

STEM OPT INSTRUCTIONS

F-1 visa students sponsored by KUMC for post-completion OPT may be eligible for a 17-month extension. To determine eligibility please contact the Office of International Programs (OIP). If you are eligible for the STEM Extension, you may start the application process as early as 120 days before your OPT completion date. It is recommended that applications are submitted to USCIS within 90 and 120 days of the expiration date of the current OPT.

APPLICATION CHECKLIST

Please submit your completed application packet to OIP. We will mail your application via FedEx to USCIS. The application packet should include the following required items:

- Form I-765 (www.uscis.gov/files/form/i-765.pdf):
 - Item #3: use our mailing address
 - 3901 Rainbow Blvd.
 - MS 3033
 - Kansas City, KS 66160
 - Item #11: check yes. Write "Phoenix Service Center" for the USCIS Office. Enter the dates on your EAD under "Dates." Under Results, write "Granted."
 - Item #16: enter (c)(3)(C)
 - Item #17: include your major as it is on your I-20, the name of your employer and their EVerify number. Please note that an employment identification number (EIN) is not the same as an E-Verify number.
- A check or money order made out to **U.S. Department of Homeland Security** for \$380.
 - In the memo section, write your I-94 number.
- Two passport style photos meeting the specifications outlined in the attached packet.
 - Lightly write your name and your I-94 number lightly in pencil on the back of each photo.
- Copy of new OPT I-20, pages 1 and 3 with recommendation for a STEM Extension
- Copies of all previous I-20 Forms (pages 1 and 3)
- Passport identification page (and extension page, if applicable)
- F-1 visa sticker and stamp
- I-94 (card or printed form available at www.cbp.gov/i94)
- Current and any previous EAD card with a copy of the original mailer if retained
- KUMC diploma showing completion of degree in STEM field (sized to 8 ½ x 11 inch page)
- An official transcript showing evidence of your program of study
- Employment history from the start of your current OPT
 - The employment history should include:
 - the name of employer
 - dates of employment
 - title of position
 - description of duties
 - hours worked per week and salary
 - Please note if you volunteered at any time during your OPT; you must include that information in the employment history.
- Offer Letter from employer
- Form G-1145 (<http://www.uscis.gov/files/form/g-1145.pdf>) if you prefer to receive information from USCIS

STEM OPT Reporting Requirements

During the STEM Extension, the F-1 student is required to report to OIP within 10 days of the occurrence any of the following changes to his or her:

- legal name
- residential physical address
- employer name
- employer address
- loss of employment

In addition, there are two validation reports that should be submitted to OIP throughout the 17-month STEM Extension period. One of the validation reports is due at the 6-month mark after the STEM Extension employment start date, and the second is due at the 12-month mark. The student must provide the following information to OIP in order to comply with the validation reporting requirement:

- Full legal name
- Current mailing and residential address
- Name and address of the current employer
- Date the student began working for the current employer

OIP Contact

If you have any questions, please contact our office at:

913-588-1480

or

InternationalProgs@kumc.edu