HOW TO APPLY FOR 17-MONTH OPT STEM EXTENSION

Applying for 17 month OPT extension:
- You must apply for the 17-month OPT extension through the International Student Office at SUNY New Paltz.
- You must submit revised Form I-765 and all necessary documents and pay the $380 filing fee to the USCIS.
- You must file the OPT extension application in a timely manner, before the current OPT period expires. The SEVP OPT Policy Guidance states, "A student may file for the 17-month extension up to 120 days prior to the end of his or her post-completion OPT."
- As long as your application is received by the USCIS before your OPT expires, you can work up to 180 days after your OPT expires with a pending OPT STEM extension application at USCIS.

What the student must prepare:
- STEM OPT Reporting Form
- Copies of our current I-20 and all previously issued I-20s.
- Copies of your passport information page, visa, and both sides of your I-94 card or I-94 print out.
- Copy of degree from SUNY New Paltz.
- Completed Form I-765 application for the EAD.
- Completed Form G-1145
- Two recent passport photographs (print your name lightly on the back and put them in an envelope).
- Prepare check or Money Order made payable to the US Department of Homeland Security in the amount of $380.00.

Student must email to the International Student Office:
- STEM OPT Reporting Form
- Copies of our current I-20 and all previously issued I-20s.
- Copies of your passport information page, visa, and both sides of your I-94 card or I-94 print out.
- Copy of your degree from SUNY New Paltz.
- Completed Form I-765 application for the EAD.
- Completed Form G-1145

What the International Student Office must do:
- The International Student Office will review your application and, if you are eligible, issue a new I-20 to indicate that optional practical training extension is recommended. Adviser must report the following information to SEVIS:
  - Any change in student’s name
  - Any change in student’s residential address
  - Name and address of student’s employer
  - Any change in name or address of student’s employer
  - Any interruption in student’s employment
- The International Student Office will contact you once your application is ready to be picked up or mailed to you so you can send to USCIS. *Be sure to mail your application to USCIS without delay. USCIS must receive the packet within 30 days or your application may be denied.

What the Employer must do:
- The employer must be registered in E-Verify.
- 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.