

## Office of International Programs

5500 N. St. Louis Avenue  
Chicago, IL 60625-4699  
773.442.4796  
international-programs@neiu.edu

## STEM EXTENSION REQUIREMENTS For applicants after May 10, 2016

Certain F-1 students who receive science, technology, engineering, and mathematics (STEM) degrees may apply for a 24-month extension of their post-completion optional practical training (OPT). **If you did not graduate in the STEM field you do not qualify for this extension.** To qualify, you must be currently authorized under the 12-month period of OPT and working for a US employer in a job directly related to your field of study. You must have successfully completed a Bachelor's, Master's or Doctoral Degree in a field from the [STEM Designated Degree Program list](#), at a SEVIS-certified US college or university. At the time of application for the 24-month extension, you must have a job offer or be employed by an employer registered with the "[E-Verify](#)" federal employment verification system. You must apply for the 24-month extension through the Office of International Programs. You must file the extension application in a timely manner, generally 90 days before the current period of OPT expires. A student who files the application timely may continue employment while the extension application is pending, until a final decision is made, or for 180 days, whichever occurs first.

### OPT STEM CHECKLIST

**Please submit a copy of all documents for review in order for the DSO to recommend Extension on your I-20. We will not review your application if we do not receive all the items on the checklist.**

- 1. STEM Application** (*last page from this package*)
- 2. I-765 Form :**
  - Downloadable Form <http://www.uscis.gov/files/form/i-765.pdf>
  - Question #27, Needs to be filled out as **(c)(3)(c)**
- 3. Form I-983**
  - Downloadable form <https://studyinthestates.dhs.gov/students-and-the-form-i-983>
  - You must work with your employer to complete this form.
  - Employer MUST be E-Verified. Go <https://www.uscis.gov/e-verify>
  - See Requirements of Employer Section on page 2
- 4. \$410.00\* personal check or money order made payable to U.S. Department of Homeland Security**  
(*Please write your date of birth and SEVIS ID number on front of the check*)  
*\*this amount may change at any time and check on USCIS for accurate fees.*
- 5. Copy of your I-94 Arrival/Departure Card** (front & Back) or (<https://i94.cbp.dhs.gov/i94/#/home>)
- 6. 2x U.S. passport style photos** (*write your name and SEVIS ID number on back of each photo*)
- 7. Copy of EAD card front and back**
- 8. Copy of your Degree: Diploma, Official/Unofficial Transcripts.**
- 9. Submit copies of steps 1-9 to DSO [s-staaden@neiu.edu](mailto:s-staaden@neiu.edu) for new I-20**
- 10. New I-20:** Once you have submitted all documents for review, a new I-20 will be generated.
- 11. Mail everything to USCIS.** Depending where you live you will need to send it to the appropriate address. For more info: <https://www.uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities>

## What are the requirements of the employer?

### For employers:

1. **Participate in e-verify.**
2. **Work with student to prepare and sign a written training program (to be completed on Form I-983), or use an existing training program that includes:**
  - The specific goals of the STEM OPT period
  - How the specific goals will be achieved
  - Explain how the specific skills, techniques, and knowledge will be imparted to student
  - Explain how the training is related to the STEM degree
  - Explain how the student will be supervised and evaluated
  - Lists details of compensation
3. **Certify that the training program:**
  - is commensurate with the terms, conditions, and compensation provided to similarly-situated U.S. workers
  - does not cause the replacement of a full- or part-time, temporary or permanent U.S. worker
  - that the employer has sufficient resources and personnel to train the student
  - is directly related to the STEM degree and that the offered position will achieve the objectives of the training program
4. **Notify the university's DSO of any *material* changes or deviations in the training program at the earliest opportunity.**

***Material* changes include:**

  - Decrease in compensation
  - Decrease in hour worked to below 20 per week (excluding leave policy)
  - Change in employer identification number (EIN) due to corporate restructuring
  - Any change that renders the employer's attestations invalid
  - Any changes that renders the training program inaccurate
5. **Undergo possible work site inspections conducted by the U.S. Immigration and Customs Enforcement (ICE).**
6. **Notify the DSO within five business days if the F-1 student's employment is terminated or departs from STEM OPT job.**
7. **Submit I-983 and Offer letter from new employer to your DSO.**

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You must apply no more than 90 Days prior to your current Post-completion OPT End Date. Students may not apply for STEM OPT extensions during the 60-day grace period following an initial (usually 12-month) period of Post-completion OPT. Make sure you submit copies from checklist to the Office of International Programs. If the documents are not received, you will not be given an I-20.

<b>Student Information</b>			
Last Name			
First Name			
Student ID #			
Current Address:			
Phone Number:			
Email Address:			
Degree Completed:			
STEM Designated Degree Program:			
<b>Employer Information:</b>			
E-Verified #		EIN#	
Name of Employer			
Supervisor Name			
Supervisor Phone Number			
Supervisor Email Address			
Attach copy of Offer Letter	<input type="checkbox"/>		
STEM Start Date			
STEM End Date			

*I have read the STEM Extension Package and I know that I am responsible for submitting all required documents to be recommended for STEM Extension on my I-20.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_