STEM Optional Practical Training Extension
Application Checklist

- Request Form completed
- OPT Delivery Form
- Academic Transcript
- Copy of Diploma
- Passport Photo taken digitally with phone or camera with a jpg file to upload
- Copy of I-94 https://i94.cbp.dhs.gov/
- Copy of visa (if not Canadian student)
- Copy of EAD card
- I-765 Form completed online (https://www.uscis.gov/i-765)
- Filing fee of $410 to be submitted online via bank transfer, debit/credit card
- Copies of passport identification page(s)
- Copies of all I-20's issued with current SEVIS number
- Letter from employer offering position for STEM Extension
- I-983 Form completed (Training Plan for STEM OPT students) https://studyinthestates.dhs.gov/stem-opt-hub/additional-resources/form-i-983-overview

Immigration defines practical training as employment which is directly related to a student's degree, but which is not a part of his or her academic curriculum. The OPT Extension is a new type of OPT authorization in which students and their employers must meet **two** primary qualifications.

The **first qualification** is that this authorization is only given to students who have earned their Bachelor's, Master's or Doctorate in a STEM field. The government defines a STEM field as a degree in Science, Technology, Engineering, and Mathematics. The government has specifically defined what majors are considered for this OPT Extension.

There is a list of Ferris programs that qualify students for the extension on the next page. **This list is subject to change**. Students should contact the International Student Advisor if they question why their major is not on the list. Students with a second (double) major in the list are also considered eligible for the STEM extension.

The **second qualification** is that the student's employers must participate in the E-verification process. E-Verify is an electronic system that employers use to verify the employment eligibility of newly hired employees. For more information regarding this, refer to www.uscis.gov

Ferris STEM Programs Qualifying Students for OPT Extension

Master of Science in Information Security and Intelligence, M.S.

Accountancy/Computer Information Systems B.S.
Applied Mathematics, B.S.
Applied Math/Actuarial Science Concentration, B.S.
Applied Math/Operations Research Concentration, B.S.
Applied Math/Statistics Concentration, B.S.
Automotive Engineering Technology, B.S.
Biochemistry, B.A.
Biology, B.S. or B.A.
Biology/Environmental Biology Concentration, B.S.
Biology/Forensic Biology Concentration, B.S.
Biology/Pre-Dentistry Concentration, B.S.
Biology/Pre-Medicine Concentration, B.S.
Biology/ Pre-Optometry Concentration, B.S.
Biology/Pre-Physical Therapy Concentration, B.S.
Biology/Pre-Veterinary Medicine, B.S.
Biology Technology, B.S.
Chemistry, B.A.
Computer Information Systems, B.S.
Computer Networks and Systems, B.S.
Heavy Equipment Service Engineering Technology, B.S.
HVACR Engineering Technology, B.S.
Industrial Technology and Management, B.A.S.
Manufacturing Engineering Technology, B.S.
Mathematics, B.A.
Mechanical Engineering Technology, B.S.
Plastics Engineering Technology, B.S.
Product Design Engineering Technology, B.S.
Quality Engineering Technology, B.S.
Surveying Engineering, B.S.

To qualify for the OPT Extension students must meet **ALL** of the following requirements. No exceptions can be made. Applicants must:

- Be on post-completion OPT
- Have a Bachelor's, Master's or Doctorate degree in one of the STEM majors above
- Be employed at an employer who participates in E-verify
- Maintained your immigration status while on post-completion OPT
- Have a passport valid for at least six months into the future
- Apply for OPT extension before your current OPT authorization end date
- Have not accrued more than 90 days of unemployment while on your Post-completion OPT.

To receive approval for OPT please present all of the following items to the International Student Advisor's Office (ISA). Be sure not **TO LEAVE ANY BLANK SPACES ON YOUR PAPERWORK.** If something does not apply to you please write "N/A" (not-applicable)

- **Request for STEM Practical Training Extension** Form-This must be filled out and signed by you.
- **I-765 Form**- I-765 Form completed online (https://www.uscis.gov/i-765)
  For your major, please list the name of the degree as it is shown on your I-20, not Ferris' name for the program. If you are using your secondary major for the extension, ask the ISA what major you should list. You will need to ask your employer for the business' E-verify number. Please note that your work authorization card will be sent to the mailing address used on the I-765 as well as any other request for additional information from immigration.
- **Filing fee of $410** to be submitted online via bank transfer, debit/credit card
- **Passport Photo** taken digitally with phone or camera with a jpg file to upload
- **Copy of current I-94** - Print the electronic copy from: https://i94.cbp.dhs.gov/ Remember that I-94 is replaced every time you enter and exit the country, thus it is very important to send a copy of the most up-to-date I-94.
- **OPT Delivery Form-** Complete with your most current address and telephone number. This is how the ISA will send your OPT card to you.
- **Copy of visa and passport identification pages-** Even if your current visa stamp has expired, a copy of it is needed for the application. Remember that your passport should be good for 6 months into the future.
- **Letter from Employer-** Since your employment must directly related to the STEM field, your employer needs to provide a statement regarding how the employment relates to the STEM field. It is best for this statement to be on official letterhead of your company.
- **Copy of transcript and diploma -** Your transcript can be official.
- **I-983 Form** "*Vtckpkpi "Rrcp"hqt"UVGO "QRV"uwf gpu+"/"FJ U'tgs wktgu'yj cv'yj g"UVGO "QRV" uwf gpt'cpf "go r rq{gt'y qtn'\qi gyj gt "\q"eqo r rgvg"yj g"Hqto "K; : 50Rtqr gtn{"eqo r rgvkpi "yj ku" hqto "y km'uweeguuhwm{ "f qewo gpv'yj g"tgrcvkqpuj kr "dgvy ggp"yj g"UVGO "QRV'qr r qtwpkv{."yj g" cecf go ke"f gi tgg'tegekxgf "cpf "yj g"rgctpkpi "qdlgevkxgu"qh"yj g"H/3"uwf gpv0

Once you have submitted ALL of these items, your application will be processed in coordination with the Office of International Education and if you meet all of the requirements, you will receive a new I-20 with the dates of requested authorization on the last page. You will need to sign the new I-20 with an OPT request so that the completed application can be sent to immigration. If immigration grants the extension, you will be sent an Employment Authorization Document (EAD), also known as a "OPT card," which you must present to continue working.

The Office of International Education will contact you either by e-mail or by telephone when the EAD card arrives. The Office of International Education will not mail the EAD card to an address outside of the country. You should not leave the country while applying for the OPT Extension. Immigration may consider your leaving the country as evidence that you no longer wish to be considered for OPT.

Working Requirements: To maintain your immigration status during your OPT Extension you can only accrue a total of 120 days of unemployment. The 120 days also includes any unemployment you accrued while on post-completion OPT. Thus it is very important for you to notify the International Student Advisor (ISA) of your employment so that more days of unemployment do not accrue. If you fail to notify the ISA of your employment, you will accrue more days than allowed. This means that you will lose your immigration status and possibly be denied future immigration benefits in the future. You must notify the ISA if your employment ends.

Working: Currently, Immigration will allow you to continue working at your employer as long as you have a receipt notice from the USCIS of your OPT Extension application. The ISA will mail this receipt notice as soon as we receive it from immigration. However, if you are denied the extension, you will no longer be eligible to continue working unless you change your immigration status. Any time spent outside the U.S. is counted as unemployment unless you are on authorized vacation or authorized work by your employer. Keep documentation backing up these authorizations.

Traveling on OPT: You MUST have your EAD card before leaving the United States if you wish to re-enter. Do not make travel plans until you are certain your OPT has been approved and you have received the card. When traveling, it is important to bring with you a paycheck stub or letter from your employer stating that you are employed. Although you are still on a student visa, your immigration status at this point is dependent on employment.

Travel Signature: If you must leave the United States, your I-20 must have been signed within the last six months of the time of re-entry by the ISA.

Address and Employment Update Requirements: Immigration regulations require those on OPT to notify the ISA of any address changes within 10 days of the change. You are also required to update the ISA with any changes in employment. This will be the official way to notify the government that you are employed. You can do this by filling out the OPT Employer Info Report and/or the SEVIS Address Update Submission forms located on the website. http://www.ferris.edu/international/currentstudents/forms.htm

If approved for the extension, you are legally required to update the Office of International Education every six months of the following:
1. Full legal name
2. Current mailing and residential address
3. Name and address of the current employer
4. Date you began working for the current employer

Maintain Contact with the Office of International Education: It is important to constantly check your Ferris State e-mail regularly in case any changes in Immigration Regulations occur. This is generally how our office can contact you with updated information that could have a substantial impact on your immigration status.

Once per lifetime- The OPT Extension is only granted once per life time regardless of changes in educational level. For example, if you receive a OPT Extension for your Bachelor's degree you cannot receive another extension for your Master's degree.

Changing Employers- You can change employers while the OPT extension application is pending, however your new employer must be an E-verify employer. You must report the change in employment to the Office of International Education. If your OPT Extension has been approved, then you are allowed to change employers, but the new employer must also be an E-verify employer.

Degree Seeking Status: You <u>may</u> take one or two classes as a **NON-DEGREE** student while on OPT. Should you choose to become a degree seeking student, your OPT Extension will be cancelled.

School Transfer: Your OPT Extension becomes invalid if you transfer to a school different than the one on your OPT I-20.

FERRIS STATE UNIVERSITY
Office of International Education

Request for STEM Optional Practical Training Extension

COMPLETED BY STUDENT

Name: _____ *Ferris ID#:*_____

*Address:*_____

E-Mail: _____*Phone:* _____

	Dates of Authorization	Full or Part Time
Previous **OPT** Authorization		

Date of graduation: ☐ May ☐ August ☐ December   of _____
                                                                          Year

Level of Study: ☐ Bachelor's ☐ Master's ☐ Doctorate

Major: _____ 2ⁿᵈ Major:_____ Minor:_____

- If my OPT is approved, I understand that I am responsible for maintaining my F-1 status.
- I verify that I will notify the International Student Advisor (ISA) if my visa status changes or any other information needs to be updated.
- I authorize members of the International Center to open any correspondence from immigration regarding this application.
- I will also notify the ISA when I obtain employment and any changes in employer thereafter.

SIGNATURE _____ **DATE** _____

FERRIS STATE UNIVERSITY
Office of International Education

OPT Delivery Form

PLEASE PRINT CLEARLY

Name:_____

       Last name   First name

FSU #:_____

CHECK ONE

☐ Hold my EAD card and notify me at the following phone number or e-mail

(Phone):_____   (Email):_____

☐ Mail the card to me at the following address:

_____

    Street   Apartment

_____

City   State   Zip Code

Effective date of the above address: ___/___/_____.