Optional Practical Training: 24-month Extension for STEM Majors

If you are currently on post-completion Optional Practical Training (OPT) and meet one of the following:

- have completed a bachelor’s, master’s, or doctoral degree in a science, technology, engineering, or mathematics (STEM) field; OR
- have completed all course requirements for the degree, excluding any thesis requirement or equivalent; OR
- have completed a STEM degree in the U.S. within the last 10 years

you can request a 24-month extension of your Optional Practical Training with an employer who is enrolled in U.S. Citizenship and Immigration Services’ (USCIS) E-Verify employment verification program. You may participate in the STEM OPT extension twice during your academic career in the U.S. if you earn a second qualifying degree at a higher level.

To obtain this benefit, you must apply to USCIS for a new Employment Authorization Document (EAD). Since the process usually takes about three months, we recommend that you apply 90-120 days in advance of the current OPT end date listed on your EAD card. Please submit the following information to the International House:

- STEM Request Form (see page 2)
- Document Request Form (DRF)
- Copy of your OPT I-20, pages 1 and 2
- Copy of passport page(s) showing picture, biographical information, and expiration date
- Copy of most recent U.S. entry visa and I-94 (www.cbp.gov/i94)
- Copy of your current Employment Authorization Document (front and back)
- Copy of your diploma or transcript showing your STEM-related degree and major
- Completed Form I-765 which includes:
  - Eligibility Category (c)(3)(C) [Item 16]
  - ISSS Mailing Address [Items 2,3] c/o ISSS, 2200 S Josephine St. Denver, CO 80208
  - Degree level (BS, MS, PhD) & CIP code for STEM Major from Program of Study section on Page 1 of I-20 [Item 17]
  - Your employer’s E-Verify Company or Client Company Identification Number [Item 17]
- Two identical passport-style photos taken within 30 days of filing application. Do not reuse old photos.
- Check or money order for $380 made out to U.S. Department of Homeland Security
- Employer letter
- Earnings statement (recommended)
- Copy of W-2(s) (recommended)
- Form I-983, Training Plan for STEM OPT Students, completed with your employer (Instructions).
- Optional: Form G-1145 (to be notified by email that your OPT application was received by USCIS)

The most recent version of the Form I-765 can be downloaded from the USCIS website:
You must also agree to report the following information to ISSS:

- **Within 10 days:**
  - Change of legal name
  - Start or loss of employment
  - Change of employer name or location
  - Change of immigration status
  - Permanent departure from the United States
  - Material changes to Form I-983 such as employer’s EIN, reduction in compensation/pay, significant decrease in hours per week, changes to learning objectives on Form I-983.

- **Validate SEVIS information every six months:**
  - Legal name
  - Residential or mailing address
  - Employer name and address
  - Status of current employment

- **Each year to ISSS**
  - Self Evaluation on Form I-983.

If you have any questions, please do not hesitate to contact our office.

Revised 05/09/2016
24-Month Extension of Optional Practical Training (OPT) Request Form

This request form must be submitted along with all of the documents listed below. Once your request has been processed, you will receive an email from ISSS to come to the International House to sign the new I-20. Please visit our website for more information about the OPT extension for STEM majors: [http://www.du.edu/isss/employment/opt-stem-extension.html](http://www.du.edu/isss/employment/opt-stem-extension.html)

Eligibility Requirements for 24-month OPT extension for Science, Technology, Engineering and Mathematics majors

1. Degree is included on the U.S. Government’s [STEM-Designated Degree Program List](http://www.du.edu/isss/employment/opt-stem-extension.html)
2. Currently on post-completion OPT based on STEM degree (awarded or all coursework completed excluding thesis) or completed a STEM degree in the U.S. before the most recent degree
3. Have not exceeded 90 calendar days of unemployment during initial period of post-completion OPT
4. Have job or job offer for at least 20 hours per week of paid employment from an employer enrolled in E-Verify
5. Form I-765 must be received by USCIS before expiration of current Employment Authorization Document (EAD)

<table>
<thead>
<tr>
<th>LAST (FAMILY) NAME</th>
<th>FIRST NAME</th>
<th>DU ID#</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DU EMAIL ADDRESS</th>
<th>PHONE NUMBER</th>
<th>CURRENT EAD EXPIRATION DATE (mm-dd-yyyy)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>EMPLOYER’S NAME</th>
<th>EMPLOYER’S ADDRESS (STREET, CITY, STATE, ZIP CODE)</th>
</tr>
</thead>
</table>

☐ Full-time (more than 20 hours per week) ☐ Part-time (20 or less hours per week)

Submit an explanation of how your employment is related to your coursework to [here](http://www.du.edu/isss/employment/opt-stem-extension.html). Use the subject line “STEM OPT Employment Explanation.” The explanation must be 1000 characters or less (approximately 150 words).

Please verify that you understand and accept the following items:

- The 24-month extension is only allowed if I have not been unemployed more than 90 days during my current post-completion OPT.
- I can only accept paid employment that is directly related to my STEM degree and all employers must be enrolled in E-Verify.
- I understand that while I am on the 24-month extension of OPT I must report the following to ISSS within ten days:
  - Change of legal name
  - Start or loss of employment
  - Change of employer name or location
  - Change of immigration status
  - Permanent departure from the United States
  - Material changes to Form I-983 such as employer’s EIN, reduction in compensation/pay, significant decrease in hours per week, changes to learning objectives on Form I-983.

- During the 24-month OPT extension I must make a Validation Report to ISSS every six months.
- During the 24-month OPT extension I must make an annual self-evaluation on Form I-983 to ISSS.
- I understand that the I-20 travel signature is only valid for six months but can be renewed by ISSS.
- I understand that my work authorization will be terminated if my F-1 SEVIS record is transferred to another school.

I hereby confirm that the information I have provided in this application is accurate. I have read and understand the requirements that are part of the 24-month OPT extension for STEM majors.

<table>
<thead>
<tr>
<th>PRINTED NAME</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>
Checklist of documents to be submitted with OPT Extension Request Form for STEM majors:

☐ Document Request Form (DRF)
☐ Copy of current OPT I-20, pages 1 and 2
☐ Copy of passport page(s) showing picture, biographical information, and expiration date
☐ Copy of most recent I-94 card (www.cbp.gov/i94) and U.S. entry visa
☐ Copy of current Employment Authorization Document (EAD) (front and back)
☐ Copy of transcript showing your STEM-related degree and major
☐ Completed Form I-765—Application for Employment Authorization
☐ Two color passport photos less than 30 days old (print name and I-94 number on back). Do not reuse old photos.
☐ Check or money order for $380 payable to U.S. Department of Homeland Security
☐ Employer letter
☐ Earnings statement (recommended)
☐ Copy of W-2(s) (recommended)
☐ Completed Form I-983 signed by you and your employer
☐ Completed Form G-1145 if you would like to be notified electronically that your application has been accepted by USCIS
## DOCUMENT REQUEST FORM

### SECTION A: General Information

<table>
<thead>
<tr>
<th>LAST (FAMILY) NAME in Passport</th>
<th>FIRST NAME in Passport</th>
<th>DU ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IMMIGRATION STATUS**
- ☐ F-1
- ☐ J-1
- ☐ Other ___...

**GENDER**
- ☐ Male
- ☐ Female

**DATE OF BIRTH**
(\(mm/dd/yyyy\))

### Current U.S. Phone Number

### Campus Email Address*

---

* ISSS sends all official communications, including important information about your immigration status, to your official @du.edu email address which the University automatically forwards to the preferred email address listed in PioneerWeb. It is important that you maintain your preferred du.edu address and check it regularly.

For instructions on updating your preferred email address, visit [www.du.edu/studentemail/media/documents/preferred_email_instructions.pdf](http://www.du.edu/studentemail/media/documents/preferred_email_instructions.pdf).

### SECTION B: Academic Information

**EDUCATIONAL LEVEL**
- ☐ ELC
- ☐ Undergraduate
- ☐ Masters
- ☐ Doctorate
- ☐ LLM
- ☐ JD
- ☐ Certificate (please list):

**Primary Major:**

### SECTION C: Please Indicate Document(s) Needed:

**General Requests:**
- ☐ Approval for Less Than Full-Time Enrollment*
- ☐ Certification for a Social Security Number for On-campus Employment*
- ☐ Colorado Connection Letter for Department of Motor Vehicles
- ☐ Non-DU Enrollment Approval: Term_________________ Name of School____________________________________
- ☐ Travel Signature on I-20/DS-2019 (if unable to come during walk-in hours)

**Requests for F-1 Students Only:**
- ☐ Curricular Practical Training (CPT) Authorization*
- ☐ Optional Practical Training (OPT) Recommendation*
- ☐ Economic Hardship (Please meet with ISSS Advisor)
- ☐ New I-20 (Complete Part D on back)

**Requests for J-1 Students Only:**
- ☐ On-Campus Work Authorization
- ☐ Academic Training*
- ☐ Economic Hardship (Please meet with ISSS Advisor)
- ☐ New DS-2019 (Complete Part D on back)

*Refer to the ISSS website: [http://www.du.edu/isss/forms/index.html](http://www.du.edu/isss/forms/index.html) for instructions and forms.

☐ I will pick up my documents myself. ☐ I cannot pick up my documents and have attached a Third-Party Pick up/Mailing Authorization Form with this request.

I hereby authorize the release of any information necessary for this request.

Signature: ___________________________ Date: __________________

If all supporting information is accurate, documents will normally be prepared in 3-4 business days.

### COMPLETE REQUIRED SECTIONS BELOW ONLY IF YOU HAVE REQUESTED A NEW I-20/DS-2019

### SECTION D: Reason for Requesting New I-20/DS-2019
☐ Extension of program* (Complete Part E and submit Advisor’s Recommendation Form)
☐ Re-entry to US after absence of more than 5 months: Expected date of re-entry: ____/____/____ (Complete Part E)
☐ Replacement: Reason for Replacement: ☐ Lost ☐ Stolen ☐ Damaged
☐ Addition of dependents (spouse/children): Expected date of entry to U.S.: ____/____/____ (Complete Parts E & F)
☐ Out of status: Please make an appointment with an ISSS advisor
☐ Change of status: From (status): ______ To (status): ______ (Complete Part E)
☐ Transfer back/return to DU from another school: Expected start date at DU: _____/_____/_____ (Complete Part E; in addition, email isss@du.edu about your transfer)
☐ Change in: ☐ Major ☐ Legal name ☐ Citizenship ☐ Source of funding (Please complete Part E)
☐ Dependent information (Please complete Part E)

*Refer to the ISSS website: http://stage.du.edu/isss/forms/index.html for instructions and forms

SECTION E: Financial Information
Submit original financial documents less than 12 months old to verify funds for the next academic year or length of program, if shorter. The amount of funding required varies by program. Please see an advisor if unsure how much funding is needed.

Source of funds (check all that apply)
☐ Personal Funds
☐ Family Funds*
☐ University of Denver Name of Department/Unit: ☐ $ __________
☐ Employer*
☐ Student’s Government Name of Sponsoring Agency: ☐ $ __________
☐ Other* Name of Sponsor: ☐ Other* Name of Sponsor: ☐ $ __________

Sponsor:

* If you have funding other than personal funds, please have the person providing the funding sign the following statement and provide the original funding documents as described above or supply a financial guarantee letter from your financial sponsor.

Statement of Guaranteed Funding
I, __________________________________, certify that funding in the amount(s) indicated above will be available to support the student named in Part A during his/her program at the University of Denver.

Signature of Guarantor ______________________________ Date ______________

SECTION F: Dependent Information
If your dependents (spouse and/or unmarried children under 21 years old) will come to the U.S. in F-2 or J-2 status, you must provide evidence of sufficient financial support prior to the issuance of Form I-20/Form DS-2019 ($3,960 per academic year for each dependent). Please submit copies of dependents’ passport ID pages.

<table>
<thead>
<tr>
<th>Family Name from passport</th>
<th>Spouse</th>
<th>Child 1</th>
<th>Child 2</th>
<th>Child 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name from passport</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle Name from passport</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth (mm/dd/yyyy)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City and Country of Birth</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country of Citizenship</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country of Legal Residence</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Female ☐ Male</td>
<td>☐ Female ☐ Male</td>
<td>☐ Female ☐ Male</td>
<td>☐ Female ☐ Male</td>
<td>☐ Female ☐ Male</td>
</tr>
</tbody>
</table>