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 name, 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 I-20 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 for Form I-765 on how to correctly complete it.

Hints for filling out Form I-765

Item #3   Use your current address. If you 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 11-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 applying for OPT it will be "student (F-1)."

Item #15   This must be "1 (F-1)."

Item #16   (C)(3)(C)

Item #17   Enter your Employer Name as listed in E-Verify, and your Employer's E-Verify Identification Number (E-Verify information can only be obtained from your employer)

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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 30 days old!

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Complete this form and email to ntlservices@webster.edu
Subject Line: STEM OPT Request, Lastname, First name, Webster ID, campus code (WEBG/ORLN)

Request for 24 Month Extension of OPT

Last name: _____ First name: _____

Webster ID # _____ SEVIS ID #:N_____

8. The STEM OPT extension regulations have added new reporting requirements that must be completed in order to maintain your status. You will need to email intlservices2@webster.edu with an e-mail titled SST MGMT WU [Last name, First name, Webster ID #, campus code (WEBG/ORLN/KANS, etc.) every six months during the STEM OPT extension from the start date listed on your new OPT card. At those check-ins,

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 e-mail and/or a text message that your Form I-765 has been accepted at a USCIS Lockbox facility, complete Form G-1145, 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 on pending STEM OPT?

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

Can I change employers while on 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 I-20 and when?

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