



24-Month STEM OPT Extension

Presented by:

International Students and Scholars

Center for International Education

California State University, Long Beach

Audio Set up



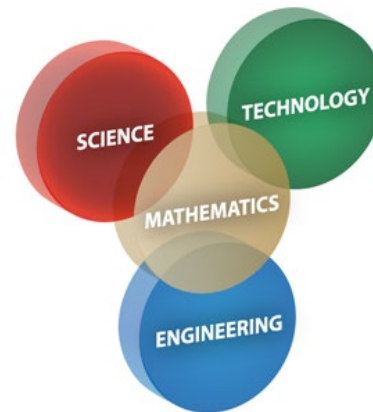
- If you have a microphone, you will be able to ask questions verbally.
- If you don't have a microphone, you will be able to type your questions.
- This session will be recorder

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 current employment authorization for an additional 24-Months.



24-Month STEM OPT Eligibility



Eligibility is determined by 4 components:



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

CIP Code Two-Digit Series	2020 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.
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.
11	11.0802	Data Modeling/Warehousing and Database Administration.

Your I-20

PROGRAM OF STUDY

EDUCATION LEVEL

MASTER'S

MAJOR 1

Computer Science 11.0701

MAJOR 2

None 00.0000

PROGRAM ENGLISH PROFICIENCY

Required

ENGLISH PROFICIENCY NOTES

Student is proficient

EARLIEST ADMISSION DATE

START OF CLASSES

21 JANUARY 2014

PROGRAM START/END DATE

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 OPT EAD expires.





24-STEM OPT Extension Timeline

STEM OPT EXTENSION
Start Date

STEM OPT EXTENSION
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.

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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 @ [24-month STEM Optional Practical Training | California State University Long Beach \(csulb.edu\)](https://24-month-stem.optionalpracticaltraining.org/california)

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 [STEM OPT | CSULB](#)**

→Click on: Application Instructions

Submit Evidence of Eligibility



Use the STEM OPT Online Submission Tool to submit the following documents to the CIE

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 of 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!

[STEM OPT | CSULB](#)



- **Application Cost is \$410**
- **Prepare a copy of your official transcripts while you wait for your I-20.**

DSO reviews Evidence & 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]
 - Reminders to maintain F-1 status
 - How to file your application to USCIS
 - What to expect after the application is file

File your Application to USCIS



Follow the instruction on your Coversheet to prepare and file your application packet to USCIS.



You will have the option to file your application by MAIL or ONLINE.



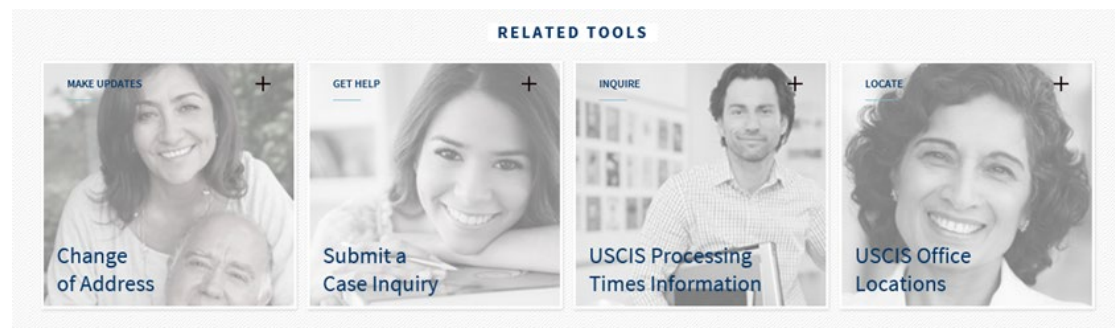
You must file your packet within 60 days from the original STEM OPT request date.

Track the application review progress



- If you file online, use your USCIS account to track the progress.
- At any time, you may use the [online tools](#) to submit inquiries to USCIS about your application and review your case status.
- It is critical that you keep your mailing address updated at all times!

USCIS Contact Center
Dial 800-375-5283



24-Month STEM OPT Extension EAD



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

The Form I-983



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, complete **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 Instructions](#)

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	
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	
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
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? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Employment Authorization Number: XXX-XXX-XXX			

Write CSULB

This is the unique School Code for CSULB

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

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

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:
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	

Form I-983

Complete pages 1-4

Use complete Sentences &
Answer each question fully!

Key elements of page 4

Student role

Goals and Objectives

Employer Oversight

Measures and
Assessment



Signatures in Form I-983

Students and employers may continue to physically sign the Form I-983 or input their own electronic signature.

Valid electronic signatures:

- electronic signatures produced with software programs or applications
- digitally reproduced copies of a signature example: a scanned image of a physical signature.

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 for 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.



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

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Start Date

STEM OPT EXTENSION
End Date

GRACE PERIOD

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- If you are simply remaining in the U.S. for the grace period, you cannot leave and re-enter the U.S.

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Period of 24-Months STEM OPT Extension

On-going Reporting-within 10 days

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HOW TO REPORT – First Step

Review the reporting reminders available in our website

Section: Maintaining F-1 status & Reporting Requirements

Maintain F-1 Status & Reporting Requirements ▲

Employment Requirements:

- The job must be directly related to the degree that qualified you for the STEM OPT extension. The job must be a paid job, for at least 20 hours per week per each employer.
- Employer must be enrolled in the E-Verify program and have an IRS Employer Identification Number (EIN); there must be a 'bona fide employer-employee' relationship, and you may not be self-employed. Finally the employer must have sufficient resources and personnel available to provide the training specified in the Form I-983.
- 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.'
- Do not exceed the [unemployment cap](#).

Reporting Requirements:

You will be required to submit several mandatory requirements throughout your time in STEM OPT. Follow the steps below to report on time. Remember that you will be out of status if you fail to report as required.

1. Understand the [Mandatory requirements](#)
2. Use the [24-Month STEM OPT Extension Calculator](#) to calculate the due dates for each specific reporting requirements
Notice that reporting dates will vary for every student depending on the start date of the 24-Month STEM OPT extension EAD.
3. Complete the [STEM OPT employment and address update form](#) and submit it to ISS within 10 business days from the deadline. Make sure you also submit all applicable supporting documents as indicated in the form i.e. [Form I-983](#).

For additional help understanding your mandatory reporting requirements for student and employers click in the link below:

[STEM OPT reporting requirements handout from Study in the States](#)

HOW TO REPORT - Second Step


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

Submit a completed STEM OPT Employment and Address Update form and supporting documents to ISS- online.

Form and submission instructions available here:

<https://www.csulb.edu/international/current-students/request-documents-or-signatures>

CALIFORNIA STATE UNIVERSITY
LONG BEACH

**24-MONTH STEM OPT EXTENSION
EMPLOYMENT AND ADDRESS UPDATE FORM**

The Department of Homeland Security (DHS) requires all international students to report changes to address and employment status within 10 days from the time of the change. Go to www.cpace.csulb.edu/STEMopt to review details regarding STEM OPT mandatory reporting requirements. All STEM OPT mandatory reports must be submitted to a DSO using this form.

Instructions: Fill out this form, and submit it online as a PDF document.

Last Name:	First Name:	BEACH ID #:	Today's Date:
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SECTION 1: Select the report(s) most appropriate for your request

<input type="checkbox"/> Change in Contact Information <ul style="list-style-type: none">Complete section 2.	<input type="checkbox"/> Change of Employer <ul style="list-style-type: none">Complete sections 2, 3 & 4Attach the new employer's Form I-983 pages 1-4Attach the prior employer's Final Evaluation of student progress, Form I-983 page 5.	<input type="checkbox"/> Validation Report <ul style="list-style-type: none">Complete sections 2 and 3	<input type="checkbox"/> Evaluation and Progress <ul style="list-style-type: none">Complete section 2 & 3Attached evaluation of student progress form I-983 page 5
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SECTION 2: Student U.S Residential Address and Contact Information

Street Address: _____

City: _____ State: _____ Zip Code: _____

Preferred e-mail address: _____ Phone number: _____

SECTION 3: Current Employer Information

☐ Employed ☐ Unemployed (Skip to Section 4)

Name of the company/employer: _____

Address (physical employment location): _____

City: _____ State: _____ Zip Code: _____

Employer's Identification Number (EIN#): _____ E-verify number: _____

Job Title: _____ Employment Start Date: _____

Supervisor's Name: _____ Phone #: _____ Email: _____

Briefly explain how your work relates to course work taken while completing your program of study. Use complete sentences.

SECTION 4: Prior Employer Information

Name of the company/employer: _____

Job Title: _____ Start Date: _____ End Date: _____

Center for International Education
Office of International Students & Scholars
6300 E. State University Dr., Suite 185-B, Long Beach, CA 90815 | 562.985.5555 | cie-student@csulb.edu | cie.csulb.edu/iss

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
- ❖ Ensure you have not exceeded unemployment time

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 vocational and recreational 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

Support Services from ISS

STEM OPT/OPT e-Newsletter- Emailed twice per year

[Meet with an Advisor](#) or email your questions about the 24-Month STEM extension to an International Student Advisor in CIE-
student@csulb.edu


Letter to the employer- Request a letter from ISS to better explain STEM OPT to your employer.

[F-1 Student Information sessions](#)- participate in a LIVE Webinars

Resources cont....

- Review [STEM OPT FAQs](#)
- Browse SEVP's Study in the States [STEM OPT Help Hub](#) that contains resources to help students, schools, and employers.
- Visit [U.S. Citizenship and Immigration Services \(USCIS\) page on STEM OPT](#)

Visit studyinthestates.dhs.gov/students

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STUDENTS

Prospective and current F or M students can use information on this page to learn about the process and rules for studying in the United States as an international student.

 Watch the **I-901 SEVIS Fee tutorial video** for a step-by-step guide for each step of the payment process



LEARN

How to Study in the States

[View the Study Guide to the States](#)
[Obtain a Form I-20](#)
[Know about F or M Status](#)

MAINTAIN

My Student Status

[Know the Rules for F-1 and M-1 Students](#)
[Transfer as an F-1 Student](#)
[Transfer as an M-1 Student](#)

International Students and Scholars



Location	Foundation 185B
Contact	cie-student@csulb.edu
Web	www.csulb.edu/international www.facebook.com/csulbiss www.instagram.com/csulb_iss
Hours	Mondays – Thursdays 9:00 am - 12:00 pm 1:00 pm - 4:00 pm Fridays 9:00 am - 12:00 pm 1:00 pm - 3:00 pm