

FILING FOR AN OPT EXTENSION FOR THE ADDITIONAL 17 MONTHS:

ELIGIBILITY:

- The OPT STEM extension is only available on a one time basis after earning a STEM (Science, Technology, Engineering, or Math) degree at the Bachelor's, Master's, or Ph.D. level.
- Your employer is registered in the government's E-Verify system, as evidenced by a valid E-Verify company identification number, or a valid E-Verify client company identification number and the employer is a participant in good standing in the E-Verify program.
- The employer must agree to report to ISSS your termination of employment or departure from employment if the termination/departure occurs before the end date of your authorized OPT STEM Extension period. This report to ISSS must occur within 48 hours of your termination of employment.
- You cannot accumulate more than 120 days of unemployment during the total 29 months of OPT if you have been granted the 17 months extension of your OPT, or you will be considered out of status.
- You must report any change of legal name, address, name of your employer, employer address and/or loss of employment within 10 days of the change/loss of employment to ISSS.
- Every 6 months you must report to ISSS to confirm the information in SEVIS is current and accurate (with regard to your legal name, address, employer name, employer address, change of loss of employment). This is called a "Validation Report." Failure to report will result in the automatic termination of your F1 status.
- You must apply for the OPT STEM extension and the application must be received before your current OPT end date. You can apply up to 90 days before your current OPT end date.

CU BOULDER MAJORS THAT ARE CONSIDERED STEM MAJORS ARE:

Aerospace Engineering	Chemical Engineering	Engineering Physics
Applied Mathematics	Chemical Physics	Environmental Engineering
Architectural Engineering	Chemistry	Geology
Astronomy	Civil Engineering	Geophysics
Astrophysics, Planetary, Atmospheric Sciences	Cognitive Science	Integrative Physiology
Astrophysics	Computer Science	Mathematics
Atmospheric and Oceanic Sciences	Electrical/Computer Engineering	Mechanical Engineering
Biochemistry	Electrical Engineering	Mechanics
Biological Sciences (MCDB)	Engineering	Physics
Chem/Biological Engineering	Engineering Management	Telecommunications

IF YOU QUALIFY FOR THE 17 MONTH EXTENSION OF OPT:

1. Complete the form on page 3 of this handout to request a recommendation for an extended period of OPT from ISSS. We will issue you a new I-20 with a recommendation for the OPT STEM extension.
2. Have your employer complete the template letter on page 4 of this handout **on employer letterhead**, sign and submit the completed letter to ISSS.
3. Complete form I-765, include the fee and supporting documents (please see page 2). Mail all documentation, including the new I-20, to USCIS within 30 days of ISSS' recommendation for OPT STEM extension. The USCIS Service Center to which you mail the OPT STEM application depends on the address you list on the I-765.
4. Make sure you apply for the extension **before** your current OPT end date
5. If the OPT STEM extension is not approved by your current OPT end date, you will be able to continue working legally for your employer up to 180 days while the extension is pending, with proof of the timely filing of the OPT STEM extension application (the OPT STEM application receipt notice - Form I-797).
6. The following should be included in your OPT extension application:

- a. A copy of the OPT STEM Recommendation I-20 from ISSS, signed by an ISSS adviser and yourself. Please do not send the original OPT STEM Recommendation I-20. You should keep the original I-20 for your records.
- b. Form I-765 (download from <http://www.uscis.gov/files/form/i-765.pdf>)
- Please make sure at the beginning of the form you mark, "Renewal of my permission to accept employment."
 - The answer to item #16 on the form is (c)(3)(C).
 - Make sure you will remain at the address you use on the I-765 for at least the next 3-4 months or use the ISSS address (ISSS, 123 UCB, Boulder, CO 80309-0123)
- c. Two passport photographs (see instructions). Lightly print your name with a pen on the back of each photo. The photos must be taken within the last month, do not use old photos. The BuffOne card office issues passport photos very inexpensively. See the requirements listed here: http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html
- d. A check or money order for the appropriate amount of money (subject to change), drawn on a U.S. bank, payable to the Department of Homeland Security. Please confirm the I-765 fee amount on the USCIS website: <http://www.uscis.gov/portal/site/uscis>
- e. A copy of the important data (page with photo and issue/expiration dates) and visa pages in your passport
- f. I-94 Departure Record (front and back)
- g. A copy of your diploma
- h. A letter from your employer stating how the work is related to your major (recommended)
- i. A copy of your previous EAD
- j. ISSS must have the following information in order to issue the OPT STEM recommendation:
Your email while on OPT
Your work title
Your supervisor's name and contact information

OPT EXTENSION REQUEST FORM

Name of Student: _____(FAMILY Name, FIRST name, Middle)

Student ID number: _____

Current End date of OPT: _____ (Month, Day, Year)

Major: _____ Date Degree Granted: _____

Current Address: _____

Current Phone No: _____

Current Email Address Being Used: _____

Current Employment Start Date and Employer Name: _____

Job Title _____ Email while on OPT _____ Supervisor's name and contact information (email and telephone number) _____.

Student must attest to and agree to the following:

I agree to inform ISSS within 10 days of:

- any change in my legal name;
- any change in my actual physical address;
- any change in my employer's name;
- any change in my employer's address; and
- any periods of time in which I have been unemployed.

I also understand that:

- If I have more than 120 days of unemployment during my entire 29 months of OPT, I am considered out of status;
- I agree to report to ISSS every 6 months from the date my OPT is extended to confirm my legal name, address, employer name and employer address

Signature of student

Date

PLEASE HAVE YOUR CURRENT EMPLOYER complete the following letter and **put it on company letterhead:**

I understand that _____ (name of student) is currently working for us under the terms of Optional Practical Training (OPT).

I understand that as part of the eligibility for this student to qualify for an additional 17 months of OPT, I must inform the University of Colorado at Boulder by email (cusevis@colorado.edu) if this student terminates his/her employment prior to the OPT end date, which is ____/____/____ (month, day, year), an extended period of 17 months from the current OPT end date. I understand that this termination notice must be provided to the University of Colorado at Boulder within **48 hours of termination of employment.**

I also attest that our company is registered and in good standing in the government's E-Verify system.

The company's E-Verify Number is: _____ OR
the company's E-Verify Client company ID number is: _____

Signature

Name of Company officer

Title

Date