

GENERAL INFORMATION

STEM OPT Extensions are granted to eligible F-1 students who are currently engaged in a period of post-completion OPT. Students can participate twice in STEM OPT Extension over the course of their entire academic career; however, only one STEM OPT Extension can be granted per degree level (bachelor's, master's or doctorate). A student's application for a STEM OPT Extension must be properly filed (sent and received) by USCIS prior to or on the date listed on their current Employment Authorization Document (EAD) Card.

Effective May 10, 2016, students must meet all of the following criteria in order to apply for a 24-month STEM OPT Extension:

1. The F-1 student must be on a period of standard post-completion OPT.
2. The student must have completed their degree **OR** have completed all course requirements but still finishing his or her thesis or dissertation (called "all but thesis or dissertation") in a field included on the Department of Homeland Security (DHS) list of Science, Technology, Engineering, and Mathematics (STEM) fields from an SEVP-certified school that is accredited by an agency recognized by the U.S. Department of Education at the time the STEM OPT Extension application is submitted to USCIS. The approved Classification of Instructional Program (CIP) Categories for the STEM OPT Extension can be found online [here](#).
3. The student must participate in paid employment in a job directly related to their field of study.
4. The student must be currently working for or will join an employer that participates in the U.S. Government's E-Verify program that is administered by the Department of Homeland Security (DHS).
5. The student's employer must agree to report to OISS within 5 business days when the employment is terminated.
6. The student must work a minimum of 20 hours per week per employer and the employer must provide the student with formal training and learning objectives.
7. The student and the employer must complete the Form I-983 Training Plan for STEM OPT Students. [CLICK HERE](#) for a PDF of and guidance for completing the Form I-983.
8. The student must make periodic reports to OISS with name and address changes, changes in employment and any interruptions in employment.
9. USCIS must receive the STEM OPT application package before the expiration of the student's current post-completion OPT (standard, 17-month STEM, or cap-gap), and no later than 60 days from the date the DSO recommended the benefit in SEVIS.
10. The student must not have had more than 90 days of total unemployment while on the first post completion OPT period.

There are some instances where a student may be eligible to use a prior STEM degree from another accredited SEVP-certified school to fulfill the eligibility requirement. To use a prior degree to qualify for the STEM OPT Extension, the student must meet the following additional conditions:

1. The prior degree was actually conferred (i.e., a student who uses a prior degree cannot take advantage of the "all but thesis or dissertation" exception).

2. The prior degree was conferred no more than 10 years before the DSO recommends the STEM OPT extension in SEVIS based on that degree**.
3. The prior degree was conferred "previous to the degree that provided the basis for the current period of post-completion OPT".
4. The prior degree was conferred by a U.S. educational institution that is accredited and SEVP-certified at the time the student's DSO recommends the student for the 24-month OPT extension.
5. The prior degree is in a degree program category included on the current STEM Designated Degree Program List at the time of the DSO recommendation.
6. The practical training opportunity (job) that is the basis for the 24-month STEM OPT extension is directly related to the STEM prior degree.
7. Have received their most recent degree (which does not need to be STEM-related) from a currently accredited Student and Exchange Visitor Program (SEVP)-certified school.

** A current F-1 student who earned a prior STEM degree from a qualifying educational institution, regardless of whether he or she earned that prior degree as an F-1 student, may qualify for a STEM OPT extension so long as the degree otherwise meets the requirements for previously earned STEM degrees set out in this rule

STEM OPT Extension and Thesis and Dissertation

To be eligible to apply for a 24-month STEM OPT extension, the F-1 student must be on a period of standard post-completion OPT granted on the basis of either:

- Having completed the degree, or
- Having completed all course requirements but still completing his or her thesis or dissertation

A student may qualify for a STEM OPT extension notwithstanding that the student has yet to complete a thesis requirement or equivalent, so long as the thesis requirement or equivalent is the only degree requirement still outstanding at the time of application (this is not an available option when using a previously obtained STEM degree).

STEM OPT Extension Filing Deadlines

A student meeting the eligibility requirements for a 24-month OPT extension may request an extension of employment authorization by filing Form I-765, with the required fee and supporting documents, up to 90 days prior to the expiration date of the student's current OPT employment authorization. The student seeking such 24-month OPT extension must properly file his or her Form I-765 or successor form with USCIS within 60 days of the date the listed on the revised I-20 OISS provides recommending the OPT extension that has been entered into his or her SEVIS record. Properly filed means that the STEM OPT Extension application was mailed AND received by USCIS on or before the expiration date on the EAD Card.

If the I-765 is properly and timely filed with USCIS and the current EAD expires, the student's standard post-completion OPT EAD is considered automatically extended for up to 180 days while the STEM OPT extension EAD application is pending or until the application is approved/denied, whichever comes first. The 24-Month period will begin on the day after the expiration of the current EAD, regardless of when the application is processed or approved. The Optional Practical Training (OPT) 24-Month Extension for certain F-1 students intended to extend hands-on practical work experience complementary to the academic program. This extension is for 24 months, bringing the total possible post-completion OPT period to 36 months. The practical training must be directly related to his or her field of study and commensurate with his or her educational level.

Changing Jobs

When changing jobs during the STEM OPT extension period, a Form I-983 Training Plan with the new plan and employer information must be submitted to OISS for approval PRIOR to taking the new position.

Limits of Unemployment

Students granted a 24-month STEM OPT Extension are eligible for a 90-day maximum period of unemployment during the initial period of post-completion OPT and an additional 60 days (for a total 150 days of unemployment).

Special Note:

Students on STEM OPT extensions (including those whose application for a STEM OPT extension is pending) may travel abroad and seek reentry to the United States in F-1 status during the STEM OPT extension period if they have a valid F-1 visa that permits multiple entries and a current Form I-20 Certificate of Eligibility endorsed for reentry within the last six months. The student's status is determined by CBP upon admission to the United States or through a USCIS adjudication of a change-of-status petition.

Students travelling outside of the United States while on practical training after graduation will need a valid **travel signature** from an OISS advisor on their I-20 within the last six months for re-entry into the United States. OISS recommends that you **always consult with an OISS advisor prior to leaving the U.S.**

Self-Employment, Work for Hire, and Employment through Agencies/Consulting Firms

The government has commented:

"There are several aspects of the STEM OPT extension that do not make it apt for certain types of arrangements, including [multiple employer arrangements, sole proprietorships, employment through 'temp' agencies, employment through consulting firm arrangements that provide labor for hire, and other relationships that do not constitute a bona fide employer-employee relationship](#). One concern arises from the difficulty individuals employed through such arrangements would face in complying with, among other things, the training plan requirements of this rule. Another concern is the potential for visa fraud arising from such arrangements. Furthermore, evaluating the merits of such arrangements would be difficult and create additional burdens for DSOs. Accordingly, DHS clarifies that students cannot qualify for STEM OPT extensions unless they will be bona fide employees of the employer signing the Training Plan, and the employer that signs the Training Plan must be the same entity that employs the student and provides the practical training experience. DHS recognizes that this outcome is a departure from SEVP's April 23, 2010 Policy Guidance (1004-03)."

APPLICATION PROCEDURES CHECKLIST

STEP #1: Complete the forms listed below and gather supporting documentation:

1. Review your current OPT Information online at the OISS website (<http://services.oiss.wayne.edu/public/opt/>). Login using your WSU access id and password. Update all current & previous OPT employment and your current contact information.
2. Complete the OISS **Request for OPT 24 Month STEM Extension Application Form**. If you are applying for the OPT STEM Extension based on a prior degree that was not awarded by Wayne State University, you must also complete the OISS **Student Certification of STEM Eligibility Based on a Prior Degree Form**.
3. Obtain a copy of your job offer letter (for the OPT 24 Month STEM Extension Period) that includes: employer's name; student job title; employer's email; supervisor's name and email; and address of the physical work location if different from headquarters. This letter must be on official letterhead and signed by the appropriate company official. Obtain an Employment Verification Letter from all previous employers (if any) that covers the post completion OPT period. Each Employment Verification Letter needs to be on official letterhead and show the dates of employment and employer contact information. Please review the example of the verification letter that is to be used by each employer.
4. Complete and sign the OISS **OPT 24- Month Extension Reporting Acknowledgement Form**
5. Complete USCIS Form I-765 (Go to <http://www.uscis.gov/I-765>).
 - a. Above box 1 on top of form, I am applying for: check box for renewal of my permission to accept employment.
 - b. Question 20: Eligibility code is (c)(3)(C)
 - c. Question 21: List your degree and major as it appears on page 1 of your I-20 under Program of Study and your employer name and their E-verify number as listed in the government's E-Verify program. This number is usually obtained from the Human Resources department of your employer and consists of 5 or 6 digits.
 - d. Remember to sign the form in blue ink.
6. Complete USCIS Form G-1145 (Go to <https://www.uscis.gov/g-1145>). The completion and submission of this form is optional. It allows you to request an electronic notification of when USCIS accepts your immigration application.
7. Complete Form I-983 Training Plan for STEM OPT Students. This form must be completed and signed by both employer and student. (Go to <https://studyinthestates.dhs.gov/employers-and-the-form-i-983>).
 - a. The WSU SEVIS School Code for Undergraduate Programs is: **DET214F00372002**
 - b. The WSU SEVIS School Code for Graduate Programs is: **DET214F00372003**
 - c. Designated School Official (DSO): Enter the complete name of the OISS Advisor who will recommend your STEM OPT and process the form I-983, Wayne State University OISS, 42 W. Warren Ave, Suite 416 Welcome Center, Detroit, MI 48202, OISSMail@wayne.edu, 313-577-3422
 - d. Qualifying Major and CIP code: Your CIP code is printed on your I-20 under Program of Study Major(s)
 - e. Employment Authorization Number is the USCIS 9-digit number on your EAD
8. Photocopy of diploma and final transcript with degree awarded
9. Photocopy of all previously issued I-20s

10. Photocopy both sides of any previously issued EAD card, including a copy of your current valid EAD card (front and back)
11. Photocopy of your unexpired passport ID page
12. Photocopy of your most recent visa (even if it has expired)
13. Photocopy of your I-94 Photocopy of your Form I-94. Visit the USCBP website at <https://www.cbp.gov> to retrieve and print out a copy of your electronic Form I-94. If you entered the U.S. on or before April 29, 2013 or were not eligible for an electronic Form I-94, you should copy both sides of your paper departure record.

STEP #2: Come to OISS during walk-in advising to meet with an OISS advisor regarding your OPT STEM 24 month Extension. Bring all of the items listed in Step #1.

STEP #3: OISS will review your application and if eligible, will issue a new I-20 recommending the STEM OPT extension starting the day after the expiration of your current EAD. **It can take 7-10 business days to issue a new I-20 so plan accordingly.**

1. Your assigned OISS advisor will contact you when your new I-20 recommending the OPT STEM Extension is available and arrange for a time and date for you to return to OISS to obtain it. Bring to that meeting all items listed in Step #4.

OR

2. Completed Packets can be sent by courier mail, **UPS ONLY**. Included with the requested documents should be a self-addressed, pre-paid, return UPS courier envelope. OISS will review the application, recommend OPT STEM Extension (if approved) on a new I-20, and return the I-20 to the student in the pre-paid envelope.

REMEMBER: The processing time for a new I-20 recommending the OPT STEM Extension is 7-10 business days.

STEP #4: Your OISS advisor will contact you when your new I-20 recommending OPT STEM Extension is ready and schedule a time and date for your final review. During this final review with an OISS Advisor, you will be provided with your new signed I-20 which you also will sign. After this meeting, you must send the completed OPT STEM Extension Application to USCIS for approval and issuance of new EAD. Remember to include the following:

1. Completed original USCIS Form I-765
2. Completed original USCIS Form G-1145
3. Check or money order in the amount of \$410 made payable to the U.S. Department of Homeland Security (must be drawn at a financial institution that is physically located in the U.S.). Write "USCIS I-765" in the memo line. Please note, a money order is more difficult to track than a check.
4. Photocopies of all previous Form I-20's, including the new STEM OPT Extension I-20 with the OISS advisor's recommendation for STEM OPT Extension on page 2 of the form
5. Photocopy of your Form I-94. Visit the USCBP website at <https://www.cbp.gov> to retrieve and print out a copy of your electronic Form I-94. If you entered the U.S. on or before April 29, 2013 or were not eligible for an electronic Form I-94, you should copy both sides of your paper departure record.
6. Photocopy of both sides of any previously issued EAD card, including your current EAD card

7. Photocopy of your unexpired passport ID page and a photocopy of your most recent visa* (**MUST** include a *clear* copy of photo page and page of expiration)
* *If you are a Canadian citizen, you may enclose a copy of your citizenship card, or a birth certificate and a government-issued photo ID.*
8. Two U.S. passport-style photos as follows:
 - a. Photo **MUST** have been taken within the **last 30 days**
 - b. Full face, front view, eyes open
 - c. Make sure photo presents full head from top of hair to bottom of chin
 - d. Height of head should Measure 1 inch to 1-3/8 inches (25 mm to 35 mm)
 - e. Center head within frame
 - f. Make sure eye height is between 1-1/8 inches to 1-3/8 inches (28 mm and 3 mm) from bottom of photo
 - g. Photo should be against a plain white or off-white background and there should be no distracting shadows on the face or background
 - h. Lightly print your name on the back of each photo with a pencil
9. Photocopy of your most recent diploma that shows the degree name and the date conferred (awarded).
10. Official or unofficial transcript as evidence of your degree program, of study in a STEM CIP Code field.

ATTENTION: Mail the above documents by certified mail to the service center that has jurisdiction over your local place of residence. **Please see page 7 for the list and addresses of the Service Centers.**

OPT Extension Application must be **received by USCIS within 60 days** after the STEM OPT Extension I-20 was issued **AND** before the end date on the EAD Card.

If you later decide **not** to mail your OPT Extension Application (Form I-765 plus supporting documentation) to USCIS for any reason, you must notify an OISS advisor immediately so that we may cancel your OPT recommendation in SEVIS. Failure to inform an OISS advisor that you are not applying for OPT can cause problems for you in the future.

You do NOT need to include your I-983 Training Plan for STEM OPT Students with your application. You **MUST** retain a copy of the plan for your records. We recommend that you and your employer keep a copy of the most up-to-date plan at work, in case of a DHS site visit.

STEP #5: AFTER YOU RECEIVE YOUR EAD:

1. Submit a photocopy of both sides of your new Employment Authorization Document (EAD) to OISS. USCIS requires that a copy of this document be kept in your file.
2. Complete the *OPT Information Reporting (Online)* found at the OISS website by clicking *forms*.
(<http://services.oiss.wayne.edu/public/opt/>)

3. You must use the online form at <http://services.oiss.wayne.edu/public/opt/> to submit a validation report to OISS every six months during the period of the STEM OPT Extension indicating that there have been no changes and report any changes within 10 days to the following information:
- a. Full name
 - b. Current residential address and mailing address if different from residence address
 - c. Phone and email address
 - d. Name and address of your current employer
 - e. Date you began working for the current employer
 - f. Job Title
 - g. Supervisor's Name, Email address and phone number
 - h. Any period of unemployment
 - i. Date of departure from the U.S. (if you leave prior to the OPT STEM end date)
 - j. Formal employer-signed self-evaluations of the training progress at the 12 and 24 month points in the OPT STEM Extension period through Form I-983 or after the end of any employment. The self-evaluations will be subject to DHS review and will be a required part of the immigration (SEVIS) record. You have 10 days to submit the Form I-983 evaluations at the 12 and 24 month milestones.
 - k. NOTE: When changing jobs during the STEM OPT extension period, a Form I-983 Training Plan with the new plan and employer information must be submitted to OISS for approval PRIOR to taking the new position.

LIST OF SERVICE CENTERS:

IF YOU LIVE IN:	MAIL YOUR APPLICATION TO:
<p>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</p>	<p style="text-align: center;">USCIS Phoenix Lockbox</p> <p>For U.S. Postal Service (USPS) Deliveries: USCIS PO Box 21281 Phoenix, AZ 85036</p> <p>For Express Mail and Courier Deliveries: USCIS ATTN: AOS 1820 E. Skyharbor Circle S. Suite 100 Phoenix, AZ 85034</p>
<p>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</p>	<p style="text-align: center;">USCIS Dallas Lockbox</p> <p>For U.S. Postal Service (USPS) Deliveries: USCIS PO Box 660867 Dallas, TX 75266</p> <p>For Express Mail and Courier Deliveries: USCIS ATTN: AOS 2501 S. State Hwy. 121 Business Suite 400 Lewisville, TX 75067</p>

Request for OPT 24 Month STEM Extension

Application Deadline

Your complete OPT STEM Extension application must be received by USCIS on or before your 12 month OPT expiration date. The earliest you can submit this form is 90 days before the end date of your 12 month OPT EAD. Students with current 17 Month STEM Extensions or applications pending after May 10, 2016 should see the STEM OPT 24 Month Extension Overview webpage at: <http://oiss.wayne.edu/immigration-visas/opt-stem-24mo-overview.php> for transition details including deadlines.

Student Information	
Family Name:	Given Name:
Birth Date (Month/Day/Year):	WSU ID Number:
Email:	Telephone:
Start Date of Current EAD:	End Date of Current EAD:
OPT Degree Major(s):	Date Awarded:
Current Address:	
Mailing Address if different from Current Address:	
<p>STEM Transition <i>(For students who have already submitted an application for or been approved for a currently active 17-Month Extension)</i></p> <ul style="list-style-type: none"> • Are you requesting a 24 month I-20 because you are responding to a Request for Evidence from USCIS? <input type="checkbox"/> Yes <input type="checkbox"/> No • Are you currently on 17-Month Extension and requesting an additional 7 months of OPT STEM Extension? <input type="checkbox"/> Yes <input type="checkbox"/> No <ul style="list-style-type: none"> ○ If YES, please be aware that your current 17-Month EAD must end <i>after</i> Oct 7, 2016, USCIS must receive your application by 8/8/16 and you must have at least 150 days remaining on your current EAD when USCIS receives your application. • Are you applying for a 24 month OPT Extension based on a prior degree? <input type="checkbox"/> Yes <input type="checkbox"/> No 	
<p>STEM Degree Information</p> <ul style="list-style-type: none"> • STEM Degree Level: <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Ph.D • Did you receive your STEM degree at Wayne State University? <input type="checkbox"/> Yes <input type="checkbox"/> No • If NO, then at what school? 	<p>Prior STEM Extension Usage</p> <ul style="list-style-type: none"> • Have you ever had an OPT STEM Extension before? <input type="checkbox"/> Yes <input type="checkbox"/> No • List the dates of your <i>previous</i> STEM Extension: • What was the degree level for your <i>previous</i> STEM Extension? <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Ph.D
<p>REQUIRED: "I understand the responsibilities required for maintaining F-1 status during my period of STEM OPT authorization as stated on the OPT 24 Month Extension Reporting Acknowledgement Form and I am responsible for all reporting requirements."</p>	
Signature of Student:	Date:
Employer Information	
Employer Name:	E-Verity #: <input type="checkbox"/> N/A
City / State:	EIN #: <input type="checkbox"/> N/A
Hours per Week:	
<p>Is this employment volunteer/unpaid employment through a temp agency or consulting firm, or self-employment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Self-Employment, Work for Hire, and Employment through Agencies/Consulting Firms</p> <p>The government has commented: "There are several aspects of the STEM OPT extension that do not make it apt for certain types of arrangements, including multiple employer arrangements, sole proprietorships, employment through 'temp' agencies, employment through consulting firm arrangements that provide labor for hire, and other relationships that do not constitute a bona fide employer-employee relationship. One concern arises from the difficulty individuals employed through such arrangements would face in complying with, among other things, the training plan requirements of this rule. Another concern is the potential for visa fraud arising from such arrangements. Furthermore, evaluating the merits of such arrangements would be difficult and create additional burdens for DSOs. Accordingly, DHS clarifies that students cannot qualify for STEM OPT extensions unless they will be bona fide employees of the employer signing the Training Plan, and the employer that signs the Training Plan must be the same entity that employs the student and provides the practical training experience. DHS recognizes that this outcome is a departure from SEVP's April 23, 2010 Policy Guidance (1004-03)."</p>	

Student Certification of STEM Eligibility Based on a Prior Degree Form

Only complete this form if you are applying for the extension based on a prior degree that was **not** awarded by Wayne State University. **Attach a copy** of the previous diploma and transcript listing the degree and major.

SECTION A – To Be Completed by Student	
Family Name	Given Name
Date of Birth (mm/dd/yyyy)	WSU ID (9 digit)
Current SEVIS ID Number	List all prior SEVIS ID numbers used
<p>I authorize a Designated School Official at _____ (previous school name) to complete section B to release my non-immigrant status and education information to Wayne State University.</p> <p>Signature: _____ Date: _____</p> <p>Email Address: _____ Phone Number: _____</p>	
SECTION B – To Be Completed by the DSO (international student advisor) at the Previous School	
SEVIS School Name	SEVIS School Code
Location (City, State)	Degree Name
Degree Level – Bachelor’s/ Master’s/ Doctorate	Degree Classification of Instructional Program (CIP) Code
Date Degree Awarded	Class of Admission at Time of Degree
<p>Was the student authorized for Optional Practical Training and/or STEM Extension at this degree level?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
OPT Dates	STEM Dates
<p>To the best of your knowledge, did the student maintain valid F-1 status for the duration of their program and any periods of authorized OPT/STEM?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, please explain the circumstances:</p>	
Advisor Name	Title
Signature	Date
Phone Number	Email Address

OPT 24 MONTH EXTENSION REPORTING ACKNOWLEDGEMENT FORM

Student's Responsibilities:

All F-1 students on Optional Practical Training (OPT) are still students of the institution that issued the OPT 24-Month Extension recommendation I-20 and are required by the Department of Homeland Security to report to the Office of International Students and Scholars (OISS) the following:

- Address and name change within 10 days of the change
- Any periods of interruption in your employment, including any and all changes in employer(s)
- Name and address change of employer (including when you change employers)
 - If there is no change in the above information a validation report to the DSO **MUST** still be done every six months (Online at OISS website: [OPT Information Reporting \(Online\)](http://services.oiss.wayne.edu/public/opt) link) (<http://services.oiss.wayne.edu/public/opt>)
- STEM OPT students must complete an annual self-evaluation and must report to their DSO about the progress of the training experience. Students must sign the self-evaluation prior to submitting it to OISS, who will include it in the student's record.
- Both the student and employer are obligated to report to the student's DSO any material changes to, or material deviations from, the student's formal training plan.

Please review the following regulations:

- 8 CFR 214.2(f)(17) requires that "A student must inform the DSO and the Service of any legal changes to his or her name or of any change of address, within 10 days of the change, in a manner prescribed by the school. A student enrolled at a SEVIS school can satisfy the requirement in 8 CFR 265.1 of notifying the Service by providing a notice of a change of address within 10 days to the DSO, who in turn shall enter the information in SEVIS within 21 days of notification by the student."
- 8 CFR 214.2(f)(12) requires that "An F-1 student authorized by the Service to engage in practical training is required to report any change of name or address, or interruption of such employment to the DSO for the duration of the authorized training."
- 8 CFR 214.3(g)(3) requires reporting within 21 days of change in "Any other notification request made by SEVIS with respect to the current status of the student".
- 8 CFR 214.2(f)(12)(ii)(B) requires that "The student must make a validation report to the DSO every six months starting from the date the extension begins and ending when the student's F-1 status ends, the student changes educational levels at the same school, or the student transfers to another school or program, or the 24-month OPT extension ends, whichever is first. The validation is a confirmation that the student's information in SEVIS for the items in [sic] listed in paragraph (f)(12)(ii)(A) of this section is current and accurate. This report is due to the student's DSO within 10 business days of each reporting date."

The approval and continued validity of the OPT STEM extension is based on the student's job meeting certain requirements:

- The employer is enrolled in E-Verify
- The employer has an IRS Employer Identification Number (EIN)

- The employer has sufficient resources and personnel available to provide the training specified in the Form I-983
- The employer signs the Form I-983 Training Plan, agreeing to the wage, working conditions, supervision, site visit, and reporting obligations set forth on the form and in the regulations.
- The job must be directly related to the degree that qualifies the student for the STEM OPT extension
- The job must assist the student in reaching his or her training goals
- The job must be a paid job
- The job's compensation and working conditions must be "commensurate with terms and conditions applicable to the employer's similarly situated U.S. workers in the area of employment."
- The student on a STEM OPT extension cannot not replace a full- or part-time, temporary or permanent U.S. worker
- Any job undertaken must be for at least 20 hours per week, "excluding time off taken consistent with leave-related policies applicable to the employer's similarly situated U.S. workers."
- The job must be in the context of a bona-fide employer-employee relationship. Self-employment does not constitute a qualifying job for purposes of a 24-month STEM OPT extension
- The job must comply with "all applicable Federal and State requirements relating to employment."
- **The student when changing jobs during the STEM OPT extension period must complete the Form I-983 Training Plan with the new employer and submit to OISS for approval prior to taking the new position.**

I acknowledge that I am responsible for reporting the above mentioned DHS requirements to the Wayne State University Office of International Students and Scholars as specified in the regulations.

I also acknowledge that in case I have to depart the U.S. during my valid OPT, and will not be returning, I need to complete and submit the OISS *Notification of Departure/Completion of Program* form found on the OISS website www.oiss.wayne.edu to oissmail@wayne.edu or fax to (313) 577-2962 By acknowledging that I will not be returning to the U.S. and my SEVIS record will be terminated and my OPT (Employment Authorization Document) will be cancelled. I understand that I will need to request a new I-20 should I decide to return to the U.S. to attend Wayne State University.

Student's Name (Print):	Student's Signature:	Date:
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Request for OPT 24-Month Extension Previous Employment Verification Letter (Give this letter to your previous employer)

Dear Human Resource Representative:

Effective 3-11-2016, the Department of Homeland Security published a final rule in the Federal Register, effective May 10, 2016, at <https://federalregister.gov/a/2016-04828> which allows eligible F-1 students with a Bachelor's, Master's or Ph. D, in STEM (Science, Technology, Engineering and Math) are eligible to apply for a 24- month extension of OPT for a total of 36 months.

In order to comply with this rule, we must obtain the following requested information regarding your previous OPT employee. Please provide your student a letter with the below requested information on your company's letterhead:

- Student's job title
- Student's date of birth
- Student's start and end date of employment
- Your company's name
- Your company's address
- Your company's phone and fax numbers
- Your company's email

Please do not hesitate to contact us should you have any additional questions or require additional information. You can access our website: www.oiss.wayne.edu send us an e-mail: oissmail@wayne.edu or phone us at our office: 313-577-3422.

Sincerely,

Office of International Students & Scholars
Wayne State University
42 W. Warren Ave
Detroit, MI 48201

OISS STAFF ONLY: Advisor must initial each line

The *student* has:

- Current EAD
- Submitted letter from the current employer verifying current employment (on company letterhead)
- Submitted letter(s) from the previous employer(s) verifying previous employment
- No more than 90 days of total unemployment on the current OPT
- Previous OPT recommendation was approved in SEVIS (print SEVIS Record)
- Earned approved degree in STEM fields (print Banner) or verify documents from previous degree
- Submitted a completed I-765 (edit if needed)
- Submitted an OPT Reporting Responsibilities Acknowledgement form signed by BOTH the student and the employer

The *advisor* has:

- Updated the student's record in fsaATLAS
- Updated the student's mailing address in fsaATLAS and SEVIS
- Updated the employer's information in fsaATLAS and SEVIS
- Updated the student's phone number in fsaATLAS
- Updated the student's personal email in fsaATLAS
- Informed the student of OPT reporting procedure and requirements

OPT 24-Month Extension recommended for ___/___/___ to ___/___/___

OISS STAFF ONLY Application Reviewed By: _____ Date: _____