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 **<u>received by</u>** the last day of OPT period.

Step 1: Verify that your 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: (https://www.ice.gov/doclib/sevis/pdf/stemList2022.pdf
- Is your employer e-verified? Search for e-verified employers here: https://www.e-verify.gov/about-e-verify/e-verify-data/how-to-find-participating-employers
- Have you previously applied for STEM using the same degree?

<u>If</u> 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/doclib/sevis/pdf/i983.pdf)
  - Must be complete, with original signatures, for STEM I-20 to be issued
  - SEVIS SCHOOL Code for RMU: **PHI214F10069000**
  - DSO Name/Contact: Tabitha Slater/Slater@rmu.edu, 412-397-5943
  - 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 Tabitha Slater (slater@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/#/home)
- 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 <u>appointment</u> with Tabitha Slater 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