



17 Month Extension of Optional Practical Training (OPT)

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| Preconditions | * | <p>The degree that was the basis for the student’s current period of OPT is a bachelor’s master’s, or doctoral degree in one of the degree programs on the current STEM Designated Degree Program List, published on the SEVP web site at www.ice.gov/</p> <p>* The student has not previously received an extension of OPT after earning a STEM degree.</p> <p>* The student is currently engaged in post-completion OPT.</p> <p>* The student’s employer is registered in the E-Verify program and the employer is a participant in good standing in the E-Verify program, as determined by USCIS.</p> <p>* The employer agrees to report the termination or departure of an OPT employee to CIS if the termination or departure is prior to end of the authorized period of OPT. The student has maintained F-1 status and has not exceeded 90 days of unemployment during the OPT period.</p> |
| Duration | * | <p>The employment authorization period for the 17-month OPT extension begins on the day after the expiration of the initial post-completion OPT employment authorization and ends 17 months thereafter, regardless of the date the actual extension is approved.</p> |
| Hours per week | * | <p>Full-time</p> |
| Field/level of work | * | <p>Must be directly related to the student’s field of study and degree level.</p> |
| Approval process | * | <p>Recommended by CIS advisor but authorized by USCIS. Can take from 3-4 months to process. The application for a 17-month extension of OPT must be filed prior to the expiration date of the student’s current post-completion OPT employment authorization. While the STEM extension application is pending, the student’s OPT period is automatically extended until the OPT is approved or for 180 days, whichever is earlier.</p> |
| Other Requirements | * | <p>Student must agree to comply with all OPT Reporting Requirements listed in this packet.</p> |
| Unemployment | * | <p>Students granted a 17-month OPT extension may not accrue an aggregate of more than 120 days of unemployment during the total 29 month OPT period.</p> |
| Travel while on OPT | * | <p>Do NOT travel outside of the USA without Employment Authorization Document (EAD), I-20 (signed by DSO within six months), and letter of employment. Contact CIS before you travel abroad.</p> |
| Completion of OPT | * | <p>Students are granted a 60-day grace period immediately following OPT. Prior to the end of this grace period, students must enroll in a new degree program, change their immigration status, or depart the United States.</p> |
| Transfer while on OPT | * | <p>Authorization for OPT ends on the day a student’s SEVIS record is transferred to another institution.</p> |

HOW TO APPLY:

1. **Complete all sections of this application packet including the form I-765**
 - a. See form I-765 instructions or visit <http://www.uscis.gov/files/form/I-765instr.pdf>
2. **Make an appointment to speak with a CIS advisor by calling 1-320-308-4287**
 - a. Appointments may be over the telephone (you do not need to physically return to St. Cloud to apply for an extension of OPT)
 - b. **ALL PAPERWORK MUST BE COMPLETED AND RECEIVED BY CIS BEFORE SCHEDULING AN APPOINTMENT**
3. **Mail the documents listed below to CIS prior to the telephone appointment. Use the bullets/circles to help you organize the required documents. Please do not send original immigration documents where only a copy is required.**
 - **Copy of current form I-20 (pages 1 & 3)**
 - **Two (2) full frontal view passport style photos against a white to off-white background.**
 - Using a pencil or felt pen, lightly print your name and I-94 number on the back of each photo.
 - These photos must be taken within 30 days of the filing of the application.
 - **Copy of current I-94 card (front and back)**
 - **Copy of valid passport (biographical and extension pages)**
 - **Copy of most recent F-1 visa**
 - **Application fee: \$340 (cost subject to change without notice)**
 - A money order is recommended, but you may use a personal check.
 - Make payable to “U.S. Department of Homeland Security”
 - **Copies of all previous Employment Authorization Documents (front and back)**
 - **Copy of Job offer letter**
 - **This completed application packet (make a copy for your records)**
 - **Copy of your official transcript**
 - Request this document be sent directly to CIS from Records and Registration
 - For instructions on how to order official transcripts, please visit <http://www.stcloudstate.edu/registrar/students/transcripts.asp>
4. **CIS will recommend the 17-month OPT extension in SEVIS and mail a new I-20 for you to sign along with the documents to send to USCIS.**
 - a. Upon receipt, please sign the new I-20 and make a copy of it to include in the packet for USCIS.
 - b. Immediately mail the OPT STEM extension application packet to USCIS. Forms I-20 with the CIS signature that older than 30 days will not be processed by USCIS.

*CIS will contact you via email when your receipt notice or EAD card is received.

Instructions for filling out FORM I-765 Application for Employment Authorization:

You must complete all items (1-17), read, sign and date the certification section.

Item	Important Information
I am applying for...	Check “renewal of employment”
#1 Name:	Print your family name in capital letters starting and then print your first/given and middle names.
#3 “Local Address”	Please use the Center for International Studies’ address: Center for Int’l Studies, 720 Fourth Avenue South, LH 101, St. Cloud, MN 56301. Students should use this address because USCIS will not forward mail should a student’s address change.
# 9 “Social Security Number”	The number appearing on your social security card.
# 10 “Alien Registration Number (I-94 number)”	Use the eleven-digit identification number on your I-94 card (in upper left corner of the card.)
# 11 “Previous employment authorization from U.S.C.I.S.”	Check “yes” as you have already applied for OPT.
#’s 12-15 “Last entry and current status”	Obtain this information from your current I-94.
#16 Eligibility	The eligibility code for students requesting a 17-month extension of OPT is “(c) (3) (C)”
#17 “E-Verify Information”	Work with your employer to complete this section.



17-month OPT extension

To be completed by the student:

Last Name: _____ First Name: _____

___ Undergraduate ___ Graduate SCSU TECH ID#: _____

Major: _____ SEVIS ID#: N000

Personal E-mail Address: _____ Phone: _____

Current Address: _____

List Dates of Unemployment: _____

Maintaining Status while on OPT (Reporting Requirements and the Effect of Unemployment)

1. **Notify CIS within 10 days of a change to:**
 - a. Your legal name
 - b. Your current residential or mailing address
 - c. Your immigration status
 - d. Your employment status (e.g., a new employer with name/address, any periods of unemployment)
2. **Effect of Periods of Unemployment while on OPT**
 - a. F-1 status is dependent upon employment. **No student may be unemployed for a total of more than 90 days during the 12 month OPT period or 120 days during the entire 29 month OPT period.**
3. **Contact CIS every six months to confirm the above information is correct**
 - a. Dates of reporting: _____ AND _____
 - b. **This report is due to CIS within 10 business days of each reporting date.**

I, _____ (*Print Name*), have read and understand the reporting requirements and the effect of unemployment as listed above. I agree to abide by the reporting requirements and provide the necessary information in a timely fashion.

Signature: _____ Date: _____

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To be completed by the employer:

Name of Company/Employer: _____ Employer's E-Verify number: _____

Is the employer listed above registered and in good standing in the E-Verify program? Yes / No

Please indicate the employee's start date of employment with your organization: _____ (mm/dd/year)

I understand that we are required to report the termination or departure of an OPT employee to the Center for International Studies at St. Cloud State University if the termination or departure is prior to end of the authorized period of OPT. Such reporting must be made within 48 hours of the event. An employer shall consider a worker to have departed when the employer knows the student has left the employment or if the student has not reported for work for a period of 5 consecutive business days without the consent of the employer, whichever occurs earlier.

Name of Supervisor: _____ Title: _____

Telephone Number: (____) _____ - _____ Email: _____

Position of Above Named Student: _____

Signature: _____ Date: _____