



WESTERN MICHIGAN UNIVERSITY

Request for STEM OPT

Extension

To request the OPT STEM Extension I-20 you must submit to WMU International Student and Scholar Services (I3S) the following:

- 1) Request for STEM OPT Extension form and required documents
- 2) Completed Data Validation Report
- 3) USCIS form I-983 (Training Plan) signed and completed

Please Note:

If you do not submit **all** completed forms an advisor will not issue the I-20 for your OPT extension.

Students Reporting Requirements:

-You are required to update WMU International Student and Scholar Services (I3S) of your name, address, employer's name and address, and any period of unemployment within 10 business days from any change.

Even if there are no changes, you are required to submit the Data Validation Report once every six months or your SEVIS record may be terminated.

-In addition, the employer with whom you are seeking the 24-month OPT extension, must be registered in E-Verify. Accordingly, you must provide the employer's E-Verify Company Identification Number required by law.

-Within 12 month of STEM OPT Start Date students and employer must complete and submit "Evaluation" of Student's portion of form I-983 to our office; at end of OPT STEM student again must submit a second final assessment form I-983. Student must submit a new Form I-983 within 10 days of starting new employment.

-Students must also submit material changes to each form I-983 to WMU I3S.

-Students must report the termination of the employment within 10 day of the event.

| | | |
|----------------------------|---------------|-----------|
| Student Name: Last | First | Middle |
| Date of Birth (MM/DD/YYYY) | City of Birth | |
| SEVIS Number | WIN | |
| Address | City | State Zip |
| Phone Number | Email | |
| Degree | Major | |
| OPT Start Date | OPT End Date | |

Total Number of Days of Unemployment You Have Accrued Since Your OPT Start Date: _____

Please Note: If your total number of days of unemployment is more than 90 days since the initial post-completion authorization or more than 150 days if you were granted a 24-month OPT extension, you have not properly maintained your status and WMU will not recommend you for any further employment.

F-1 students seeking Optional Practical Training in an occupation directly related to studies:
(c)(3)(C) 24-month extension for STEM students (students with a degree in Science, Technology, Engineering, or Mathematics). Students may apply for STEM OPT up to 90 days in advance of expiration of initial OPT period.

Instructions and items needed:

1. Completed and signed STEM OPT extension form
2. Personal check for \$300 payable to Western Michigan University (service fee)
3. Completed G-1145 form (<http://www.uscis.gov/g-1145>)
4. Completed **typed** Form I-765 (<http://www.uscis.gov/i-765>)
Sign I-765 in original black ink
5. Completed (**typed**) and signed Form I-983 Mentoring and Training Plan
<https://studyinthestates.dhs.gov/form-i-983-overview>
6. Personal check for \$410 payable to the Department of Homeland Security
7. Personal check for \$300 payable to Western Michigan University (service fee)
8. Arrival/departure record (I-94)
9. Photo copy of your last EAD card (front and back)
10. Photo copy of passport and visa (except Canadian citizens do not require visas)
11. Photo copy of your degree reflecting the conferred degree as well as your major field of study
12. Two U.S. **passport-style** photos (print your name on the back of each photo). Pictures must be no more than **30 days** old upon submission. For more details regarding photos, see:
http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html
13. An advisor will prepare a new I-20 (endorsed by our office within the past 60 days) to be submitted with the application – this is the I-20 you just received with these instructions. Sign the I-20 and send a **copy** only to USCIS.

USCIS Chicago Lockbox

| U.S. Postal Service (USPS): | FedEx, UPS, and DHL deliveries: |
|---------------------------------------------|--------------------------------------------------------------------------------------|
| USCIS PO Box 805373 Chicago, IL 60680 | USCIS Attn: I-765 C03 131 South Dearborn - 3rd Floor Chicago, IL 60603-5517 |

Please answer the following questions:

STEM OPT Employer Address:

| | | | |
|----------------------------------------------------|-----------------------------------------|-----------------------------------|--|
| Name of Employer | | Street address | |
| City | State | ZIP | |
| Job title | STEM OPT Requested Date (MM/DD/YYYY) | STEM OPT End Date (MM/DD/YYYY) | |
| Employer Identification Number (EIN) | Self Employed: Yes / NO | | |
| Employment is at least 20 hours per week: YES / NO | | | |
| Your Current Employer's Name as Listed in E-Verify | | E-Verify Company ID Number | |

Attention:

Rules, regulations, and policies change frequently. ALWAYS confirm the filing instructions at <http://www.uscis.gov/i-765> prior to filing.

By signing below, I attest the above information is correct and I confirm that I am aware of my responsibilities for maintaining my status while on OPT.

Signature

Date

**INTERNATIONAL STUDENT AND SCHOLAR SERVICES (I3S)
WESTERN MICHIGAN UNIVERSITY ♦ 3110 FAUNCE STUDENT SERVICES
KALAMAZOO, MICHIGAN 49008-5246 ♦ (269) 387-5865 ♦ FAX (269) 387-5899**