

# OPT STEM EXTENSION

**Deadline:** OPT STEM extension applications can be submitted no more than 90 days before the end of original OPT period, and must be **received by** the last day of OPT period.

## Step 1: Verify that you are eligible

- Is the degree listed on your I-20 eligible for the STEM extension? The CIP code is found on page 1 of the I-20, in the Program of Study section, listed next to Major 1. Find the list of eligible degrees and their CIP codes here: (<http://www.ice.gov/doclib/sevis/pdf/stem-list.pdf>)
- Is your employer e-verified? Search for e-verified employers here: <http://www.uscis.gov/e-verify/about-program/e-verify-employers-search-tool>
- Have you previously applied for STEM using the same degree?

**If your degree is eligible, your employer is e-verified, and you have not completed a STEM extension in the past, please proceed to step 2**

## Step 2: Complete Application and Supplementary Materials (in this order)

- **G-1145** (<http://www.uscis.gov/g-1145>)
- **I-983** (<https://www.ice.gov/document/sevp-form-i-983-training-plan-stem-opt-students>)
  - Must be complete, with original signatures, for STEM I-20 to be issued
  - SEVIS SCHOOL Code for RMU: **PHI214F10069000**
  - DSO Name/Contact: Jesse Phillips/phillipsj@rmu.edu, 412-397-6493
  - Qualifying Major Code: listed under “Major 1” in the “Program of Study” section of the I-20
  - If you are using a prior degree for your STEM extension, disregard previous instructions and contact Jesse Phillips ([phillipsj@rmu.edu](mailto:phillipsj@rmu.edu)).



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- **I-765** (<http://www.uscis.gov/i-765>)
  - **Use only black ink**
  - **Write legibly.** CGE is not responsible for any issues that result from poor penmanship
  - **Under “START HERE”,** mark “Renewal of my permission to accept employment”
  - **Item 15:** “Have you ever before applied for employment authorization?” If yes, provide info for all previous authorizations. This information is available in the I-797 receipt from your original OPT application, or on your OPT card.
    - Which USCIS Office: California, Texas, Vermont , Potomac or Nebraska Service Center
      - Check your receipt number. Vermont is EAC; Potomac is YSC
    - Dates: Dates of EAD card validity
    - Results: Granted
  - **Item 20:** Eligibility category is (c)(3)(C) {small c, number 3, capital C}
  - **Item 21:** see information in Step 1 above to find your degree information
  - Signature: Sign between horizontal lines. Signature must not touch either line
- Photocopy of STEM I-20 (you will receive this from the CGE after you submit your application to us for review)
- Printout of current I-94 (<https://i94.cbp.dhs.gov/I94/request.html>)
- Photocopy of Passport (must be valid for at least 6 months prior to application date)
- Photocopies of all previously issued EAD cards and OPT I-20s
- \$410 Check or Money Order payable to the U.S. Department of Homeland Security
  - Write your SEVIS # in the Memo section
  - Check must be from a U.S. bank account
  - Tip: Money orders will process faster
- Two U.S. Passport quality photos
  - Write your SEVIS # on the back
  - Must have been taken in the last 6 months
  - Do NOT use photos from your home country
- Verification of Graduation from RMU (copy of diploma)

### **STEP 3: Make an appointment with Jesse Phillips to review application and create your STEM I-20**

- Please note that walk-ins cannot be accepted do to the preparation necessary for, and length of, the STEM review process
- All documents that need to be printed must be submitted at least 24 hours before the appointment
- The form I-983 must be submitted at least 24 hours before the appointment
- Students are responsible for mailing their STEM OPT applicaiton