HOW TO APPLY FOR 24-MONTH OPT STEM EXTENSION

What the student must prepare:
- STEM OPT Reporting Form
- Form I-983 "TRAINING PLAN FOR STEM OPT STUDENTS" for the STEM application, (pages 1 – 5) completed by you and your employer. NOTE: When we receive your application, we will enter the DSO Name and Contact Information, and the CIP Code (on page 1 of the Form I-983).
- Copies of your current I-20 and all previously issued I-20s.
- Copies of your passport information page, visa, and I-94 print out.
- Copy of your STEM diploma and transcript.
- Completed Form I-765.
- Completed Form G-1145.
- Two recent passport photographs (print your name lightly on the back and put them in an envelope).
- The required fee -Check or money order made payable to the Department of Homeland Security. A personal check is acceptable only if your name and address are pre-printed on the front. The USCIS does not accept cash.
  - $380 fee until December 22, 2016
  - $410 fee as of December 23, 2016

Student must email the following application documents to the International Student Programs Office at international@newpaltz.edu with Subject line "24 Month extension":
- STEM OPT Reporting Form
- Form I-983 "TRAINING PLAN FOR STEM OPT STUDENTS" for the STEM application, (pages 1 – 5) completed by you and your employer. NOTE: When we receive your application, we will enter the DSO Name and Contact Information, and the CIP Code (on page 1 of the Form I-983).
- Copies of your current I-20 and all previously issued I-20s.
- Copies of your passport information page, visa, and I-94 print out.
- Copy of your STEM diploma and transcript.
- Completed Form I-765.
- Completed Form G-1145.

What the International Student Programs Office must do:
- We will review your application and, if you are eligible, issue a new I-20 to indicate that optional practical training extension is recommended.
- We will contact you once your application is ready to be picked up or mailed to you, so you can mail it to USCIS. NOTE: Once you receive your materials from our office, mail your application to USCIS without delay. USCIS must receive the packet within 60 days or your application will be denied.
- We will provide you with detailed instructions on how, what and where to mail your application to USCIS.
- During your extended OPT period, we are required to update your immigration record, and you are required to report the information to us. All the reporting requirements are listed on the STEM OPT Reporting Form. You need to submit this form within 10 days of any change to your employer and/or your US address.

What the Employer must do:
- The employer must be registered in E-Verify.
- APPLICATION: The employer must complete and sign the Form I-983 "TRAINING PLAN FOR STEM OPT STUDENTS" for the STEM application (pages 1 – 5).
- The employer must agree to report the termination or departure of the student to the International Student Office of the student's former school within 48 hours. Note: If the student has not reported to work for five consecutive business days without the employer's consent, the employer is to consider the student to have left the job.
- REPORTING 1: The employer must complete the "Evaluation of Student Progress" 12 months into the approved 24 month STEM extension period, (page 6 of Form I-983).
- REPORTING 2: The employer must complete the "Final Evaluation of Student Progress" 24 months into the approved 24 month STEM extension period, (page 7 of Form I-983).