



TEXAS SOUTHERN UNIVERSITY

## STEM OPT EXTENSION (OPTX) APPLICATION CHECKLIST

### Prepare the Following:

- Complete Student Planning Tool for 24 Month STEM OPT Extension  
<https://studyinthestates.dhs.gov/stem-opt-hub>
- Complete I-983 - <https://www.ice.gov/sites/default/files/documents/Document/2016/i983.pdf>
- Complete form I-765. This form can be downloaded at <http://www.uscis.gov/files/form/i-765.pdf>  
<https://studyinthestates.dhs.gov/assets/sevpstemoptreportingrequirementsfinal.pdf>
  - Check the purpose for this application as “Renewal of my permission...” on the top
  - OPTX APPLICANTS: Question 16 should be coded (c) (3) (C).
- Obtain 2 color “passport type” photographs
- Check for \$410 payable to **U.S. Department of Homeland Security**

### Mail to ISSS the Following:

- New STEM Extension OPT I-20 – with your signature –**Keep a copy**
- Copy of passport(s) that is valid for six months into the future
- Copy of your most recent visa page.
- Check for **\$410** payable to **U.S. Department of Homeland Security**
- Copy of most recent I-94.
- Obtain 2 color “passport type” photographs
- Job offer letter from employer indicating: job title & basic job description on company letterhead.
- Copy of current EAD Card (Front and Back)
- Copy of diploma or transcript(s)**
- Complete form I-765. This form is attached & can be downloaded at  
<http://www.uscis.gov/files/form/i-765.pdf>.
  - Question 16 should be coded (c) (3) (C)
  - Question 17 requires your Employer’s E-Verify number
- G-1145 form. This form can be downloaded at: <http://www.uscis.gov/files/form/g-1145.pdf>.

### Mailing your application to USCIS CHECKLIST

- You are responsible for mailing your application to USCIS in a timely manner. Your application must arrive at the USCIS Texas Service Center WITHIN 60 Days from your I-20 issuing date. ***If the USCIS Service Center receives your application after your post completion OPT expires, you may lose your eligibility for the STEM OPT Extension.***

Send to USCIS using Priority Mail with Delivery Confirmation (confirm delivery at USPS website: [www.usps.gov](http://www.usps.gov)). Once your application is posted as “delivered”, print this page for your own records. Or you may express mail it with DHL or FedEx.

Your OPT application should be mailed to:

**(Certified mail with a return receipt)**

USCIS Texas Service Center  
P.O. Box 660867  
Dallas, TX 75266

**(Express Mail and Courier Deliveries)**

Attn: AOS  
2501 S. State Hwy. 121 Business  
Suite 400  
Lewisville, TX 75067

## **After I SEND MY OPT STEM EXTENSION APPLICATION TO USCIS, NOW WHAT???**

- By submitting the G-1145 form, you should receive a text message or email notification that your package arrived at the USCIS Lockbox facility. This is separate from your formal receipt notice.
- You should receive an official receipt (called a Notice of Action) in about 2-3 weeks. *The receipt number on this form can be used to track the progress of your case from the USCIS website at: <https://egov.uscis.gov/cris/jsps/index.jsp>.*
- Normal processing times are from 60-120 days. Contact ISA for assistance if it has been longer than 90 days from the official receipt date and you still have yet to receive your EAD Card.

### **AFTER RECEIVING YOUR CARD**

- Bring your original EAD Card or submit to ISA a clear picture-quality-photocopy of your EAD card (front & back).
- Report to ISA any changes of name or address or any interruption of employment *within 10 days of such changes*.** (Keep all reporting appointments! Submit an *OPT SELF REPORT* when necessary.)
- At the end of your OPT Extension (non-H1-B petitioners) you have a 60 day grace period to file for a change in your status, receive a new I-20, or depart the U.S.

## **I AM ON STEM OPT EXTENSION (OPTX), NOW WHAT???**

### **WHAT YOU NEED TO KNOW:**

- You are still in F-1 Status (OPT is a *benefit* of F-1 Status).
- Submit to ISA your employment information including employer name & address, supervisor's name, email and telephone number, job title/position and the duration of your employment.
- Submit to ISA a new I-983 form each time employment changes and during annual evaluations.
- Do not attend school part/time or full/time while you are on OPT/OPTX.
- Obtain a new I-20 before you start any new degree program.
- Any time your personal information changes, update immediately ISA
- Always check with ISA if you have questions about any of the above
- You are only allowed a total of 150 days unemployment while on OPT **and** STEM OPT Extension ( $\leq$  90 days during the first 12 months,  $\leq$ 60 during the 24 months for OPTX). *Unemployment exceeding these amounts may result in violation of your F-1 status*

**Immediately notify DSO (ISA):** *You must submit an OPT-Self Report for any of the events:*

- Any time there is a "change" in the terms and conditions of the original I-983
- Termination of practical training experience
- Beginning a new practical training opportunity with a new employer, a new Form I-983 must be executed and submitted to ISA within 10 days of the new start date
- Employer noncompliance

**Submit Evaluations:** *You must submit an OPT-Self Report on ISA for annual evaluations:*

You must complete two self-evaluations during the course of your STEM OPT period:

- The first one within 12 months of the STEM OPT start and
- 2<sup>nd</sup>, concluding evaluation at the end of the OPT period

Student is responsible for conducting self-evaluations and obtaining the necessary signatures on I-983 and submits the evaluations (I-983) to ISA.

For detailed information, please visit [STEM OPT Hub](#).

**Regarding work authorization:**

- I will only work the dates listed on my EAD card\* (exceptions may exist on a case-by-case basis. See ISA for details and additional authorizations if on OPTX, see your immigration attorney if under H1-B Cap-Gap).*
- I will only accept employment directly related to my major area of study.*

**Regarding transitions:**

- I will obtain a new I-20 for any new degree program and contact ISA for assistance should I choose to pursue a new degree in the US.*
- I will notify ISA in the event I change my status or decide to permanently leave the country prior to the ending date of my OPTX.*

**Regarding other requirements:**

- I will not attend school part-time or full-time in a degree seeking program while on OPTX.*
- I understand I can only accumulate 150 days of unemployment the entire duration of my OPT and OPT STEM Extension ( $\leq 90$  days for first 12 months of OPT, an additional 60 days for 24 month OPTX). Exceeding these amounts may result in a violation of my F-1 status.*

***I, (legibly print your name) \_\_\_\_\_, have read and understand my obligations as an F-1 student on optional practical training STEM extension (OPTX).***

Signature: \_\_\_\_\_ PS ID #: \_\_\_\_\_ Date: \_\_\_\_\_