

## OPTIONAL PRACTICAL TRAINING STEM EXTENSION INSTRUCTIONS & INFORMATION

Students who have received or are pursuing a bachelor's, master's or doctoral degree in c

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[\\_\\_\\_\\_\\_](#) click on the link called " For E mployers" ). The 24-month STEM extension is only available twice in a student's lifetime and must be used to extend a current period of valid OPT .

Students may check their eligibility by asking their international student advisor, or by looking on the web at <https://www.ice.gov/doclib/sevis/pdf/stemList2022.pdf>. The CIP code which determines eligibility is located in the Program of Study section of the I-20. An example of a CIP code is 24.0101 which is the code for Liberal Arts and Studies.

Students will be required to complete Form I-983 with their employer prior to requesting a recommendation for the STE M E xtension. This form outlines the student's and the employer's responsibilities with respect to establishing a training plan to be implemented during the 24-month extension period. T he student's Designated School Official must review Form I-983 prior to recommending the 24-month extension.

Application timing: Students who have received approval for the initial 12-month period of OPT who wish to apply for an extension may not file their STEM extension application more than 90 days before that period ends, but must request the extension at least 3 weeks before their 12-month OPT period ends to ensure that the application is received in a timely manner.

Continuing employment while waiting for OPT extension: The 24-month extension becomes valid the day after the 12-month period of authorized OPT ends, provided the student applies for the extension in a timely manner. " T imely manner" means that the STE M extension application must be received by USCIS before the 12-month period ends. Students may continue working until approval or denial is BT/F4 100912 0 612 92 rev

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## STEM EXTENSION APPLICATION PROCEDURE

Students applying for a STEM Extension have two options for submitting the application:

1. Students may file with the assistance of the Office of International Student & Scholar Services. In this case, students may forward the completed application materials to OISSS for review by sending it to [intl-services@pdx.edu](mailto:intl-services@pdx.edu)
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## STUDENT REPORTING RESPONSIBILITIES

Students who have been granted a 24-month STEM extension of their OPT period must understand and agree to the following reporting requirements:

You must report any change in your name or home address within 10 days. You may report these changes by logging into Banweb ([banweb.pdx.edu](http://banweb.pdx.edu)) and updating your records there.

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Checklist for STEM Extension application  
Please include this checklist with your STEM Extension Application or STEM  
Extension I-20 Request

Required for STEM Extension Recommendation

- I-983. The completed I-983 Training Plan for STEM OPT Students is attached.
- A signed copy of the Student Reporting Responsibilities form.
- Signed and completed Checklist for STEM Extension application (this form).

Optional documents for OISSS review included

- Draft I-765 using USCIS Online Application at <https://www.uscis.gov/file-online>.

Will the address you gave on this form be valid for at least 5 months? If you think you will move, remember to update your address with USCIS directly to ensure that further correspondence regarding your application is sent to the appropriate address as well as with the US Postal Service and OISSS (through Worldlink). When you apply for the STEM extension, you must fill out Page 3, Part 2, Items 28-28c on Form I-765 (if filing on paper; the online form will automatically include these questions when selecting the STEM Extension as the reason for filing).

- Photocopies of: the identity page in your passport, and your arrival record. This might be a copy of your paper I-94 card, your I-797 evidencing a change of status to F-1, or your electronic I-94 record, which can be retrieved at: <https://www.cbp.gov/I94>.
  - Copies of any EADs issued for previous periods of OPT, as well as the I-20s y7 Td(fus)al rmme, at(A)-2hohen n
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