

STEM OPT Extension Request

An international student in the Master of Arts, Industrial & Organizational Psychology (MA I/O) program or the PhD Business Psychology program with the Industrial & Organizational Psychology Track at The Chicago School may be eligible for the STEM OPT Extension if approved by USCIS. The OPT application can take three to six months to be processed. A student applying for STEM OPT can start the process 90 days prior to their current OPT end date. USCIS must receive their application within 60 days after GLOBAL ENGAGEMENT's recommendation in SEVIS AND prior to their current OPT End Date.

Eligibility for STEM OPT. You must:

- Work for an employer that is enrolled with the Federal government's [E-Verify](#) program before you can apply. Please review the [E-Verify](#) program to understand how it works and determine what impact it has for you.
- Have a paid job offer before you apply. Volunteering, performing unpaid work, and self-employment do not qualify as employment for the STEM OPT Extension.
- Work a minimum of 20 hours per week in a job that provides training and learning objectives directly related to the qualifying STEM degree.
- Maintain good standing and keep your SEVIS Portal active.

Reporting Requirements

On-going Reporting Requirements. You must:

Report any of the changes below to GLOBAL ENGAGEMENT within 10 days:

- Name
- Residential or mailing address change
- Employer's name or address change
- Employment status change

Six-Month Validation Reports. You must:

Report the information below every 6 months, and within 10 days of the due date. The Office of Global Engagement will confirm your record in SEVIS within 10 days of each deadline:

- Student Name
- Student's Email Address and Telephone Number
- Student's Home Address
- Name of Student's Employer
- Student's Job Title
- Employer's Address
- Supervisor's Phone Number and Email Address

Reporting Requirements for Students and Employers

Every 12 months, you must evaluate your progress towards your training goals listed in Form I-983. Your supervisor must sign the evaluation. You must send the evaluation to Global Engagement prior to the deadline. If you leave your training position earlier than any of the deadlines, you must complete the evaluation before leaving the position. Global Engagement must receive a copy within 10 days of your last day of work with your employer.

STEM OPT Extension Request Form

If you haven't attended a STEM OPT Workshop, please do so prior to contacting Global Engagement about your STEM OPT application. Answer all the questions below and send this form with all of your required documents to Global Engagement.

Student Information

Name:	SEVIS ID:	Date of Birth:
Degree Level:	Major:	
Phone:	Email:	Personal Email:
12 Month OPT start date:		OPT end date:

Use the information on your Employment Authorization Document. Date Format is mm/dd/yyyy.

STEM OPT Employer Information

Name of the Employer (organization):		
Employer's Identification No. (EIN):		
Employer's E-Verify Program Code:		
Employer's Address:		
City:	State:	Zip:
Supervisor's Name:	Supervisor's Phone:	
Supervisor's Job Title:		
Student's Job Title:	Hour per week:	
STEM OPT Start Date:	STEM OPT End Date:	

By signing, I understand my employment must be related to my field of study – M.A. I/O Psychology or PhD Business Psychology - Industrial & Organizational Psychology Track. By signing, I am aware that my employer(s) must comply with the Federal government's requirement on reporting and training evaluation. I acknowledge that my employer(s) may contact Chicago School in the future to give pertinent information regarding my employment. By signing, I understand that it is my responsibility to update The Chicago School with any employer, address, and/or name changes while on STEM OPT. I agree to provide Global Engagement the 6 Month Validation Reports within 10 days of the due date, even if there is no change to my employment.

Name of Student (Print): _____

Signature _____ Date _____.

Documentation

How to Request a STEM OPT Recommendation from Global Engagement (new STEM OPT I-20)

- Complete and sign this STEM OPT Request Form.
- Complete [Form I-765](#). This is a sample form and Global Engagement will review your answers before you apply online at my.uscis.gov.
- Complete [Form I-983](#), Training Plan for STEM OPT Students. This must be completed and signed by your employer.
- Job Offer Letter for STEM OPT
- Make a copy of your EAD for your 12-month post-completion OPT.
- If your request is based on a degree earned somewhere other than The Chicago School submit proof of that degree:
 - I-20 from your previous school showing approved post-completion OPT, or
 - Verification of Degree Form filled out by your previous school's international office.

STEM OPT Extension Evidence		
Evidence	Example	Notes
2 x 2 photo of you	Passport Photo	See “Photo Requirements” U.S Department of State photo requirements DOS also has a photo tool that you can use to check the photo ahead of time.
Form I-94	Entry I-94 Or Change of Status I-797 Approval	Download your most recent I-94 here: https://i94.cbp.dhs.gov/
Employment Authorization on Document	OPT EAD Card Valid passport	EAD for current OPT The biographical page only
Form I-20	Newest I-20 with STEM OPT recommendation	This is referring to the recommending I-20 for STEM only
College degree	Diploma and / or transcripts showing degree conferral	
Institution accreditation	Proof of Accreditation (screenshot from school or accreditors website)	Required only if you are filing STEM OPT based on a prior degree (i.e. not the OPT degree).

You must make an appointment with Global Engagement to review all documentation before applying online. Please reach out to Global Engagement with questions.