

International Students & Scholars Office ♦ 888 Commonwealth Avenue, Second Floor ♦ Boston, Massachusetts ♦ 02215
Telephone: 617/353-3565 ♦ isso@bu.edu ♦ www.bu.edu/isso ♦ Facsimile: 617/358-1170

Below is a checklist of the items you need to complete your application for an extension of **Optional Practical Training (OPT)** for a **Science, Technology, Engineering or Math (STEM)** major field of study. A full description of eligibility for STEM OPT and the steps needed to complete the application process can be found at the ISSO and on the ISSO web site at the following URL:

<http://www.bu.edu/isso/employment-internships/student-off-campus-work-and-training/optional/24-month-stem-opt>

To apply for a STEM OPT Extension you will need to make an appointment with your ISSO advisor and bring the following documents to your appointment to request an OPT recommendation.

During your appointment, your ISSO advisor will evaluate your OPT application materials. If you meet all eligibility requirements, your advisor will issue a new I-20 with an OPT recommendation and provide instructions for you to mail your OPT application directly to USCIS. The ISSO recommendation is a required part of your OPT application.

Before your ISSO Appointment:

- Meet with your employer to complete the **USCIS [Form I-983 Training Plan for STEM OPT](#)**
 - This Form must be completed and signed by you and your employer prior to your ISSO appointment, outlining your training plan for STEM OPT employment. **Without this completed form, the ISSO cannot recommend STEM OPT.**
- Confirm with your employer: **Company name as registered in E-Verify:** _____
E-Verify Company Identification Number: _____

STEM OPT Application Checklist:

- STEM OPT Student Acknowledgement** (attached), completed and signed.
- [Request for STEM OPT Based on Prior Degree](#)** (optional)
 - **NOTE:** Additional documentation is required for this request. Students requesting STEM OPT based on a prior degree must submit a completed STEM OPT application and supporting documents to be reviewed by ISSO advisor. This request requires further evaluation and STEM OPT recommendation cannot be completed in a same-day appointment.
- USCIS [Form I-983 Training Plan for STEM OPT](#)** – completed and signed (see above)
- USCIS [Form I-765](#)** – typed and printed out
 - It is *strongly recommended* that you fill out the PDF version of the form, then print and sign it.
 - If you choose to complete it by hand, print neatly in BLOCK letters using blue ink.
 - Use an address in section three (3) that will be valid for at least three (3) months.
 - In Section 16, enter the correct employment code as follows:
 - **(c)(3)(C)** - for **STEM OPT Extension**
 - In Section 17, enter: your Degree Level, Employer’s Name and Employer’s E-Verify Number
- Completed [Form G-1145](#)** – typed and printed out
- Original immigration documents, including:**
 - All original I-20s ever issued to you, including I-20s from other schools
 - [Printed I-94 record](#) or original paper I-94 stapled in passport
 - Valid passport with most recent entry stamp
 - All** previous Employment Authorization Documents (EADs)
- Academic Documents, including:**
 - Official Boston University transcript or diploma showing completion of the degree on which your OPT is based.
- Personal Check or Money Order for **\$410.00**, payable to **“U.S. Department of Homeland Security.”**
- Two (2) photographs** – size 2x2 inches and meeting USCIS/DOS passport photograph specifications. See: <http://travel.state.gov/content/passports/english/passports/photos/photos.html>.

Please bring **original** immigration and academic documents for your STEM OPT appointment for ISSO review.

In addition, please bring **one photocopy** of these documents to include by mail with your OPT application to USCIS.

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NAME: _____ **BU ID:** _____

There are several important rules and procedures that must be followed after applying for an STEM Extension of Optional Practical Training (OPT) employment authorization. Complying with these rules and procedures is necessary to maintain lawful F-1 immigration status. This form includes a summary of key responsibilities only for STEM OPT students and does not include all rules related to F-1 immigration status and OPT/STEM OPT Employment authorization.

Please carefully review each item below, then sign this form to confirm that you understand your responsibilities and reporting requirements.

- ✦ **SUMMARY OF STEM OPT RESPONSIBILITIES:** More detailed information about maintaining your F-1 status during your STEM OPT can be found on the ISSO website: www.bu.edu/isso/employment-internships/student-off-campus-work-and-training/optional/24-month-stem-opt/
- ✦ **ADDRESS REPORTING:** Reporting of “Immigration-U.S.” and “OPT Employer” addresses must be done through the BU Student Link (under the purple “Personal” tab, select Address and Phone): <http://www.bu.edu/link/>
- ✦ **OPT WEB PORTAL:** Submit copies of immigration documents, your Form I-983 Training Plan, evaluations, and end of employment notifications through the BU ISSO OPT Web Portal: <http://www.bu.edu/isso/optwebportal>

1. **Boston University as my F-1 sponsor:** During my STEM OPT Extension, I will still be in F-1 immigration status, under the sponsorship of Boston University.
 - a. BU ISSO will continue to maintain my SEVIS immigration record and to advise me on travel and status questions.
 - b. It is my responsibility to inform the ISSO of any updates to my OPT application (including USCIS requests for information, approval or denial decision), and to maintain up-to-date residential address and OPT employer information in BU systems, and to comply with all other responsibilities and reporting requirements, including those summarized in this document.

2. **Filing my STEM OPT Application:** My OPT application must be mailed and arrive at the USCIS within a specific timeframe. If my application is received before or after this timeframe, my application may be denied:
 - a. Filed up to 90 days prior to expiration: My application must arrive at USCIS no sooner than 90 days prior to the expiration of my current OPT authorization.
 - b. Filed no more than 30 days after DSO recommendation: My application must arrive at USCIS no later than 30 days after my ISSO advisor signs the OPT recommendation on my new Form I-20. If my I-20 will not arrive within 30 days I must request a new recommendation from the ISSO.
 - c. Continuing OPT employment based on timely filed STEM OPT extension: My application for STEM OPT extension may routinely take approximately 90 days for USCIS adjudication. If I submit a timely filed application for STEM OPT (if my application is received at USCIS *before* the expiration of my current EAD), then I may continue working for the STEM OPT Employer reflected on my I-983 Training Plan for a period of *up to 180 days* while my application is pending with USCIS. ISSO advises against travel during this 180 day period as I do not have the EAD that is required to apply for a new visa and return to the U.S.
 - d. Cancelling my application: If extraordinary circumstances warrant it, I can attempt to cancel my OPT application only if the application has not yet been adjudicated (approved) by the USCIS Service Center. I will work with my ISSO advisor if cancellation becomes necessary.

4. **Working for qualified employers:** During STEM OPT I must only work in a job related to my STEM major and for a qualified employer.
- Working in my STEM major field of study: Any employment that I accept during my STEM OPT authorization must be directly related to my STEM major field of study and must be commensurate with my current level of education. I may apply for a STEM OPT extension on the basis of a previously obtained STEM degree, but all employment I accept must be related to that STEM field.
 - Working only for E-Verify employers: During my STEM OPT authorization, I can work only for employers who are registered with E-Verify. I can have multiple employers, and/or I can change employers, but each must be registered with E-Verify.
 - Established employer/employee relationship. During my OPT STEM extension, I must be formally employed by an organization that will monitor my progress and fulfill the Department of Homeland Security's reporting requirements. Contract work, work for a temp agency, and self-employment for a sole proprietorship, may not meet the required employer/employee relationship.
 - Training Plan for STEM OPT Students: In order for BU ISSO to recommend me for a STEM OPT extension, I must first present a Form I-983 Training Plan for STEM OPT Students that has been completed and signed by me and my employer. Without a completed Form I-983, BU ISSO cannot recommend a STEM OPT extension. This form can be downloaded from the Department of Homeland Security's website: <https://www.ice.gov/sites/default/files/documents/Document/2016/I-983.pdf>.
 - Material Change in Employment: If there is any material change made to my employer or the training plan outlined on my I-983, I must complete and submit an updated Training Plan to the ISSO at the earliest available opportunity.
5. **Reporting requirements:** In order to maintain my F-1 immigration status while on STEM OPT, I must meet the following reporting requirements:
- Maintain up-to-date U.S. address: I must maintain an up-to-date U.S residential address on record. This must be updated within 10 days of any move. This information must be reported in [BU Student Link](#), under "[Immigration-U.S.](#)" Address.
 - Report EAD Approval to the ISSO: I must provide the ISSO with a copy of my new STEM OPT Employment Authorization Document (EAD) as soon as it is approved by the USCIS in order to update my ISSO record, and to amend my I-20, if needed. This report can be made through the [OPT Web Portal](#).
 - OPT Employer Name, Address and Dates: I must maintain up-to-date OPT employer information in the BU Student Link for each OPT employer. This information must be reported in [BU Student Link](#) under "[OPT Employer](#)" Address.
 - The OPT Employer address requires the name and address of each OPT employer, my first day of work at that employer, the number of hours per week worked, and a brief description of how each job is related to my STEM major field of study.
 - I may work for multiple employers, but am required to work at least 20 hours per week at each one.
 - If I stop working at any employer, I must update the information to reflect my last day of employment at that job. I may not surpass a maximum of 150 days of unemployment combined during OPT and my STEM OPT extension.
 - 6-Month Validation Report: I must contact the ISSO every six months from the start date of my OPT extension to confirm that my name, residential address, employer information, and employment status are current and accurate. The report is due to the ISSO within 10 business days of each reporting date. This report can be made through the [OPT Web Portal](#).
 - 12-Month Annual Evaluation: For each STEM OPT employer, I must complete a 12-month evaluation to summarize the progress I have made toward the training goals outlined on my I-983 Training Plan. This document must be signed by an appropriate individual at my place of employment, and must be submitted to the ISSO no later than 10 days following the conclusion of the 12-month reporting period. This report can be made through the [OPT Web Portal](#).
 - Final Evaluation: For each STEM OPT employer, I must complete a final evaluation upon ending my employment, to summarize the progress I made toward the training goals outlined in my Training Plan. This document must be signed by an appropriate individual at my place of employment, and must be submitted to the ISSO no later than 10 days following the conclusion of my employment. This report can be made through the [OPT Web Portal](#).

- a. Employer reporting during STEM OPT extension: If my employment is terminated by me or by my employer, my employer must report to the ISSO – within 48 hours of the termination – that I am no longer working. If I am absent from work more than five days without my employer’s approval, my employer must also report that I am no longer working.
6. **Unemployment during STEM OPT**: I must keep complete and accurate records of my dates of active employment and periods of unemployment.
- a. Maximum Period of Unemployment: I may not accrue an aggregate of more than 150 days of unemployment during the entire 36 month OPT period - including my post-completion OPT authorization and the subsequent STEM OPT extension.
 - b. Reporting dates of employment through BU Student Link: I must report my start and end date for each STEM OPT employer through the “OPT Employer” address in the BU Student Link.
 - c. Termination of SEVIS Record after exceeding maximum unemployment: If I pass the 150-day mark for unemployment, or if I do not report corrected dates of employment in the “OPT Employer” address, my SEVIS record may be terminated by U.S. Department of Homeland Security. Termination of my SEVIS record ends my lawful F-1 immigration status and STEM OPT employment authorization.
7. **Traveling outside the U.S.** If I travel outside the U.S. during my STEM OPT authorization, I may need the following items to apply for a new F-1 visa and re-enter the U.S. Without these items, I may experience difficulty when returning and could, be prohibited from re-entering the U.S. in F-1 status:
- a. Valid passport
 - b. F-1 visa in my passport that will be valid on the day I plan to return to the U.S. If I do not have a visa that will be valid for my return, I will obtain one at a U.S. consulate or embassy while outside the U.S.
 - c. Travel signature on my Form I-20 that is less than six months old.
 - d. OPT Employment Authorization Document (EAD, also known as “OPT Card”)

NOTE: If your initial OPT period has ended, you should not depart the U.S. until your STEM OPT extension has been approved and you have received your new Employment Authorization Document (EAD).

- e. Proof of OPT Employment, such as a letter from my employer to show that I have a job or OPT activity to resume when I return to the U.S., or that I will begin a job/activity upon my return to the U.S.
8. **Ending OPT**:
- a. Invalidating OPT: My STEM OPT will be cancelled or invalidated if I:
 - (1) Enter the U.S. in another immigration status or change status in the U.S. (including as a visitor);
 - (2) Begin a new program of study or transfer my SEVIS record to a new school;
 - (3) Engage in unauthorized employment; or
 - (4) Otherwise violate my F-1 immigration status.
 - b. Sixty-day “grace” period after OPT: Following the end date on my OPT, I am permitted a period of 60 days to remain the U.S. I may **not** work during this period unless my immigration status is changed to a classification that permits employment, or unless I qualify for “Cap-Gap” extension (described below).

I can use this grace period to transfer my F-1 status to another school, apply for a change of immigration status, process a level change to begin a new program of study, or to depart the U.S. (which I must do no later than the sixtieth day). Once I depart the U.S. during my grace period, I am not longer eligible to return in F-1 status unless I have a new I-20 for a new program of study.
 - c. “Cap-Gap” Extension: If, during my OPT or STEM OPT extension, my employer files a timely-filed petition to change my status to H-1B to begin on October 1st, I may be eligible for an extension of F-1 status (and OPT work permission, if applicable) through October 1st.

I will need to provide the ISSO with a copy of my USCIS receipt or approval notice in order to request a “Cap-Gap” I-20. Cap-gap extension for shorter dates may also be available if I have an H-1B petition that was filed (but not receipted) or waitlisted by USCIS.

9. **Limits on future periods of OPT:** I may be eligible for an additional 12-month period of OPT if I move to a higher level of education in the U.S. Furthermore, I may qualify for a *second* STEM OPT Extension if I move to a higher degree of education in a qualifying STEM major. I am only eligible for two lifetime STEM OPT Extensions. If I am granted a STEM OPT extension at one degree level, I will not be able to apply for another STEM OPT extension based on the same education level on a future STEM OPT application.
-

Requested OPT Dates:

I hereby request an ISSO recommendation for a STEM OPT Extension. I understand that this applications may take approximately 90 days (and sometimes longer) for USCIS review and adjudication. The USCIS may slightly change the dates of authorization when they adjudicate my application.

STEM OPT Start Date
(day after current OPT ends) _____

STEM OPT End Date
(24 months after start date) _____

Acknowledgement:

- ✓ *I have read and understand the above rules and procedures and will abide by them.*
- ✓ *I verify that I have not used any period of OPT or STEM OPT at my current educational level or a higher educational level that would disqualify me from the OPT authorization I now seek.*
- ✓ *I verify that I have not been previously approved for more than one other 17-month or 24-month STEM Extension.*
- ✓ *I understand that I must maintain accurate and current employment information on record with ISSO to ensure that my SEVIS record remains up-to-date during OPT.*
- ✓ *I give permission to Boston University ISSO to release information to the employer named on my I-983 about my F-1 status and employment authorization as related to this OPT STEM extension.*

Signature of Student

Date

Original to file / Copy to Student

Check one box only. Choose "permission to accept" box if you have never applied for an EAD before.

Choose "renewal" if you have ever in the past applied for an EAD for any reason.

#1. Enter your full legal name. Family name first.

#2. (optional) Enter other names used. For instance: your maiden name, other legal names used.

#3. This is the address to which the EAD will mailed. Be sure it is complete, clear, and accurate.


If you will not live at this address for at least 3-4 months, use another address. If you use a friend's address use "c/o" and his/her name in the address line. "c/o" means "in care of."

#9. (optional) Enter your Social Security Number if you have one

#11. Answer YES only if you have applied directly to USCIS for employment authorization before. This does NOT refer to on-campus employment or Curricular Practical Training authorization.

#14. If you entered the U.S. in another status (e.g. F-2, J-1), then applied to change your status to F-1, enter the previous status here.

#16. Eligibility Category:
(c)(3)(A) – Pre-Completion OPT
(c)(3)(B) – Post-Completion OPT
(c)(3)(C) – OPT STEM Extension



Application For Employment Authorization

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-765
OMB No. 1615-0040
Expires 02/28/2018

For USCIS Use Only	Fee Stamp	Action Block	Initial Receipt	Resubmitted	
				Relocated	
				Received	Sent
				Completed	
<input type="checkbox"/> Application Approved <input type="checkbox"/> Authorization/Extension Valid From _____ <input type="checkbox"/> Authorization/Extension Valid To _____		<input type="checkbox"/> Application Denied - Failed to establish: <input type="checkbox"/> Eligibility under 8 CFR 274a.12 (a) or (c) <input type="checkbox"/> Economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)		Approved Denied A*	
Subject to the following condition(s): _____ <input type="checkbox"/> Applicant is filing under section 274a.12					

▶ **START HERE - Type or print in black ink.**

I am applying for:

Permission to accept employment.
 Replacement (of lost employment authorization document).
 Renewal of my permission to accept employment (attach a copy of your previous employment authorization document).

1. Full Name

Family Name	First Name	Middle Name
TERRIER, Rhett		

2. Other Names Used (include Maiden Name)

Family Name	First Name	Middle Name

3. U.S. Mailing Address

Street Number and Name	Apt. Number
c/o S. O'Hara, 123 Main St.	Apt A
Town or City	State ZIP Code
Boston	MA 02215

4. Country of Citizenship or Nationality
United Kingdom

5. Place of Birth

Town or City	State/Province	Country
Cardiff, Wales, UK		

6. Date of Birth (mm/dd/yyyy) 11/11/1999

7. Gender Male Female

8. Marital Status

Single Married Divorced Widowed

9. Social Security Number (Include all numbers you have ever used, if any)
123-45-6789

10. Alien Registration Number (A-Number) or Form I-94 Number (if any)
12345678910

11. Have you ever before a authorization from US
 Yes (Complete the: Which USCIS Office: _____ Results (Granted or Denied - s _____)
 No (Proceed to Question 12.)

12. Date of Last Entry into the U.S., on or about (mm/dd/yyyy)
09/01/2016

13. Place of Last Entry into the U.S.
BOS

14. Status at Last Entry (B-2 Visitor, F-1 Student, No Status, etc.)
F-1 Student

15. Current Immigration Status (Visitor, Student, etc.)
F-1 Student

16. Eligibility Category. Go to the "Who May File For I-765?" section of the Instructions. In the space below, enter the letter and number of the eligibility category you selected from the instructions. For example: (c)(3)(A), (c)(3)(B), etc.
(c) (3) (B)

Form I-765 01/17/17 N Page 1 of 2

#10. Print your most recent I-94 at <https://i94.cbp.dhs.gov/i94>. Make sure it matches your most recent entry stamp!

Enter your I-94 number on question #10 and use your I-94 record to answer questions #11-14.

#13. This is where you last entered the U.S. and received your entry stamp from U.S. Customs and Border Protection (CBP).

17. (c)(3)(C) Eligibility Category. If you entered the eligibility category (c)(3)(C) in Question 16 above, list your degree, your employer's name as listed in E-Verify, and your employer's E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

Degree Employer's Name as listed in E-Verify
Employer's E-Verify Company Identification Number or a Valid E-Verify Client Company Identification Number

18. (c)(26) Eligibility Category. If you entered the eligibility category (c)(26) in Question 16 above, please provide the receipt number of your H-1B principal spouse's most recent Form I-797 Notice of Approval for Form I-129.

19. (c)(35) and (c)(36) Eligibility Category

a. If you entered the eligibility category (c)(35) or (c)(36) in Question 16 above, please provide the receipt number of the Form I-140 beneficiary's Form I-797 Notice of Approval for Form I-140.

b. Have you **EVER** been arrested for and/or convicted of any crime? Yes No

NOTE: If you answered "Yes" to Item Numbers 19.b., refer to Item Number 5., Item H. or Item I. in the Who May File Form I-765 section of these Instructions for information about providing court dispositions.

Certification

I certify, under penalty of perjury, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the "Who May File Form I-765?" section of the instructions and have identified the appropriate eligibility category in Question 16.

Applicant's Signature

Date of Signature (mm/dd/yyyy)

Telephone Number

Signature of Person Preparing Form, If Other Than Applicant

I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Preparer's Signature

Date of Signature (mm/dd/yyyy)

Printed Name

Address

#17. Complete this question only if you are applying for a 24-month extension of OPT for STEM majors. "Degree" should be entered as:

- Bachelor's
- Master's
- Doctorate

#18-19. These questions don't apply to applications for F-1 student employment

Don't forget to sign (in blue ink!)

Date of signature should be on or after ISSO recommendation

Enter your U.S. phone number

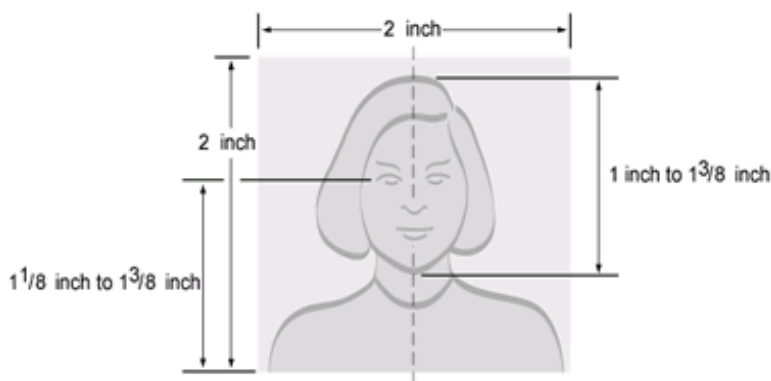
Use the following specifications when obtaining pictures to be submitted to U.S. Citizenship and Immigration Services (USCIS). For more information on photo specifications, go to:

www.travel.state.gov/passport/get/first/first_830.html

(See "Step 7")

- The photo must be in color
- The picture must show your full face, front view, eyes open
- Make sure photo presents your full head from top of hair to bottom of chin; height of head should measure 1 inch to 1-3/8 inches (25 mm to 35 mm)
- Your head must be in the center of the frame
- Make sure eye height is between 1-1/8 inches to 1-3/8 inches (28 mm and 35 mm) from bottom of photo
- Must be against a plain white or off-white background
- There can be no distracting shadows on the face or background
- Do your best to have a natural expression

Photo Dimensions and Sample



**The entire image must fit inside this box
(do not cut photos)**