



DEPAUW UNIVERSITY

ISA STEM Optional Practical Training (STEM OPT) Application

An international student who has maintained valid F-1 immigration status, is on approved Initial OPT and has graduated from an eligible degree can apply for STEM OPT – an additional up to 24-month temporary employment authorization for optional practical training directly related to the student's major field of study.

STEM OPT eligible are only the degrees with CIP codes listed on the [STEM Designated Degree Programs list](#) available on US ICE website.

Upon being approved for OPT, the student receives a new Employment Authorization Document (EAD card) from the US Citizenship and Immigration Service. **Students can do practical training only within the dates indicated on the EAD card and shall report changes to their employment, names or contact information within 10 days of the change.**

STEM OPT Application Process

Students must submit a full application packet to USCIS for processing up to 90 days before your current OPT employment authorization expires, and within 60 days of the I-20 STEM OPT Recommendation issuance date.

Stage I – Compile a full application packet

1. Complete this form, compile required documents listed below, and send to intlstudents@depauw.edu or mail to 5 W Hanna St., Greencastle, IN 46135
2. Obtain a new I-20 with STEM OPT recommendation and official letter from an ISA staff member

Stage II – Send documents to USCIS and wait for adjudication.

If you file your STEM OPT extension application on time and your OPT period expires while your extension application is pending, [USCIS](#) will automatically extend your employment authorization for 180 days. This automatic 180-day extension ceases once USCIS adjudicates your STEM OPT extension application. Working outside this period without an EAD is a violation of F-1 student immigration status and can result in termination of OPT and departure from the United States.

Eligibility

In order to apply for STEM OPT, a student must (1) be maintaining legal status, (2) be on initial OPT, (3) have a degree with CIP code on the [STEM Designated Degree Programs list](#) (4) have an E-Verify registered employer providing the student with formal training and learning objectives (5) Work a minimum of 20 hours per week per employer.

Immigration requirements during STEM OPT

Students must maintain valid F-1 student status throughout the OPT period by:

1. Engaging in at least 20 hours per week of practical training directly related to your major area of study with the E-verify registered employer
2. Reporting all changes of practical training, residence and contact information to an ISA staff members within 10 days, including submitting a copy of the EAD card. These updates should be submitted through the ISA International Alumni OPT Update Form.
3. Report to your DSO every 6 months to confirm the information listed above, even if none of your information has changed.
4. Reporting material changes to I-983 by submitting an updated I-983 training plan.
5. Submitting 12-month and final student evaluations through an updated I-983. For information see US DHS STEM OPT [Website](#)
6. DHS allows STEM OPT students an additional 60 days of unemployment during the 24-month STEM OPT extension period to a total of 150 days of unemployment during the whole period of Initial OPT and STEM OPT together.

Required application documents

1. G-1145 E-Notification of Application/Petition Acceptance form, found at <http://www.uscis.gov/g-1145>.
2. I-765 Application for Employment Authorization (signed & dated in blue ink), found at <http://www.uscis.gov/i-765>.
 - a. Your employer's name as listed in E-Verify, and
 - b. Your employer's E-Verify Company Identification Number or valid E-Verify Client Company Identification Number
3. Copy of your STEM OPT Eligible degree diploma and transcript
4. I-983 Training Plan for STEM OPT Students (requires advance preparation with employer). Form is available on [US DHS Study in the States](#) and [USCIS STEM OPT](#) Websites
5. Letter offering continued employment from a qualifying employer (must participate in E-Verify system)
6. This OPT Application completed by the student
7. Personal check (preferable) or money order made out for required filing fee of \$410. Check must be made out to *US Department of Homeland Security*.
8. Two identical 2"x2" passport photos (taken within 30 days and never used for any other purpose). Write your name and I-94 number on the back.
9. Full photocopy all current and prior I-20 Certificate of Eligibility issued to the student, including the initial I-20 issued for the first year of study, I-20s issued for Curricular Practical Training (CPT), and all others.
10. Photocopy of employment offer letter and major advisor recommendation form from each internship for which CPT was issued during the undergraduate program.
11. Most recent I-94 Departure Record and travel history printed from the US Customs and Border Protection website: CBP.gov/I94. Any copies available of older I-94 cards issued for entry to the US in F-1 status prior to May 2013 should also be included.
12. Photocopy of current passport's expiration/photo/signature page(s). Passport must be valid throughout the full OPT period.
13. Photocopy of all US visas issued for F-1 Student status.
14. Copy of current EAD (front and back)
15. (Recommended, not required) Front-and-back copy of state driver's license or state ID card.
16. Letter from an ISA staff member verifying student's eligibility for OPT.
17. ISA staff member will issue a new I-20 with OPT recommendation.

It is the responsibility of students engaging in STEM OPT to ensure that all OPT activities are directly related to their major area of study. Students should discuss any questions about the direct connection between OPT activities and their major area of study with their academic advisor prior to engaging in practical training.

TO BE COMPLETED BY THE STUDENT:

Student Full Name According to I-20: _____

DePauw Student ID Number: _____ SEVIS Number: N00_____

Date of Birth(MMDDYYYY): _____ Cell Phone: _____

STEM OPT Eligible Degree Major: _____

Graduation Date from STEM Eligible Degree: _____

Employer Name as Listed in E-Verify: _____

Start date with this employer: _____

Employer Address Line 1: _____

Employer Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Employer's E-Verify ID: _____

Student Job Title/Position: _____

Supervisor's Name: _____

Supervisor's Job Title/Position: _____

Supervisor's Phone Number and Email: _____

Student signature

My signature indicates that the information I have provided is, to my knowledge, true and accurate; that I have maintained valid F-1 student immigration status in the United States; and that I agree to comply with the terms of STEM OPT listed above and in the USCIS and USDHS Study in the States resource pages.

I understand my reporting requirements and how to maintain status during the STEM OPT. I will continue to cooperate with DePauw University DSOs during my STEM OPT period.

Student's signature: _____ Date: _____

Final Check for Your OPT Application

1. Check your application thoroughly before mailing to USCIS, referencing the US Citizenship & Immigration Service's I-765 instructions, available at <http://www.uscis.gov/i-765>.
2. Make photocopy of your entire application for your records.

Please return completed form to: Center for Diversity and Inclusion, 5 West Hanna Street. Greencastle, Indiana 46135, USA, 765-658-4850, intlstudents@depauw.edu
<http://www.depauw.edu/studentlife/diversity-on-campus/internationalstudents/>