



SUNY College of Environmental Science and Forestry  
**Office of International Education**

## STEM Extension Request Form

To request a STEM OPT Extension I-20, please submit this Request Form along with copies of your: I-765, diploma/ final transcript; EAD card, passport, visa, I-94 print-out; STEM Student Responsibilities Checklist; and the recommended Employer Statement to the Office of International Education via email (OIE@esf.edu). Your request will be reviewed and a new I-20 will be issued and mailed to the address indicated on this form. It is your responsibility to submit the completed STEM extension application to the appropriate USCIS Service Center.

### Student Information

Full Name on Passport \_\_\_\_\_

SEVIS # N \_\_\_\_\_ SU ID# \_\_\_\_\_ Date of Birth (mm/dd/yyyy) \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ ☐ Home ☐ Cell

U.S. Address \_\_\_\_\_

For I-20 Mailing: US Mailing Address (if different from above) \_\_\_\_\_

Mailing Preference ☐ Standard Mail ☐ Courier Service — provide credit card account # and expiration date.

### ESF Academic Program of Study

Degree Level ☐ Bachelor ☐ Masters ☐ Ph.D. Academic Major(s) \_\_\_\_\_

CIP Code from I-20 (after your major on pg. 1) \_\_\_\_\_

### OPT Request

Current EAD End Date \_\_\_\_\_

Number of days of unemployment accrued during initial OPT EAD employment authorization period? \_\_\_\_\_

Have you maintained valid F-1 status while on OPT? ☐ Yes ☐ No. Please include explanatory letter.

Have reported all changes of name, address, employers, and interruptions of employment? ☐ Yes ☐ No

### STEM OPT Employer Information

Company Name \_\_\_\_\_ Company Address (your physical work location) \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Supervisor's Phone # and Email \_\_\_\_\_

Your Job Title \_\_\_\_\_ Is your employer registered with E-Verify? ☐ Yes ☐ No

I attest that I understand the criteria for maintaining F-1 status while engaging in OPT and that the information I provided above and the documentation I submitted with my STEM Extension Request is true and valid and that I qualify for a STEM extension. ☐ Yes ☐ No

Signature \_\_\_\_\_

Date \_\_\_\_\_

### ESF Office of International Education Use Only

- |  |   |
|--|---|
| <input type="checkbox"/> Copy of I-765— ( c ) ( 3 ) ( C )                        | <input type="checkbox"/> Reported changes in address, name, email, and employment         |
| <input type="checkbox"/> Copy of G-1145  | <input type="checkbox"/> Did not accrue more than 90 days of unemployment                 |
| <input type="checkbox"/> Copy of I-983 Training Plan                             | <input type="checkbox"/> Qualifying CIP Code and STEM degree program                      |
| <input type="checkbox"/> Copy of transcript or diploma                           | <input type="checkbox"/> E-Verify Employer  |
| <input type="checkbox"/> Copy of current EAD card & any previous EAD cards       | <input type="checkbox"/> Employer statement- relationship of STEM field to job (optional) |
| <input type="checkbox"/> Copies: I-20s, passport, visa, I-94, health insurance   |   |
| <input type="checkbox"/> STEM Student Responsibility Checklist                   |   |
| <input type="checkbox"/> Mailing information (and payment details if applicable) |   |



## STEM Student Responsibilities

While on OPT (initial, STEM extension, and during cap-gap relief extension), you are still in F-1 status. Accordingly, you must continue to abide by the rules and regulations governing your visa status and report required information to the Office of International Education. Please carefully read the statements below and place a check mark in the box next to each statement. Sign at the bottom of the page. Your check marks and signature indicate your understanding and agreement to abide by the statements made.

The Office of International Education reserves the right to a one-week time frame for reviewing and processing of any submitted requests. Student should anticipate OIE to take the full week and should expect to submit documents early in order to avoid potential complications.

If a student requests the extension of an I-20, OPT, or other time-limited visa status, all application materials and required documentations must be submitted to the Office of International Education for review and approval no later than 30 days in advance of the SEVIS deadline for submission of the application materials.

### STEM Optional Practical Training Extension (including cap-gap relief if applicable)

- ☐ I understand that my passport must be valid at the time of applying for a STEM extension and it is my responsibility to maintain passport validity throughout the duration of my OPT authorization. I understand that a 24 month STEM OPT extension will be recommended by the Office of International Education on a new I-20 and acknowledge that this does not ensure STEM extension approval. I understand that I must meet all extension requirements including being employed with an employer who is part of the E-verify program in order to be granted a 24 month STEM extension.
- ☐ I understand that the USCIS may refuse to grant a STEM extension if I do not submit all of the required application materials.
- ☐ I understand that my STEM extension materials must be timely filed and received by the USCIS Service Center with jurisdiction over my current place of residence prior to my initial OPT EAD authorization end date in order to be eligible for the automatic extension of status and work authorization until a final decision on the I-765 or for 180 days (whichever comes first).
- ☐ I understand that USCIS and SEVP advise against changing employers while the I-765 is pending, since the I-765 names a specific employer and that I should consult with an attorney regarding the effect of changing to an employer that is not the employer named on the I-765 while my I-765 is still pending.
- ☐ I understand that I am required by current immigration regulations to report the following to the Office of International Education within 10 days of any change of: legal name; residential or mailing address; employer name; employer address; and/or loss of employment.
- ☐ I understand that I am required by current immigration regulations to make a validation report (confirming or indicating changes to my personal and employment information) to the Office of International Education every six months starting from the date the extension begins and ending when my F-1 status ends; I change educational levels at the same school; I transfer to another school; or my 24-month OPT extension ends, whichever is first. I also understand that the report is due to the Office of International Education within 10 business days of each reporting date.
- ☐ I understand that I may not accrue more than 150 days of unemployment during the combined 36 months of OPT authorization (initial OPT authorization through STEM extension period).
- ☐ I understand that though I may change employers after being granted a STEM extension by USCIS, all of my employment must be in my major field of study and with an employer who is a part of the E-verify program.
- ☐ I understand that I am only authorized to work until the end date indicated on the Employment Authorization Document (EAD) issued by USCIS for my 24 month STEM extension.
- ☐ I understand that it is my responsibility to obtain a travel signature from the Office of International Education if I am going to travel outside the U.S. while I am on OPT and also understand that a travel signature is only valid for six months during the OPT authorization period. I understand that once I receive my new EAD card, I must have proof of employment, a valid EAD card, I-20 recommending a STEM extension, valid passport, and visa in order to re-enter the U.S. after international travel. I understand that the Office of International Education advises against traveling while my initial EAD card is expired and I have not yet received my new EAD card for my STEM extension.

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Student Signature

Date

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