24-Month STEM OPT Extension

Presented by:
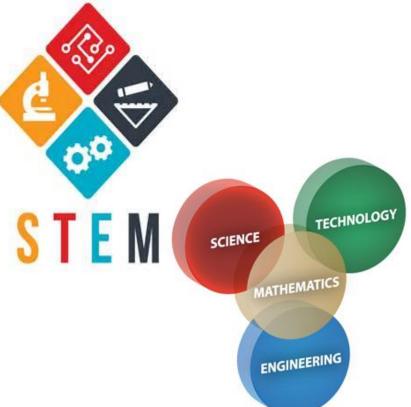
Center for International Education
California State University, Long Beach

This tutorial will help you:

- Learn the 24-Month STEM OPT extension Eligibility Requirements.
- Understand the application deadlines & process.
- Understand the key elements of Form I-983.
- Learn What is necessary to Maintain F-1 status including the Mandatory Reporting requirements.
- Review Frequently asked questions.
- Recognize key Resources.

What is the 24-Month STEM OPT extension?

- The 24-Month STEM OPT extension allows students with STEM designated degrees the opportunity to extend their employment authorization for an additional 24-Months.
- New rule began May 10, 2016.

24-Month STEM OPT Eligibility

Eligibility is determined by 4 components:

4. Have a STEM OPT qualifying job

1. Are currently in post-completion OPT

You are eligible if:

3. Have a STEM OPT qualifying employer

2. Have qualifying degree

QUALIFYING DEGREE

- Degree program must be at one of the following educational levels: Bachelor's; Master's; or Doctoral.
- The degree that serves as the basis for a second lifetime STEM OPT extension, however, must be at a higher educational level i.e. BS→MS
- The major field of study of the degree program must have a CIP code that appears on the DHS STEM OPT Designated Programs List.
- The STEM OPT extension may be based either on:
  - The degree that serves as the basis of the student's current period of standard 12-month post-completion OPT,
  - A degree conferred no more than 10 years prior to the one that serves as the basis of the student's current period of standard 12-month post-completion OPT.

STEM Designated Degree Program list

CIP CODE

CIP Code Two-Digit Series	2010 CIP Code	CIP Code Title
01	01.0308	Agroecology and Sustainable Agriculture
01	01.0901	Animal Sciences, General
01	01.0902	Agricultural Animal Breeding
01	01.0903	Animal Health
01	01.0904	Animal Nutrition
01	01.0905	Dairy Science
01	01.0906	Livestock Management
01	01.0907	Poultry Science
01	01.0999	Animal Sciences, Other
01	01.1001	Food Science
01	01.1002	Food Technology and Processing
01	01.1099	Food Science and Technology, Other
01	01.1101	Plant Sciences, General
01	01.1102	Agronomy and Crop Science

STEM Designated Degree Program List

The STEM Designated Degree Program list is a complete list of fields of study that DHS considers to be science, technology, engineering or mathematics (STEM) fields of study for purposes of the 24-month STEM optional practical training extension described at 8 CFR 214.2(f). Under 8 CFR 214.2(f)(10)(ii)(C)(2), a STEM field of study is a field of study "included in the Department of Education's Classification of Instructional Programs taxonomy within the two-digit series containing engineering, biological sciences, mathematics, and physical sciences, and related fields. In general, related fields will include fields involving research, innovation, or development of new technologies using engineering, mathematics, computer science, or natural sciences (including physical, biological, and agricultural sciences)."

Accordingly, this list designates the following four CIP summary groups/series at the 2-digit CIP code level: Engineering (CIP code 14), Biological and Biomedical Sciences (CIP code 26), Mathematics and Statistics (CIP code 27), and Physical Sciences (CIP code 40). Any new additions to those areas will automatically be included on this STEM Designated Degree Program list. Consistent with the definition of "related fields" above, related fields in this list include fields involving research, innovation, or development of new technologies using engineering, mathematics, computer science, or natural sciences. DHS designates these fields at the 6-digit level.

CIP Code Two-Digit Series	2010 CIP Code	CIP Code Title
11	11.0199	Computer and Information Sciences, Other
11	11.0201	Computer Programming/Programmer, General
11	11.0202	Computer Programming, Specific Applications
11	11.0203	Computer Programming, Vendor/Product Certification
11	11.0299	Computer Programming, Other
11	11.0301	Data Processing and Data Processing Technology/Technician
11	11.0401	Information Science/Studies
11	11.0501	Computer Systems Analysis/Analyst
11	11.0701	Computer Science
11	11.0801	Web Page, Digital/Multimedia and Information Resources Design

Your I-20

PROGRAM OF STUDY

EDUCATION LEVEL	MAJOR 1	MAJOR 2
MASTER'S	Computer Science 11.0701	None 00.0000

PROGRAM ENGLISH PROFICIENCY	ENGLISH PROFICIENCY NOTES	EARLIEST ADMISSION DATE
Required	Student is proficient	

START OF CLASSES	PROGRAM START/END DATE	
21 JANUARY 2014	21 JANUARY 2014 – 20 MAY 2016	

QUALIFYING EMPLOYER

The regulations require any job undertaken during a 24-month STEM OPT extension to be with an employer who meets the following conditions:

- The employer is enrolled in E-Verify
- The employer has an IRS Employer Identification Number (EIN)
- The employer has sufficient resources and personnel available to provide the training specified in the Form I-983
- The employer signs the Form I-983 Training Plan, agreeing to the wage, working conditions, supervision, site visit, and reporting obligations set forth on the form and in the regulations-
  - Employer will provide compensation to the STEM OPT student commensurate to that provided to similarly situated U.S. workers

QUALIFYING JOB

- The job must be directly related to the degree that qualifies the student for the STEM OPT extension.
- The job must assist the student in reaching his or her training goals.
- The job must be a paid job therefore volunteer or unpaid positions do not qualify.
- The job's compensation and working conditions must be "commensurate with terms and conditions applicable to the employer's similarly situated U.S. workers in the area of employment."
- The student on a STEM OPT extension cannot replace a full- or part-time, temporary or permanent U.S. worker
- Any job undertaken must be for at least 20 hours per week.
- The job must comply with "all applicable Federal and State requirements relating to employment."

Qualifying job cont.

- The job must be in the context of a **bona-fide employer-employee relationship.**
  - Self-employment does not constitute a qualifying job for purposes of a 24-month STEM OPT extension
  - F-1 students seeking STEM OPT extensions may be employed by new "start-up" businesses so long as all regulatory requirements are met.
- According to DHS, the following do not constitute a bona-fide employer-employee relationship and are therefore not "apt" for the STEM OPT extension:
  - "multiple employer arrangements"
  - "sole proprietorships"
  - "employment through "temp" agencies"
  - "employment through consulting firm arrangements that provide labor for hire, and"
  - "other relationships that do not constitute a bona fide employer-employee relationship"

Very important!

Application Process

General Application Deadline
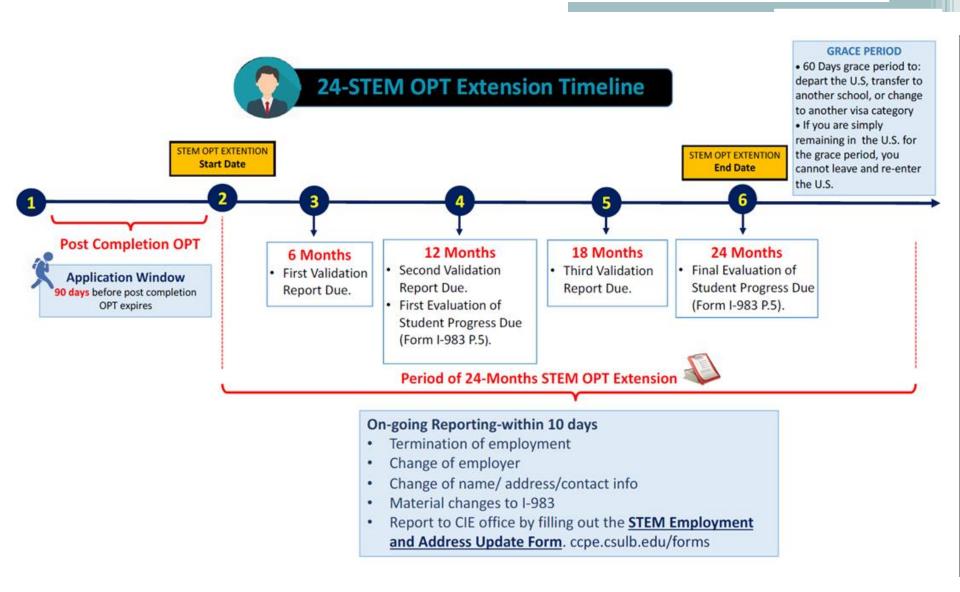
Students in OPT
Apply as early as 90 days before the end of your post-completion OPT authorization. You cannot apply during the 60 days grace period following the end of post-completion OPT
File application within 60 days from the day the DSO request the extension and before EAD expires.

24-STEM OPT Extension Timeline

STEM OPT EXTENTION Start Date

STEM OPT EXTENTION End Date

GRACE PERIOD
- 60 Days grace period to: depart the U.S, transfer to another school, or change to another visa category
- If you are simply remaining in the U.S. for the grace period, you cannot leave and re-enter the U.S.

1   2   3   4   5   6

Post Completion OPT

Application Window
90 days before post completion OPT expires

6 Months
- First Validation Report Due.

12 Months
- Second Validation Report Due.
- First Evaluation of Student Progress Due (Form I-983 P.5).

18 Months
- Third Validation Report Due.

24 Months
- Final Evaluation of Student Progress Due (Form I-983 P.5).

Period of 24-Months STEM OPT Extension

On-going Reporting-within 10 days
- Termination of employment
- Change of employer
- Change of name/ address/contact info
- Material changes to I-983
- Report to CIE office by filling out the **STEM Employment and Address Update Form**. ccpe.csulb.edu/forms

General process to apply for the 24-Month STEM OPT extension

1 • Determine if you are eligible for the 24-Month STEM OPT extension.

2 • Student and employer complete and sign Form I-983 (Training Plan for STEM OPT Student) and all other application forms.

3 • Submit the evidence of eligibility to the DSO by online submission @ www.cpie.csulb.edu/employment

4 • DSO recommends the STEM extension and provides new I-20 to student.

5 • Student prepares the application using the **Cover Sheet** provide by the DSO, **Files** the complete Application for Work Authorization an all supporting documents to USCIS in a timely manner.

6 • USCIS reviews the application and makes a decision.

Prepare STEM OPT Application Forms

- **Find the application forms for STEM OPT at ccpe.csulb.edu/employment**

    →**Click on: STEM OPT**
    →**Click on: How to Apply**

Submit Evidence of Eligibility

24-Month STEM OPT Calculator
24-Month STEM OPT Extension Request Form
Form I-765
Form I-983
Employer Eligibility Form
Job Offer letter
Copy o f U.S. Degree
Copy of I-94 Record

We will not review checks/money orders or pictures but you can use the tools available in our website to help you!
www.cpie.csulb.edu/employment

- **Application Cost is $410**

- **Prepare a copy of your <u>official transcripts</u> while you wait for your I-20.**

DSO reviews forms & issues a New I-20

- All students requesting the 24-Month STEM OPT will receive the following from the DSO:
  - Cover Sheet
  - I-20
- The Cover Sheet will include information about:
  - How to prepare your packet [including fees/pictures]
  - Where to mail your application packet
  - What to expect after the application is file
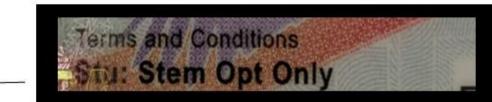
File your Application to USCIS

- Follow the instruction on your Coversheet to prepare and mail your application packet to the correct USCIS Lockbox.

- You must file your packet within 60 days from the original OPT request date.

- Once you have a case number, use it to check the status of your application online at **https://egov.uscis.gov/casestatus/landing.do**

- Use the online tools to submit inquiries to USCIS about your application.

USCIS Contact Center
Dial 800-375-5283

RELATED TOOLS

MAKE UPDATES   +
Change of Address

GET HELP   +
Submit a Case Inquiry

INQUIRE   +
USCIS Processing Times Information

LOCATE   +
USCIS Office Locations

24-Month STEM OPT Extension EAD

- ❖ Once your STEM OP is approved you will receive your new EAD.
- ❖ Review your EAD to ensure your name is spelled accurate and your approval dates are no more than 24 months in length

Form I-983

- Also called the Training Plan for STEM OPT Students
- Student and Employers Sign on it→ DSO reviews it!
- A complete Form I-983 is required before a DSO makes the recommendation for the 24-Month STEM OPT extension pages 1-4.
- Pg. 5 is due for submission ONLY when evaluation on student progress is due.
- Form I-983 stays with the DSO (it will not be mailed to USCIS).
- Material changes on Form I-983 must be reported in a timely manner.
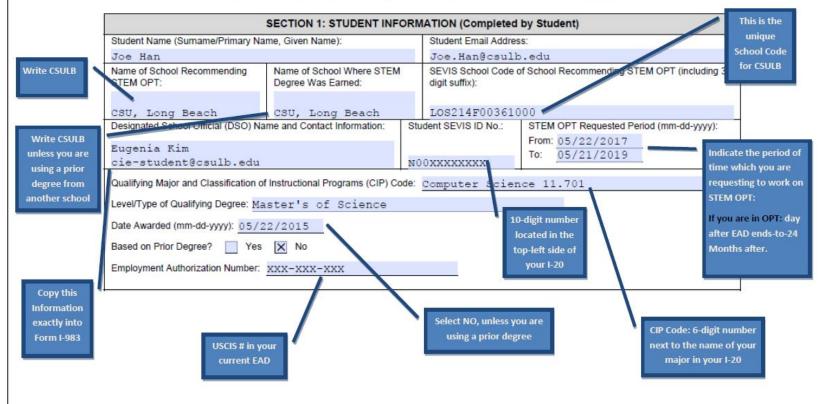
I-983 Form brief overview- CSULB
Click here to see the Form I-983 Tutorial

Key elements of page 1

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

OMB APPROVAL NO. 1653-0054
EXPIRATION DATE: 03-31-2019

TRAINING PLAN FOR STEM OPT STUDENTS
Science, Technology, Engineering & Mathematics (STEM) Optional Practical Training (OPT)

SECTION 1: STUDENT INFORMATION (Completed by Student)	
Student Name (Surname/Primary Name, Given Name): Joe Han	Student Email Address: Joe.Han@csulb.edu

This is the unique School Code for CSULB

Name of School Recommending STEM OPT: CSU, Long Beach	Name of School Where STEM Degree Was Earned: CSU, Long Beach	SEVIS School Code of School Recommending STEM OPT (including 3 digit suffix): LOS214F00361000

Write CSULB

Designated School Official (DSO) Name and Contact Information: Eugenia Kim cie-student@csulb.edu	Student SEVIS ID No.: N00XXXXXXXX	STEM OPT Requested Period (mm-dd-yyyy): From: 05/22/2017 To: 05/21/2019

Write CSULB unless you are using a prior degree from another school

Qualifying Major and Classification of Instructional Programs (CIP) Code: Computer Science 11.701

Level/Type of Qualifying Degree: Master's of Science

Date Awarded (mm-dd-yyyy): 05/22/2015

Based on Prior Degree? ☐ Yes ☒ No

Employment Authorization Number: XXX-XXX-XXX

Indicate the period of time which you are requesting to work on STEM OPT:

If you are in OPT: day after EAD ends-to-24 Months after.

10-digit number located in the top-left side of your I-20

Copy this Information exactly into Form I-983

USCIS # in your current EAD

Select NO, unless you are using a prior degree

CIP Code: 6-digit number next to the name of your major in your I-20

ge 1

Form I-983
Complete pages 1-4
Use complete Sentences & Answer each question fully!

SECTION 5: TRAINING PLAN FOR STEM OPT STUDENTS (Completed by Student and Employer)

Student Name (Surname/Primary Name, Given Name):

Employer Name:

EMPLOYER SITE INFORMATION

Site Name:	Site Address (Street, City, State, ZIP):
Name of Official:	Official's Title:
Official's Email:	Official's Phone Number:

Note: for the remaining fields in this section, employers who already have an internal/pre-existing training plan in place may fill in the details based on that plan.

Student Role: Describe the student's role with the employer and how that role is directly related to enhancing the student's knowledge obtained through his or her qualifying STEM degree.

Goals and Objectives: Describe how the assignment(s) with the employer will help the student achieve his or her specific objectives for work-based learning related to his or her STEM degree. The description must both specify the student's goals regarding specific knowledge, skills, or techniques as well as the means by which they will be achieved.

Employer Oversight: Explain how the employer provides oversight and supervision of individuals filling positions such as that being filled by the named F-1 student. If the employer has a training program or related policy in place that controls such oversight and supervision, please describe.

Measures and Assessments: Explain how the employer measures and confirms whether individuals filling positions such as that being filled by the named F-1 student are acquiring new knowledge and skills. If the employer has a training program or related policy in place that controls such measures and assessments, please describe.

ICE Form I-983 (7/16)

Page 3 of 5

Key elements of page 4

- Student role
- Goals and Objectives
- Employer Oversight
- Measures and Assessment

When is a new Form I-983 Due?

- When 24-Month STEM OPT is requested
- When there are any *material changes* to the original training plan
- When the Student stops working an employer
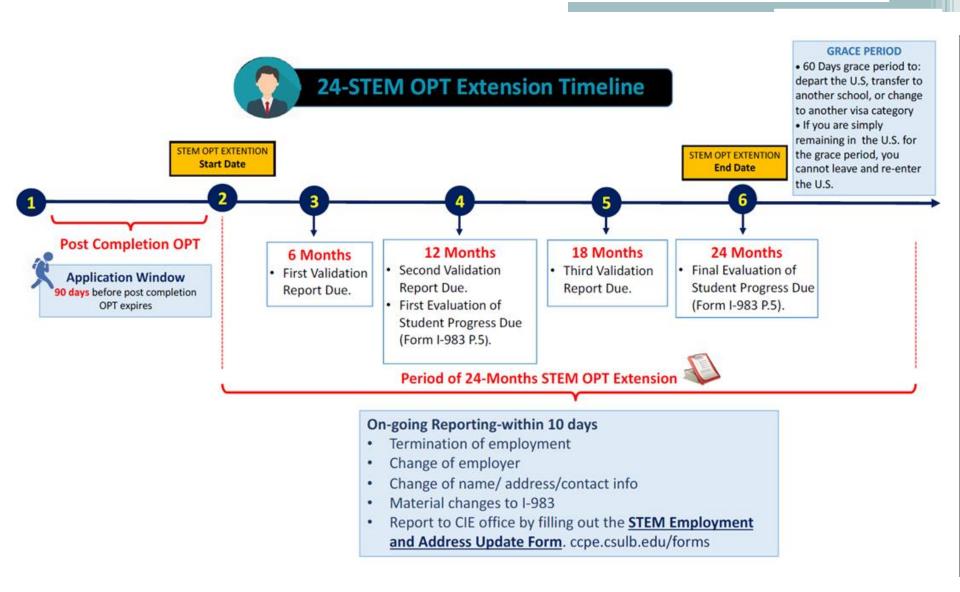- When Student changes employer

Maintaining F-1 Status

STEM OPT is approved now what...

1. Maintain your F-1 status by working as required by the regulations & follow through with all the Mandatory reporting requirements.
2. Avoid exceeding the unemployment time allowed.
3. It is never recommended that you travel while you have a pending application with USCIS
   - If traveling you must have the following:
     - Valid Visa
     - Valid Passport (for at least 6 months)
     - I-20 signed for travel
     - Unexpired EAD
     - Letter from employer

Mandatory Reporting Requirements

Requirement	When to Report	How & What to Report or Validate
On-Going Reporting Requirements	Report any changes within 10 days	Use the STEM OPT Employment and Address Update Form to update: Address, contact information and Employment Status updates. Use Form I-983: Material changes to your training plan or when changing employers.
6 Month Validation Reports	Every 6 Months, within 10 days of due date ❖ 6-Month Validation Report ❖ 12-Month Validation Report ❖ 18-Month Validation Report	Use CIE Employment Update Form: · Legal name. · Residential or mailing address. · Employer name and address. · Status of current employment.
Evaluation on student Progress	❖ 1st Self Evaluation– p.5 After 12 months on STEM OPT ❖ 2nd Self- Evaluation—p. 5 After 24 months on STEM OPT **or when terminate employment**	Form I-983 (page 5): 1. The student must evaluate his or her progress towards the training goals. 2. The supervisor must sign the evaluation. 3. The student must send the evaluation to the CSULB DSO.

24-STEM OPT Extension Timeline

STEM OPT EXTENTION Start Date

STEM OPT EXTENTION End Date

GRACE PERIOD
- 60 Days grace period to: depart the U.S, transfer to another school, or change to another visa category
- If you are simply remaining in the U.S. for the grace period, you cannot leave and re-enter the U.S.

1

Post Completion OPT

Application Window
90 days before post completion OPT expires

2

3

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Period of 24-Months STEM OPT Extension

On-going Reporting-within 10 days
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- Change of name/ address/contact info
- Material changes to I-983
- Report to CIE office by filling out the **STEM Employment and Address Update Form**. ccpe.csulb.edu/forms

HOW TO REPORT

Use your SEVP Portal to review a summary of due dates & Ensure your information is accurate. You can access it at https://sevp.ice.gov/opt

Your STEM OPT Reporting Deadlines

While on **STEM OPT**, you must give your designated school official (DSO):

1. Validation reports to confirm that your address and employer information in **SEVIS** is correct. These are due every six months.

2. Two Evaluations of Student Progress (page 5 of the Form I-983). These are due:
   a. 12 months after your **STEM OPT** starts and
   b. 24 months after your **STEM OPT** starts.

3. Evaluation of Student Progress (page 5 of the Form I-983) when you stop working for a **STEM** employer before your **STEM OPT** authorization ends. These are due within 10 days after you stop working for the employer.
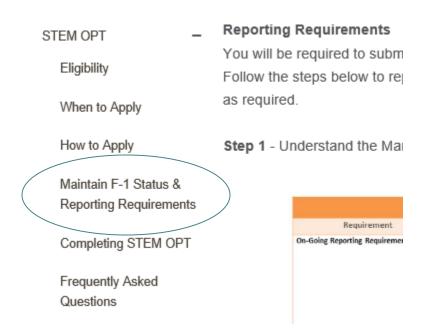
Your reporting deadlines:

Date	What is Due?	Current Status
Jul 12 2019	Validation report for address and employer information	
Jan 12 2020	Validation report for address and employer information	
Jan 12 2020	Evaluation of Student Progress (page 5 of Form I-983)	
Jul 12 2020	Validation report for address and employer information	

HOW TO REPORT

Or Review the reporting tools available in our website

Section: Maintaining F-1 status & Reporting Requirements
https://www.cpie.csulb.edu/International/about.aspx?pID=253

STEM OPT

Eligibility

When to Apply

How to Apply

Maintain F-1 Status &
Reporting Requirements

Completing STEM OPT

Frequently Asked
Questions

Reporting Requirements

You will be required to subm

Follow the steps below to re
as required.

Step 1 - Understand the Ma

Requirement
On-Going Reporting Requireme

HOW TO REPORT

Use the STEM OPT Employment and Address Update form to complete all reporting requirements.

Find the form at www.cpie.csulb.edu/forms

Allowable Unemployment Time

If you received...	You may be unemployed for...	For a total of ...
Post-completion OPT only	Up to 90 days	90 days
24-month extension	An additional 60 days	150 days

- The SEVIS System will automatically terminate students who exceed the unemployment time!
- Each day (including weekends) during the period when OPT authorization begins and ends that the student does not have qualifying employment counts as a day of unemployment.
- Unemployment time begins with the start date in the EAD card.

Travel Outside the U.S.

- Travel is **NEVER** recommended when your application is pending and your Post-Completion OPT EAD has expired.
- Travel may be ok before your OPT EAD expires but always ask an International Student Advisor first!

How to Re-Enter Safely

❖ **Valid Passport (valid for at least 6 months)**

❖ **Valid F-1 Visa Stamp**

❖ **Freshly Signed OPT I-20 (No more than 6 months old)**

❖ **Unexpired EAD Card**

❖ **Letter from your Employer**

❖ **Contact information for the designated school official (DSO) at your school**

More information about travel can be found at:
http://studyinthestates.dhs.gov/2014/06/know-before-you-go-international-students-and-summer-travel

Frequently Asked Questions

Can you work while your application is still pending?

- USCIS may take up to 90 days to process your application. If you file your OPT STEM extension application in a timely manner, you will receive an extension of employment authorization while your application is pending for up to 180 days, or the date of the decision over your request, whichever date is earlier.

- You will not receive any special confirmation for this extension but your STEM OPT I-20 will show the authorization for employment continues after the end of your current EAD.

Can I take classes while in STEM OPT?

- So far only <u>vocational</u> and <u>recreational</u> classes are allowed in part time basis (up to 6 units per semester).
- Classes cannot lead to a certificate or degree.
- You must get authorization from a DSO prior to registration.

What are material Changes?

- Any change of the employer's Employer Identification Number, (i.e., the company's Federal Tax ID number) resulting from a change in the employer's ownership or structure.
- Any reduction in student compensation that is not tied to a reduction in hours worked.
- Any significant decrease in hours per week that a student engages in a STEM training opportunity.
- Changes to the employer's commitments or student's learning objectives as documented on the Form I-983.

What happens after STEM OPT?

- You have a 60 day grace period at the end of your STEM OPT extension.
- During this time you can depart the U.S., start a new academic program or change visa status.

Cap Gap???

- Students who are eligible for a Cap-Gap extension of post-completion OPT employment and F1-status may apply for a STEM OPT extension during the Cap-Gap extension period.

Resources

OISS Support Services for STEM OPT

STEM OPT/OPT e-Newsletter

Meet with an Advisor or email your questions about the 24-Month STEM extension to an International Student Advisor in CIE.

Letter to the employer

24-MONTH STEM OPT EXTENSION WEBINAR SERIES- participate in a LIVE Webinar to discuss among other things:

Resources cont....

Final Rule Resources

- Read the preamble and text of the [final rule in the Federal Register](#).
- Browse SEVP's Study in the States [STEM OPT Help Hub](#) that contains resources to help students, schools, and employers.
- View the new STEM OPT Designated Programs List to see the CIP codes covered under the new rule starting May 10, 2016.
- Visit [U.S. Citizenship and Immigration Services (USCIS) page on STEM OPT](#)

Visit studyinthestates.dhs.gov/students

INTERNATIONAL STUDENTS AND SCHOLARS

Employment Events Schedule

RSVP at
www.cpie.csulb.edu/employment

Center for International Education (CIE)
INTERNATIONAL STUDENTS & SCHOLARS

Location: Foundation Bldg. 180
Office hrs.:
 Monday – Thursday, 9:00am- Noon & 1:00pm to 4:00pm
www.cpie.csulb.edu/international
www.cpie.csulb.edu/employment

Cie-student@csulb.edu
Mayra.Serna-Gallegos@csulb.edu

+1 562-985-5555

facebook.com/csulbiss

**Have your CSULB ID number and name ready when you contact
any office in the university**