EKU

OFFICE OF INTERNATIONAL STUDENT AND SCHOLAR SERVICES

521 Lancaster Avenue ● Whitlock 455, CPO 69
Richmond, KY 40475
Phone: 859-622-1478 ● Fax: 859-622-1552
Email: international@eku.edu
http://www.international.eku.edu

STEM OPT EXTENSION REQUEST FORM

Please review STEM OPT Extension information on our website (https://international.eku.edu/stem-opt-extension) before completing the application. Please note, it may take us up to **5 business days** to process your application. You will be contacted by email when the I-20 is ready.

APPLICATION CHECKLIST

Please gather and email the following documents at once to international@eku.edu:

☐ **STEM OPT Extension Request Form** or online at (https://international.eku.edu/stem-opt-extension-request-form).

☐ **Form I-983** located at **(**https://international.eku.edu/sites/international.eku.edu/files/files/i983_EKU.pdf**)** (pg.1-4). See instructions at (https://studyinthestates.dhs.gov/students-and-the-form-i-983).

☐ **Two (2) US Passport-style Photos.** They must be taken within the last 30 days. Lightly print your name and I-94 number on the back of each photo with a pencil. Please send us scanned copies of your photos.

☐ **Form I-765 Application Fee of $410.** You can pay the application fee by check, money order or by credit card.

  • **Check/money order:** Make check or money order payable to "**U.S. Department of Homeland Security**".

  • **Credit card**: Complete and attach **Form G-1450** (https://www.uscis.gov/g-1450) to your application.

☐ **Form G-1145**. Available at (https://www.uscis.gov/g-1145). We recommend you type in your answers to the form.

☐ **Form I-765.** Available from (https://www.uscis.gov/i-765). We recommend you type in your answers before printing the form and signing preferably in blue ink.

  • Please enter the following Eligibility Category: **(c) (3) (C)** on item **#27** and

  • On **items #28.a-28.c**, list degree exactly as shown on your I-20 and enter Employer name and "E-Verify" Company Identification Number. (Ask your Human Resources office for this number).

☐ **I-94 Arrival/Departure Record** (https://i94.cbp.dhs.gov/). Electronic printout or copy of front and back of I-94 card Form I-797 Approval Notice for Change of Status to F-1.

☐ **Photocopies of all previously issued I-20s** (pages 1 and 3 or pages 1 and 2).

☐ **Photocopy of official STEM degree transcripts or diploma.**

☐ **Photocopy of passport biographical page** (page that includes you name, photo, passport number and expiration date. Passport must be valid for at least 6 months prior to application date.

☐ **Photocopy of F-1 visa** (citizens of Canada and Bermuda are exempt).

☐ **Photocopy of any previous Employment Authorization Document (s)** (EAD) (front and back)

☐ Copy of employment offer letter documented on the employer's letterhead.

STUDENT PERSONAL INFORMATION

Last Name: _____ First Name _____

EKU ID#: _____ SEVIS (I-20) ID#: _____

Street Address: _____

City: _____State: _____ Zip Code: _____

Phone: _____ Email: _____

EMPLOYMENT INFORMATION

Explain how this employment is related to your course of study.

Employer Name: _____

Employer's Identification Number (EIN): _____

Your Job Title: _____

Employment Start Date: _____

Number of hours you work per week: ☐ 20 hours or more ☐ Less than 20 hours

Employer Street Address: _____

City: _____State: _____Zip Code: _____

Supervisor's Last Name: _____First Name_____

Supervisor's Email: _____ Phone: _____

DEGREE PROGRAM INFORMATION

I am applying for 24-Month STEM OPT Extension (choose one):

☐ **Based on the most recent STEM degree from EKU**

    Degree Level: ☐ Bachelor's ☐ Master's ☐ Doctoral.

    Major: _____

☐ **Based on previous STEM degree** received in the past 10 years from a Student and Exchange Visitor Program (SEVP)-certified school that is accredited.

Name of Previous School: _____

Address of School: _____

City: _____State: _____Zip Code: _____

School Code: _____

Major: _____

CIP Code: _____

Degree Level: ☐ Bachelor's ☐ Master's ☐ Doctoral

Date Degree was awarded: _____

MAILING APPLICATION TO USCIS

After receiving your new I-20, please sign and date it at the bottom of page 1 and make copies of page 1 and 2. You should keep the original I-20, but must send the copy with your STEM OPT Extension application. Before you send your application to USCIS, please make copies of all the documents for your records. We strongly encourage you to send your application to USCIS by express mail. **Here are what you must send to USCIS in the order indicated:**

1. I-765 Application fee of $410. Paperclip check or money order on top or Form G-1450 if paying with credit card
2. Two (2) US Passport-style Photos. Paperclip them on top of the documents
3. Original completed Form G-1145
4. Original completed Form I-765
5. Photocopy of new STEM OPT Extension I-20 signed and dated on page 1.
6. Photocopies of all previously issued I-20s (pages 1 and 3 or pages 1 and 2).
7. Photocopy of STEM degree official transcripts or diploma
8. Photocopy of any previous Employment Authorization Document(s) (EAD) (front and back)
9. Printout of I-94, Arrival/Departure Form or copy of I-94 card (front and back)
10. Photocopy of a valid passport biographical page
11. Photocopy of F-1 visa (citizens of Canada and Bermuda are exempt)
12. Copy of employment offer letter documented on the employer's letterhead

Please mail your application packet to the USCIS Lockbox mailing address below serving the state you listed on Form I-765 as place of residence.

Important Message: *USCIS must receive your application within **60 days** of the date printed on the new I-20. Failure to timely file within 60 days of this date will result in a **denial** of your application.*

If you live in:	**If you live in:**
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 Northern Mariana Islands.	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
Mail your application to one of these addresses:	**Mail your application to one of these addresses:**
1. USCIS, PO Box 21281, Phoenix, AZ 85036 (**U.S. Postal Service deliveries**) 2. USCIS, Attn: AOS, 1820 E. Skyharbor Circle S, Suite 100, Phoenix, AZ 85034 (**Express mail & courier deliveries**)	1. USCIS, PO Box 660867, Dallas, TX 75266 (**U.S. Postal Service deliveries**) 2. USCIS, Attn: AOS, 2501 S. State Hwy. 121, Business Suite 400, Lewisville, TX 75067 (**Express mail & courier deliveries**)

RECEIVING YOUR STEM OPT I-20

Please choose delivery method below to receive your new I-20.

☐ **Pick up in person from** Whitlock Bldg., Room 455.

☐ **Express mail service via UEMS.** To pay for this service go to: http://international.eku.edu/pre-departure#i-20.

☐ **I will create my own shipping label**. Please e-mail your shipping label to: international@eku.edu.

☐ **Pick up by friend or relative.** Picture ID will be required for your friend/relative to pick up your I-20.

Name of friend/relative _____ Phone number: _____

STUDENT CERTIFICATION

I confirm that I have read the requirements for maintaining my status while on the 24-month OPT STEM extension and understand that:

- I must submit a validation report to OISSS every 6 months to confirm my US address, employer name, and employer address.
- I must report any changes of U.S. address, name, employment (including loss of employment) to OISSS within 10 days of such change.
- I must submit to OISSS two (2) self-evaluations found on Form I-983, the first one within 12 months of the STEM OPT start date and the second one prior to the conclusion of my STEM OPT extension.
- I must submit to OISSS a final self-evaluation found on Form I-983 with the old company if I change a job.
- I must submit to OISSS a new Form I-983 within 10 days if I begin a new employment or any time there is a change in the terms and conditions of the original I-983.
- I must notify OISSS within 10 days if I decide to depart the U.S., return to school full time, or if I change my visa type.
- I must report all periods of Unemployment to OISSS within 10 days**.**

I understand that failure to follow these requirements will result in the termination of my F-1 status and loss of employment.

Signature: _____ Date: _____