

INSTRUCTIONS FOR OBTAINING OPTIONAL PRACTICAL TRAINING STEM EXTENSION FOR STUDENTS IN F-1 STATUS

For a STEM degree student the 12 months can be extended for an additional 24 months for a total of 36 months. To find a list of degrees USCIS considers STEM go to www.ice.gov/sites/default/files/documents/Document/2016/stem-list.pdf.

Please be aware that students can only apply up to 90 days prior and up to the last day of the expiration of their current OPT.

TO APPLY FOR OPT YOU MUST DO THE FOLLOWING:

1. Apply for graduation by using CUNYFIRST website: <https://hrsa.cunyfirst.cuny.edu>.
2. Get an I-765 Form online (www.uscis.gov/sites/default/files/files/form/i-765.pdf) and carefully complete the I-765 Form including under “Eligibility Category” write (C)(3)(C), fill out the E-Verify employment information, and make sure you list your current OPT data under “Additional Information”.
3. Print your I-765 form and sign it with blue ink. We recommend you save it in your PC as well.
4. Work with your supervisor to complete form I-983. (www.ice.gov/sites/default/files/documents/Document/2016/i983.pdf).
5. Obtain two current color photos no more than 30 days old. Photos must be 2 inches by 2 inches full frontal passport photos, on white background. Write your name and SEVIS ID# on the back of photos.
6. Make copies of the following:
 - o Form I-94 which can be retrieved at <https://i94.cbp.dhs.gov/i94/#/recent-search>
 - o All your previous I-20s and you new I-20 with the OPT request
 - o The main page of your current passport (showing your name, country, birthdate, passport issue date and passport expiration date)
 - o The visa stamp you most recently used to enter the U.S.
 - o The front and back your EAD card
7. Obtain proof of graduation: either original transcripts or a copy of your diploma.
8. Provide a \$410.00 check or money order payable to: U.S. Department of Homeland Security or pay online at <https://www.uscis.gov/g-1450>. On the bottom of the check or money order write: I-765 fee and your SEVIS ID#.
9. Email nina.morgenlander@csi.cuny.edu all documents listed above or drop them off at the CGE and schedule an appointment to discuss your documents and next steps. Please allow at least 48 hours for your documents to be reviewed.

*Optional: If you want to receive a text message and/or email when USCIS accepts your form, complete an G-1145 Form which can be found at www.uscis.gov/g-1145

Where to mail your application depends on your location. Mailing instructions can be found at www.uscis.gov/forms/forms-information/uscis-phoenix-and-dallas-lockbox-facilities.