

## STEM OPT EXTENSION REQUEST FORM

Review STEM OPT Extension information at (<https://www.eku.edu/in/international-student-and-scholar-services/>) before completing the application. Please note, it may take us up to **5 business days** to process your application. You will be contacted by email when the I-20 is ready.

### APPLICATION CHECKLIST

**STEM OPT Extension Request Form** or online at (<https://international.eku.edu/stem-opt-extension-request-form>).

**Form I-983** located at (<https://www.ice.gov/doclib/sevis/pdf/i983.pdf>) (pg.1-4). See instructions at (<https://studyinthestates.dhs.gov/students-and-the-form-i-983>).

**Digital Photo** - Passport Style (<https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>)

**Form I-765 Application Fee** - (<https://www.uscis.gov/i-765>), fee will be paid by CC as the last step of the application

**Form I-765**. Available in your MyUSCIS account under “File a Form”

- Please enter the following Eligibility Category: **(c) (3) (C)** when asked
- If prompted list degree exactly as shown on your I-20 and enter Employer name and “E-Verify” Company Identification Number. (Ask your Human Resources office for this number).

**I-94 Arrival/Departure Record** (<https://i94.cbp.dhs.gov/>). Electronic Copy, you will not need the travel record

**Digital copies of all previously issued I-20s with CPT or OPT** (pages 1 and 2).

**Digital Copy of STEM degree transcripts or diploma.**

**Digital of passport biographical page** (page that includes your name, photo, passport number and expiration date. Passport must be valid for at least 6 months prior to application date.)

**Digital copy of F-1 visa** (citizens of Canada and Bermuda are exempt).

**Photocopy of any previous Employment Authorization Document (s)** (EAD) (front and back)

**Digital copy of employment offer letter documented on the employer’s letterhead.**

(Please include a copy of the letter with this form when submitted to EKU)

**STUDENT PERSONAL INFORMATION**

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_

EKU ID#: \_\_\_\_\_ SEVIS (I-20) ID#: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT INFORMATION**

**Explain how this employment is related to your course of study.**

Employer Name: \_\_\_\_\_

Employer's	Identification	Number	(EIN):
_____	_____	Your	Job Title:
_____			Employment

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

Number of hours you work per week: 20 hours or more Less than 20 hours

Employer Street Address:

\_\_\_\_\_ City:

\_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Supervisor's Last Name: \_\_\_\_\_ First

Name \_\_\_\_\_ Supervisor's Email:

\_\_\_\_\_ Phone: \_\_\_\_\_

## **DEGREE PROGRAM INFORMATION**

**I am applying for 24-Month STEM OPT Extension (choose one):**

**Based on the most recent STEM degree from EKU**

Degree Level: Bachelor's Master's Doctoral.

Major: \_\_\_\_\_

**IF Based on previous STEM degree** received in the past 10 years from a Student and Exchange Visitor Program (SEVP)-certified school that is accredited.

Name of Previous School: \_\_\_\_\_

Address of School: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

School Code: \_\_\_\_\_

Major:

\_\_\_\_\_

CIPCode: \_\_\_\_\_

Degree Level: Bachelor's Master's Doctoral

Date Degree was awarded: \_\_\_\_\_

## **STUDENT CERTIFICATION**

I confirm that I have read the requirements for maintaining my status while on the 24-month OPT STEM extension and understand that:

- I must submit a validation report to OISSS every 6 months to confirm my US address, employer name, and employer address.
- I must report any changes of U.S. address, name, employment (including loss of employment) to OISSS within 10 days of such change.
- I must submit to OISSS two (2) self-evaluations found on Form I-983, the first one within 12 months of the STEM OPT start date and the second one prior to the conclusion of my STEM OPT extension.
  - I must submit to OISSS a final self-evaluation found on Form I-983 with the old company if I change a job.
- I must submit to OISSS a new Form I-983 within 10 days if I begin a new employment or any time there is a change in the terms and conditions of the original I-983.
- I must notify OISSS within 10 days if I decide to depart the U.S., return to school full time, or if I change my visa type.
- I must report all periods of Unemployment to OISSS within 10 days.

**I understand that failure to follow these requirements will result in the termination of my F-1 status and loss of employment.**

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