on or before your 12-month OPT expiration date. Due to the potential for technical delays in processing your new I-20 in SEVIS, it is recommended you submit this form two (2) weeks before you plan to submit your OPT STEM Extension application. The earliest you can submit your application is 120 days before the end date of your 12-month EAD.

I UNDERSTAND I AM RESPONSIBLE FOR FILING THE APPLICATION FOR OPT STEM EXTENSION TO USCIS DIRECTLY. Initial __________

INSTRUCTIONS

1. Read the OPT STEM Extension information
2. Complete and submit this form to suzanne.omran@usm.edu with the following:
   • Copy of your current EAD card
   • Completed Student Agreement
   • Employer Agreement

Your new I-20 will be ready three business days after submitting this form. We will contact you by email when the document is ready for delivery or pick-up.

3. Once you have received the updated I-20 from us, mail/ship the completed application to the USCIS address for your area. USCIS must receive your application before your EAD expires and no later than 30 days after your new I-20 has been issued.

Family Name: ______________________________________________________________

First (Given) Name: __________________________________________________________

Student ID: _________________________________________________________________

Major: ____________________________________________________________________

Degree Level: ______________________________________________________________

Date of current EAD expiration: _______________________________________________

Days of unemployment since start of EAD: ______________________________________

Non-USM email: _____________________________________________________________

Signature: __________________________________________________________________
OPT STEM EXTENSION AGREEMENT

I understand I am responsible for the following should USCIS approve my OPT STEM Extension petition:

- Reporting to the Office of International Student and Scholar Services within ten (10) days of a change in:
  - Legal name
  - Residential address
  - Name, address, and supervisor of my employer(s)
  - Changes to my employment status
  - Email address
- Pursuing paid work opportunities that are directly related to the program listed on my I-20
- Being aware of, and not exceeding, the unemployment limit total of 120 days for the entirety of my OPT
- Keeping my passport valid six months into the future
- Requesting a signature on my I-20 from ISSS for out-of-country travel
- Complying with US tax laws

I understand the following statements:

- On-campus employment positions must be directly related to the major listed on my I-20, at a level matching the degree earned
- Failure to maintain a relationship with ISSS and maintaining your SEVIS record may result in the loss of your lawful F1 status and/or revocation of your authorization to work
- Extensions to the end date of my I-20 are not possible once the end date has passed
- Issuance of a new I-20 for transfer to a new school or new program of study will invalidate the OPT STEM Extension authorization
- You have 60 days after the expiration of your OPT STEM Extension to depart the US, transfer to a new school, have an I-20 issued for a new program or apply for a change of status to another immigration classification

This form certifies I have read the OPT STEM Extension information provided to me by The University of Southern Mississippi Office of International Student and Scholar Services. I agree to abide by the guidelines established by the Department of Homeland Security (DHS). I will adhere to the reporting requirements and report any changes to the International Student and Scholar Services office as set forth by DHS regulations.

I UNDERSTAND I AM RESPONSIBLE FOR FILING THE APPLICATION FOR OPT STEM EXTENSION TO USCIS DIRECTLY. Initial _________

Signature:

Name (print): ___________________________ Date: ___________________________
OPT STEM EXTENSION EMPLOYER AGREEMENT

The student named below wishes to apply to US Citizenship and Immigration Services for an OPT STEM Extension to continue or begin employment with our company. Our company is registered in the E-verify program and agrees to the employer reporting obligations.

Employee Name:

__________________________________________________________________________

Employee Position: □ Part-time □ Full-time ________________________________
(Must work at least 20 hours per week)

Employer Name:

__________________________________________________________________________

Employer Physical Address:

__________________________________________________________________________

Employer E-Verify Identification Number: Employer Phone:

__________________________________________________________________________

Supervisor Name:

__________________________________________________________________________

Supervisor Email:

__________________________________________________________________________

This is to certify I am aware of my obligations as set forth by the Department of Homeland Security (DHS) regarding the OPT STEM Extension employment. I agree to report the termination or departure of the student to the International Student and Scholar Services office, isss@usm.edu or (601) 266-4841, at The University of Southern Mississippi within 48 hours. An employer must consider a worker to have departed when the employer knows the student has left employment or if the student has not reported for work for a period of five (5) consecutive business days without the employer’s consent.

Signature: ________________________________ Date: ___________________________
e-Notification of Application/Petition Acceptance
Department of Homeland Security
U.S. Citizenship and Immigration Services

What Is the Purpose of This Form?

Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.

General Information

Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.

We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent.

The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers.

USCIS will also mail you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as proof of your pending application or petition.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality Act, as amended INA section 101, et seq.

PURPOSE: The primary purpose for providing the information on this form is to request an electronic notification when USCIS accepts immigration form. The information you provide will be used to send you a text and/or email message.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or email message receiving your immigration form.

ROUTINE USES: The information provide on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved routine uses, as described in the associated published system of records notices [DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001 - Alien File (A-File) and Central Index System (CIS), which can be found at www.dhs.gov/privacy]. The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

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).

<table>
<thead>
<tr>
<th>Applicant/Petitioner Full Last Name</th>
<th>Applicant/Petitioner Full First Name</th>
<th>Applicant/Petitioner Full Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail Address</td>
<td>Mobile Phone Number (Text Message)</td>
<td></td>
</tr>
<tr>
<td>Fee Stamp</td>
<td>Action Block</td>
<td>Initial Receipt</td>
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</tbody>
</table>

Subject to the following conditions:

|   |   |   |   |   |   |   |   |   |   |

1. Full Name
   - (Family Name) (First Name) (Middle Name)

2. Other Names Used (include Maiden Name)

3. U.S. Mailing Address
   - (Street Number and Name) (Apt. Number)
   - (Town or City) (State) (ZIP Code)

4. Country of Citizenship or Nationality

5. Place of Birth
   - (Town or City) (State/Province) (Country)

6. Date of Birth (mm/dd/yyyy)

7. Gender
   - [ ] Male
   - [ ] Female

8. Marital Status
   - [ ] Married
   - [ ] Single
   - [ ] Divorced
   - [ ] Widowed

9. Social Security Number (Include all numbers you have ever used, if any)

10. Alien Registration Number (A-Number) or Form I-94 Number
    (if any)

11. Have you ever before applied for employment authorization from USCIS?
    - [ ] Yes (Complete the following questions.)
      - Which USCIS Office?
      - Dates
      - Results (Granted or Denied - attach all documentation)
    - [ ] No (Proceed to Question 12.)

12. Date of Last Entry into the U.S., on or about (mm/dd/yyyy)

13. Place of Last Entry into the U.S.

14. Status at Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.)

15. Current Immigration Status (Visitor, Student, etc.)

16. Eligibility Category. Go to the "Who May File Form I-765?" section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(ii), etc.

17. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in Question 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

18. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Question 16 above, please provide the receipt number of your I-129 form I-797 Notice of Approval for Form I-129.

Certification

I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765?" section of the instructions and have identified the appropriate eligibility category in Question 16.

Applicant's Signature

Date of Signature (mm/dd/yyyy)

Telephone Number

Signature of Person Preparing Form, If Other Than Applicant

I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Preparer's Signature

Date of Signature (mm/dd/yyyy)

Printed Name

Address