



Rhodes College

INTERNATIONAL STUDENT
SERVICES

Academic Affairs

OPT STEM Extension Application Process and Registration Form

Applying for OPT STEM is a two-part process that requires assistance from the PDSO at Rhodes, Dr. Erin Hillis. When you are ready to discuss applying for a STEM Extension, or when you need to report any OPT related updates, changes, or issues, please email Dr. Hillis hillise@rhodes.edu.

STEP 1: SUBMIT THE FOLLOWING DOCUMENTS TO THE PDSO AT THE BUCKMAN CENTER:

- OPT STEM Registration and Acknowledgement Form (found at the end of this document).
- ORIGINAL I-983 Training Plan.

PLEASE ALLOW 5 BUSINESS DAYS FOR THE PDSO TO:

- REVIEW your STEP 1 Documents.
- CREATE and EMAIL YOU your new "OPT STEM Extension I-20".

STEP 2: CREATE SCANS OF THE FOLLOWING DOCUMENTS FOR YOUR OPT STEM EXTENSION APPLICATION:

- Passport Identification Page(s). Passport must be valid at least 6 months into the future.
- Current visa.
- Most recent I-94 from <https://i94.cbp.dhs.gov/i94/#/home>.
- Signed and scanned new "OPT STEM Extension I-20" from the PDSO.
- Front and back of ALL previously issued EAD(s).
- Evidence that your degree meets the STEM requirements – ONE of the following:
 - o Official Transcript
 - o Copy of the diploma that shows the degree level and program of study
- US Passport-Style ID photograph.
 - Photos must meet US specifications. See photo tips here: <https://travel.state.gov/content/passports/en/news/picture-perfect-passport.html>.
 - Students usually get these at Walgreens, CVS, or FedEx Office.
 - Photos taken with smart phones can cause significant frustration in the online application; students keep telling me the website doesn't take them very easily.

STEP 3: CREATE AND SUBMIT YOUR APPLICATION

- Have a debit or credit card ready to make your payment for \$410.00 for the OPT application fee. This fee is for the U.S. Department of Homeland Security, not for Rhodes.
- Go to this site and register as a new user, or log in as an existing user: <https://myaccount.uscis.gov>.
- Click "File a Form Online"
- Select "I-765, Application for Employment Authorization"
- Apply for the correct version of OPT: "**STEM Extension**" (**NOTE:** the STEM Extension comes AFTER a full year on Post-Completion OPT. Students who apply for STEM Extension without first satisfying a year of Post-Completion OPT **will be denied by USCIS.**)
 - o **Be sure to use the address where you want your new EAD sent, usually the place where you are living,** after USCIS approves your OPT application.
 - o As Always: Inform Dr. Hillis of any changes in your OPT application – approval, denial, etc.
- Upload all required evidence documents.
- Submit your application online, and make a note of your "Receipt Number." You can login to your USCIS account to check the status of your application at any time.



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Legal name as it appears on your passport:							
	<i>Last/Family</i>	<i>First/Given</i>	<i>Middle Name(s)</i>				
SEVIS ID number:							
Permanent cell phone number:							
Permanent email address (NOT Rhodes email):							
Rhodes Degree and Graduation Date:	<input type="checkbox"/> BA <input type="checkbox"/> BS <input type="checkbox"/> MS	Date of Graduation:					
Rhodes major(s) that you graduated with:							
Rhodes minor(s) that you graduated with:							
My current OPT dates are:	(M):	(D):	(Yr):	through	(M):	(D):	(Yr):
My requested START DATE for OPT STEM is:	(M):	(D):	(Yr):				
I request for my OPT STEM to be:	FULL-TIME		PART-TIME				
Attach copies of the front and back of all previously issued EAD cards to this document.	<input type="checkbox"/> Yes, I have attached these copies.						
Company/Employer Name:							
Company Address:							
	<i>Street Number</i>			<i>Street Name</i>			
	<i>City</i>			<i>State/Province</i>		<i>ZIP</i>	

Explain how this experience is directly related to your major area of study. For example, "As an auditor for FincanceSouth, I will be analyzing real-world commerce statistics and recommending actions on economic trends, all which relate directly to my economics/business major."

Acknowledgement:

- I understand that it is **MY RESPONSIBILITY** to know the legal facts about OPT STEM Extension from the Study in the States OPT STEM Hub site: <https://studyinthestates.dhs.gov/stem-opt-hub>. I have read and understand the regulations, rules, and procedures recorded in the Study in the States OPT STEM Hub site and I will abide by them.
- I understand that eligibility requirements for OPT STEM Extension are available on the above-mentioned website and that it is my responsibility to understand and abide by these.
- I understand the reporting requirements for OPT STEM Extension. I know that failure to report is a violation of my F-1 student status. I will keep thorough and accurate records of my job, job search, employment, or other STEM OPT activities, and periods of unemployment. In order to maintain timely compliance, I agree that, while I am on STEM OPT, I will report per the visa regulations to Dr. Erin Hillise at Rhodes College via email (hillise@rhodes.edu).
- I verify that I have maintained my F-1 status and that I am legally eligible for the STEM OPT authorization that I now seek.

Student Acknowledgement/Signature:

Date: