

OPT STEM Extension Information Sheet

To request an OPT STEM extension you must complete & submit this form and I-983 to intlservices@webster.edu (Subject line: OPT STEM Extension Request, last, First name, Webster id # campus code WEBG/ORLN/KANS, etc.)

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Submitting OPT Application to USCIS

You are required to submit the application on your own to the appropriate USCIS Service Center (see page 5 for mailing instructions). Please be aware of the following:

- x Be sure to sign your STEM OPT Form when you receive it from Webster University
- x Make a copy of the entire application before you submit it to the USCIS.
- x Submit the application to the USCIS lockbox with jurisdiction over the address you list on the I-765 form. Filing jurisdiction information can be found at <https://www.uscis.gov/i-765>

Download I-765 form here: <https://www.uscis.gov/i-765>

Also refer to the PDF version of Instruction Form I-765 on how to correctly complete it

Hints for filling out Form I-765

- Item #3 Use your current address. If your address changes you are required to immediately update our office & USCIS at <https://www.uscis.gov/addresschange>. Mail from USCIS is not forwarded by the Postal Service.
- Item #9 Use your U.S. Social Security Number.
- Item #10 This is the 1-digit number on your most recent I-94
- Item #11 Includes your current OPT information.
- Item #14 USCIS wants to know what your status was the last time you entered the U.S. For most students apply to USCIS within 30 days of the new OPT I-20 being issued.
- Item #15 d Z] • u μ • š 1 _ X ^ &
- Item #16 (C)(3)(C)
- Item #17 P OE A Ç } μ OE P OE o À o v u i } OE V -Verify } Ç OE [• v
u % o o } Ç -Verify Identification Number (Verify information can only be obtained from your employer)

9 within 30 days of the new OPT I-20 being issued. You must mail your completed application packet with TRACKING to USCIS.

The dates on the I-765, check, photos, and I-20 must also be less than 90 days old!

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Complete this form and email tonl@webster.edu

Subject Line: STEOPT Request, Lastname, First name, Webster ID#, Campus code (WEBG/ORLN)

Request for 24 Month Extension of OPT

Last name: _____ First name: _____

Webster ID # _____ SEVIS #:N _____

8. The STEM OPT extension regulations have added new reporting requirements that must be completed in order to maintain your status. You must email intlser@webster.edu with an email titled "STEM OPT Extension Reporting" every six months during the STEM OPT extension from the start date listed on your new OPT card at those checkins, including your first name, Webster ID #, campus code (WEBG/ORLN/KANS, etc.)

Send the completed application and required documents (with check or money order placed on top of the documents) to:

Filing USCIS location:

As instructed <https://www.uscis.gov>

<https://www.uscis.gov/i-765-addresses>

Please refer to your eligibility category, category description, and correct filing USCIS location.

E-Notification: If you want to receive an email and/or a text message that your Form I-765 has been accepted at a USCIS Lockbox facility, complete Form I-146, E-Notification of Application/Petition Acceptance and clip it to the first page of your application.

STEM OPT Frequently Asked Questions

How do I get a STEM extension of my EAD?

Only students who have completed certain STEM majors and have an eligible employer who is enrolled in E-Verify are eligible for the 24 Months STEM extension

How do I apply for STEM extension?

Eligible students may apply for a 24-month STEM Extension up to 90 days prior to the expiration of their 12 Months OPT EAD. Please carefully read and follow the application instructions listed here www.webster.edu/iris (under Employment Forms)

There is no way to expedite an application.

How do I report my STEM OPT employment?

You must report any change in address and employment information to Webster IRIS within 10 days of the change through our online form: [STEM OPT Reporting Form](#)

- x STEM OPT holders are required to report every 6 months to Webster University as listed here: [24-Month STEM OPT Extension Reporting Requirements](#) via [STEM OPT Reporting Form](#)

STEM OPT reports can be entered into SEVIS as early as 30 days before the report deadline.

Can I change employers while pending STEM OPT?

Change of your employer while your STEM OPT is pending is NOT recommended

Can I change employers while approved STEM OPT?

Yes, however you will have to report it as described (partial/incomplete documentation cannot be accepted) here: [24-Month STEM OPT Extension Reporting Requirements](#) via [STEM OPT Reporting Form](#)

Will I receive a new-20 and when?

Once you complete and submit the OPT or STEM OPT report to our office, we will update the