UCDAVIS
SERVICES FOR INTERNATIONAL STUDENTS AND SCHOLARS

STEP 1: **View online OPT workshop** at http://siss.ucdavis.edu

STEP 3: **Submit OPT extension request**

Required documents for OPT extension application:

- Completed OPT Extension Request form
- Completed I-765 form
- Copy of current SEVIS I-20
- Copy of I-94 record
- Copy of UCD diploma showing level and program of study or official/unofficial transcript

Options for application submission:

- **Email** to SISS@ucdavis.edu with attachments in pdf or jpeg format.
- **Mail –** SISS, UC Davis, University House, One Shields Avenue, Davis, CA 95616
- **Drop Off** to SISS Office. SISS is open Monday through Friday from 9am to noon and 1pm to 4pm.

STEP 4: **Your International Student Advisor will email you when your new I-20 is ready.**
Allow 10 working days for processing time.

STEP 5: **Review all the required documents (see checklist below) and mail them to the address below.**
NOTE: If your local mailing address on your I-765 application is not in California, see your International Student Advisor at SISS.

- ☐ OPT application form I-765:
    - #16 – indicate appropriate eligibility code for OPT extension:
      17-month STEM OPT extension request, **use eligibility code (c) (3) (C)**
    - #17 – indicate degree earned and get accurate information from your employer about the following: employer's **E-Verify identification number and employer's name as listed in E-Verify**

- ☐ 2 photos (taken within the past 30 days, white background, 2" x 2"– see Photo Guidelines at http://travel.state.gov/pdf/Photo-Quality-Requirements.pdf
  Print lightly in pencil on back of photos SEVIS ID#, full name, and date of birth

- ☐ Check or money order for $380*, payable to the U.S. Department of Homeland Security

- ☐ Photocopy (NOT the original) of new I-20 with OPT recommendation

- ☐ Photocopy of passport biographical information, showing passport expiration date

- ☐ Photocopy of I-94 record

- ☐ Photocopy of front and back of 12 month OPT EAD card

- ☐ Copy of diploma or official/unofficial transcript showing degree conferral

- ☐ USCIS E-notification (optional) – receive an e-mail and/or a text message that your application has been accepted, if you file Form G-1145, available at www.uscis.gov and clip it to the first page of your application.

- ☐ Make copies of application materials submitted to USCIS and keep for your records. SISS does not maintain copies.
  * Fees are subject to change. For required OPT application fee visit http://uscis.gov.

Express Mail Delivery:
(e.g. Federal Express)

U.S. Citizenship and Immigration Services
(USCIS) Attn: I-765 Unit
1820 E. Skyharbor Circle S, Suite 100
Phoenix, AZ 85034

After you mail out your OPT application
You will receive an OPT receipt called "Notice of Action" or form I-797, which will include a case number or WAC #. You can check the status of your application online at https://egov.immigration.gov/cris/jsps/index.jsp using your WAC #. **You may continue working for 180 days beyond your current EAD end date while your STEM Extension application is pending with USCIS.**

F-1 Optional Practical Training (OPT) Extension – General Information

- ### *What is OPT?*

Optional Practical Training is an off-campus employment benefit of the F-1 status. It allows F-1 students to gain practical employment experience in their field of study at the appropriate degree level, for a maximum of 12 months. The work authorization for OPT is the Employment Authorization Document or EAD card, issued by USCIS (U.S. Citizenship and Immigration Services).

- ### *Who is eligible to apply for an OPT extension?*

Effective April 8, 2008, a student with a degree in a STEM (science, technology, engineering, mathematics) field can apply for a 17-month extension of their 12 month OPT, for a maximum of 29 months. In order to qualify, a student must meet all of the following requirements:

- ✓ The student is already participating in approved post-completion OPT and working in a job directly related to the student's major area of study;
- ✓ The student has earned a bachelor's, master's or doctoral degree listed on the STEM Designated Degree Program List (visit http://www.ice.gov/sevis for the STEM degree list);
- ✓ The student has accepted a job offer or is already working for a U.S. employer registered in the government's E-Verify employment verification program (visit http://www.uscis.gov/everify for information about E-Verify);
- ✓ The employer agrees to report the termination or departure of an OPT employee to the DSO at the student's school (i.e. International Student Advisor at SISS);
- ✓ The student has not previously received a 17-month OPT extension after earning a STEM degree; and
- ✓ The student has maintained F-1 status.

- ### *When can I apply for the 17-month OPT extension?*

All students are required to **file form I-765 with USCIS within 30 days of SISS International Student Advisor's recommendation date for OPT.** *Example: If SISS issues your OPT I-20 on 4/24/15, USCIS must receive your application by 5/23/2015.*
> **AND**

Students **must apply prior to OPT end date**; applications **must be received by USCIS prior to the current OPT end date**. While the 17-month extension application is pending, the 12-month OPT is automatically extended for 180 days or until the I-765 is approved or denied, whichever comes earlier.

- ### *How do I select my OPT start date?*

The start date on the 17-month extension EAD card will automatically be the day after the 12-month OPT expires. Example:

> Olivia's current EAD expires: May 31, 2015
> Olivia's OPT extension start date: June 1, 2015

- ### *Can I continue working after my EAD expires and my extension application is pending?*

Yes, you can continue working because your 12-month OPT is automatically extended for 180 days or until the I-765 is approved or denied, whichever comes earlier.

- ### *Can I change employers on OPT?*

Yes, you can change employers or have multiple employers during your OPT extension as long as employment is directly related to your field of study and appropriate with your degree level and **all your employers are registered and subscribe to the government's E-Verify program.**

- ### *Can I be without a job during the 17-month extension?*

Each day during your OPT period when you don't have qualifying employment counts as a day of unemployment. Time spent outside the U.S. during your OPT period will also be considered unemployment unless you are traveling on business or your employer has authorized your leave.

Students authorized for 29 months of OPT (with the 17-month OPT extension) cannot have more than a total of 120 days of unemployment from the OPT and STEM Extension without jeopardizing their status.

- ***How can I prove that the employment is directly related to my field of study?***

SISS suggests maintaining proof of each job you have on OPT. Keep records of position titles, duration of employment, supervisor's information, and a description of the job. If it's not clear from the job description how your job is related to your field of study, obtain an official letter from your employer with an explanation of how your degree is related to the work performed. Have the letter(s) with you at the time of travel outside the U.S.

- ***What are my reporting requirements on the OPT extension?***

  1. **General Reporting Requirements**
  All students are required to report the following information to SISS within 10 days of any change during their OPT:
  - Legal name
  - Residential or mailing address
  - Employer name and address
  - Employment status

  2. **6th Month & 12th Month Reporting Requirement**
  Students must report to SISS every 6 months starting from the date the 17-month extension begins and ending when either the student's F-1 status ends, the student changes educational levels at the same school, the student transfers to another school, or program or the 17-month extension ends, whichever is first.

  According to federal regulations, you must report the following information every 6th and 12th month of your 17-month OPT extension period:
  - Full Name
  - SEVIS ID number
  - Current mailing and residential address
  - Name and address of the current employer
  - Date you began working for the current employer

  The student must report to SISS every 6 months starting from the date the OPT extension begins and ending when one of the following occurs:
  - Student's F-1 status ends *or*
  - Student changes educational levels at the same school *or*
  - Student transfers to another school or program *or*
  - the 17-month extension ends, whichever is first.

  3. **Employers' Reporting Requirements**
  Employers must report to the student's DSO (i.e. International Student Advisor at SISS) within 48 hours after the OPT student has been terminated from, or otherwise leaves, his or her employment prior to the end of the authorized period of OPT. Reporting can be done online at: http://siss.ucdavis.edu/students/current_students/opt.cfm

- ***Can I travel outside the U.S. on my OPT extension?***

Remember that time spent outside the U.S. during your OPT period will be considered unemployment unless you are traveling on business or your employer has authorized your leave. If you travel while employed either during a period of leave authorized by your employer or as part of your employment, SISS suggest obtaining a verification letter from the employer that specifies the purpose and the dates of your trip. Consult with SISS anytime you travel outside the U.S.

Travel is only possible after getting your EAD for the OPT extension with the following documents:
- ✓ A valid passport (your passport must be valid for 6 months at the time of re-entry)
- ✓ A valid F-1 visa (unless eligible for automatic revalidation of an expired visa)
- ✓ A SEVIS I-20, endorsed for travel by the International Student Advisor within the last 6 months
- ✓ An Employment Authorization Document (EAD)
- ✓ An employment offer or verification letter authorizing your leave (e.g. business, vacation, etc.)

UCDAVIS
SERVICES FOR INTERNATIONAL STUDENTS AND SCHOLARS

F-1 Optional Practical Training (OPT) Extension Request Form
Processing time: Ten (10) working days

Name: _____ Student ID:_____
              Last   First

Degree completed: ☐ Bachelor's ☐ Master's ☐ Ph.D.   Date of completion (mm/dd/yyyy):_____

Passport expires on (mm/dd/yyyy): _____

OPT dates from EAD card (mm/dd/yyyy):_____ to (mm/dd/yyyy) _____

Local U.S. address: _____
                         Street Address   City   ZIP Code

Phone number(s):   (   ) _____ - _____   (   ) _____ - _____

Email (provide both) UC Davis: _____ Non-UCD: _____

Position/Job title: _____ Employer's name: _____

Employer's address: _____
                       Street Address   City   State   ZIP Code

Employer's Name as listed in E-Verify_____

Employer's E-Verify Number_____

Supervisor's name and title: _____

Supervisor's phone #: (_____) _____ - _____ Supervisor's email: _____

HOW DO YOU WANT TO RECEIVE YOUR STEM I-20?
Go to http://siss.ucdavis.edu/expressmail.cfm. Check the appropriate box below of the option you select.

☐ Option 1: eShipGlobal (Credit card online: DHL & Fed Ex) If you select this, please arrange it immediately	Street Address
☐ Option 2: International airmail (Write address in space provided →)	
☐ Option 3: Domestic U.S. mail (Write address in space provided →)	City Postal Code
☐ Option 4: UC Davis/SISS (Check/money order: FedEx only. Write address in space provided →)	Country Phone

☐ Option 5: In-person. The person named here will pick up my I-20/DS-2019 at SISS

Name _____ Phone _____

Student's Signature_____ Date:_____