

## STEM OPT Extension Request

An international student in the Master of Arts, Industrial & Organizational Psychology (MA I/O) program at TCSP may be eligible for 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 their DSO'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 for STEM OPT Extension. Volunteering, performing unpaid work, and self-employment do not qualify as employment for 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 your DSO 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 DSO 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 your DSO 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. Your DSO 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 your DSO about your STEM OPT application. Answer all the questions below and send this form with all of your required documents to your DSO.

### Student Information

Name: \_\_\_\_\_ SEVIS ID: N \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Major: M.A. Industrial & Organizational Psychology Degree Type: Master

Phone: \_\_\_\_\_ TCSPP Email: \_\_\_\_\_ Personal Email: \_\_\_\_\_

12-month OPT Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ OPT End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Use the information on your Employment Authorization Document – EAD. Date Format is mm/dd/yyyy.

### STEM OPT Employer Information

Name of the Employer (organization): \_\_\_\_\_

Employer's Identification No.: \_\_\_\_\_ Employer's E-Verify Program Code: \_\_\_\_\_

Employer's Address:  
Street No. & Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Student's Supervisor: \_\_\_\_\_

Supervisor's Phone No.: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

Student's Job Title: \_\_\_\_\_ Hours per Week Student Works: \_\_\_\_\_

STEM OPT Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ STEM OPT End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Date Format is mm/dd/yyyy

By signing, I understand my employment must be related to my field of study – M.A. I/O Psychology. 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 TCSPP in the future to give pertinent information regarding my employment. By signing, I understand that it is my responsibility to update TCSPP with any employer, address, and/or name changes while on STEM OPT. I agree to provide my DSO 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 Your DSO (new STEM OPT I-20)

- Complete and sign this STEM OPT Request Form.
- Complete [Form I-765](#). This is a sample form your DSO will review your answers before you apply online at [my.uscis.gov](http://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 TCSP, 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

### How to Apply for STEM OPT Online with USCIS

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

You must attend at least one STEM OPT Workshop prior to your request. You must make an appointment with your DSO to review all documentations before applying online. Please reach out to your DSO with questions. Thank you.