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
4) $300 Visa Processing Fee payment receipt http://wmuhige25.securepayments.cardpointe.com/pay

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

Student Mandatory Reporting Requirements:

1) You are required to update WMU International Student and Scholar Services (I3S) of your name, address in GoWMU and employer's name and address and any period of unemployment within 10 business days from any change to I3S. **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.**
2) 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.
3) 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.
4) Students must also submit material changes to each form I-983 to I3S.
5) Students must report the termination of the employment within 10 day of the event.

CHECK YOUR WMU EMAIL REGULARLY TO AVOID MISSING IMPORTANT INFORMATION FROM USCIS & WMU!

Student Name: Last _____ First _____ Middle _____

Date of Birth (MM/DD/YYYY) _____ City of Birth _____

WIN _____ SEVIS Number _____

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.

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 <u>up to 90 days in advance</u> of expiration of initial OPT period. STEM OPT I-20 can be filed online or by mail. Please note: fees increase when filing through mail.

Instructions and items needed for applying online:

1. Completed and signed STEM OPT extension form
2. Submit online payment receipt for $300 WMU Visa Service Fee
   http://wmuhige25.securepayments.cardpointe.com/pay
3. Prepare online account to submit I-765 STEM Extension Request online http://www.uscis.gov/i-765
   a. Do <u>not</u> submit your application until you have received your STEM Recommendation I-20.
4. Completed **(typed)** and signed Form I-983 Mentoring and Training Plan
   https://studyinthestates.dhs.gov/form-i-983-overview
5. $410 payable to the Department of Homeland Security online (submitted online at time of application)
   Note: As of April 1, 2024, filing fees will increase from $410 to $470 if filing online - $410 to $520 if filing by paper.
6. Electronic copy of Arrival/departure record (I-94)
7. Electronic copy of your last EAD card (front and back)
8. Electronic copy of passport and visa (except Canadian citizens do not require visas)
9. Electronic copy of your degree reflecting the conferred degree as well as your major field of study
10. One U.S. **passport-style** digital photo. Picture must be no more than **30 days** old upon submission. For more details regarding photos, see:
    https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html

IMPORTANT REQUIREMENT: A Designated School Official (DSO) will review your status and *if* requirements are met, the DSO will generate an I-20 recommending STEM OPT. Once you receive the STEM OPT recommendation I-20 you must file your STEM OPT application during the filing window AND your STEM OPT recommendation I-20 cannot be more than 30 days old.

You may also request a virtual advising appointment via WebEx with your immigration advisor if you have any STEM related questions.

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Please answer the following questions:

STEM OPT Employer Address:

_____   _____
Name of Employer/Company   Street address

_____   _____   _____
City   State   ZIP

_____   _____   _____
Job title   STEM OPT Requested Date   STEM OPT End Date
                                                                            (MM/DD/YYYY)   (MM/DD/YYYY)

_____   _____
Employer Identification Number (EIN)   Self Employed: Yes / NO

_____
Employment is at least 20 hours per week: YES / NO

_____   _____
Your Current Employer Company Name as Listed in E-Verify   E-Verify Company ID Number

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| **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

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