OPT Extension Application Process

Step One: Request an I-20 recommending OPT Extension from Designated School Officer (DSO) (Pi-Shin pishin@npu.edu or Bill wjw@npu.edu or Jessie jessie@npu.edu) with the following items:

1. Copy of current OPT/EAD card
2. Your Company's E-Verify number
3. Your ID number, your current address, Job title, Starting date, Company's name, Company's address and your supervisor's name and his/her email and phone number.
4. Document shows that you have a paid job with the company.
5. If you are no longer in the Bay area, you may scan and e-mail the above information to DSO. Please put "ATTN: STEM OPT Extension" on the subject line of your e-mail.
6. Upon verifying the student's eligibility and determining whether the student's degree is on the STEM Designated Degree Program list, DSO will prepare an I-20 recommending OPT Extension on the employment page.
7. Processing fee $20. You can pay in person or do the following:
    a. Mail your check (payable to NPU) to 47671 Westinghouse Dr., Fremont, CA 94539, Attn: Accounting Dept. (write your ID # and OPT Extension on the check)
    b. Call 510-592-9688 x24 for credit card payment

Step Two: Pick up the OPT Extension I-20 from DSO or request it be sent to you via mail.

Step Three: Mail (certified mail is recommended)) the following OPT application to USCIS which has jurisdiction over your current address (please refer to the 2nd page for mailing instruction or http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=3ca0808dfb107210VgnVCM100000082ca60aRCRD&vgnextchannel=68439c7755cb9010VgnVCM10000045f3d6a1RCRD).

1. Completed Form I-765 (http://www.uscis.gov/files/form/I-765.pdf) including your employer's E-Verify information.
   Note: for post-completion OPT Extension, enter "c 3 C" under Item 16.
2. I-765 Application Fee ($380), payable to the U.S. Department of Homeland Security
3. Updated I-20 endorsed by DSO.
4. Photocopy of your diploma.
5. Copy of previously issued EAD(s).

Important Notice:

1. **You need to update school about your employment every six months even there's no change.**
2. **You need to update school any changes of your employment within 10 days of the change.**

Mailing instruction

A. If you live in:

Alaska, Arizona, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, North Dakota, Ohio, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming, Guam, or the Commonwealth of Northern Mariana Islands.

Mail your application to: USCIS Phoenix Lockbox

A.1 For U.S. Postal Service (USPS) deliveries:

USCIS, PO Box 21281, Phoenix, AZ 85036

A.2 For Express mail and courier deliveries:

USCIS, Attn: AOS, 1820 E. Skyharbor Circle S, Suite 100, Phoenix, AZ 85034

B. If you live in:

Alabama, Arkansas, Connecticut, Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Mississippi, New Hampshire, New Jersey, New Mexico, New York, North Carolina, Pennsylvania, Puerto Rico, Rhode Island, South Carolina, Oklahoma, Tennessee, Texas, Vermont, Virginia, U.S. Virgin Islands, or West Virginia

 Mail your application to: USCIS Dallas Lockbox

B.1 For U.S. Postal Service (USPS) Deliveries:

USCIS, PO Box 660867, Dallas, TX 75266

B.2 For Express mail and courier deliveries:

USCIS, Attn: AOS, 2501 S. State Hwy. 121 Business, Suite 400, Lewisville, TX 75067

C. E-Notification: If you want to receive an e-mail and/or a text message that your Form I-765 has been accepted at a USCIS Lockbox facility, complete Form G-1145, E-Notification of Application/Petition Acceptance and clip it to the first page of your application.

Frequent Asked Questions on OPT Extension

17 MONTH EXTENSION OF OPT FOR F-1 STUDENTS WITH ENGINEERING DEGREE

When does the student need to file for the extension?

The student must ensure the Form I-765, the supporting evidence, and the fee payment reaches the proper USCIS Service Center before his or her current OPT expires. USCIS recommends that students file within 90 and 120 days of the expiration date of the current OPT.

How and where does the student for file the extension?

The student should follow the directions published on the USCIS Web site for filing a Form I-765, Application for Employment Authorization. The student should file with the USCIS Service Center serving the area of the student's current residence.

What is the fee for the application for the STEM extension?

The fee is the current amount for filing a Form I-765, Application for Employment Authorization, as listed on the USCIS Web site. At the time this guidance was published, the fee was $340.

What documents will meet the USCIS requirements on the Form I-765 for a copy of the student's degree?

The student may provide one of the following documents in order to meet these requirements:

. Official transcripts

. Unofficial transcripts

. Copy of the diploma showing the level and program of study

How do employers enroll in E-Verify?

The USCIS Web site has information on E-Verify and the enrollment procedures at www.uscis.gov/everify.

What does the student need to know about the employer in order to complete the Form I-765 when applying for the STEM extension?

The student must have the employer's name as listed in E-Verify and the employer's E-Verify company identification number or a valid E-Verify client company identification number. This information must be listed in item 17 of the Form I-765.

When does the student's period of STEM extension OPT start?

If the student has properly filed for a STEM extension, the student's period of STEM extension OPT starts the day after the expiration of the student's original period of optional practical training.

Can the student work with an expired employment authorization document while a STEM extension is pending?

Yes. 8 CFR 214.2(f)(11)(i)(C) and 8 CFR 247a.12(c)(6)(iv) automatically extends the student's work authorization for up to 180 days while the student's STEM extension application is pending.

Can the student change employers while the STEM extension application is pending?

Yes. However, if the STEM extension period has started, the employer must also be an E-Verify employer. The student must report the change in employment to his or her DSO.

Can the student travel outside of the United States if his or her employment authorization document expires and the OPT extension request is pending?

No. The student must wait to receive the new employment authorization document.

Student responsibilities while on STEM extension OPT

Students pursing a period of STEM extension OPT must:

        a. Work in a paid position for an E-Verify employer at least 20 hours per week

b. Work in a position related to the STEM degree

c. Report to their DSO within 10 days of:

> . Legal name changes

> . A change in residential or mailing address

> . Changes in employer, giving the employer name and employer address

> . Loss of employment

d. Send the DSO a validation report every six months starting from the date the STEM extension starts and ending when the student's F-1 status ends or the STEM extension ends, whichever is first. Windows for this six months reporting is 15 days before and 31 days after each reporting due day. Student's status will be terminated if student fails to make the six months report. The validation report must include the student's:

> . Full legal name

> . SEVIS identification number (if requested by the school)

> . Current mailing and residential address

> . Name and address of the current employer

> . Date the student began working for the current employer

Students pursing a period of STEM extension OPT must **not**:

a. Work in a paid position for any employer that is not an E-Verify employer

b. Have more than 120 days of unemployment time during the entire period of post-completion OPT (regular post-completion OPT and STEM extension OPT).