

OPT 24 MONTH S.T.E.M. EXTENSION APPLICATION

READ FIRST!: YOU (THE STUDENT) MUST PREPARE TO THE FOLLOWING DOCUMENTS: [USCIS Form in Attachments]

FORM NAME	DIRECTIONS (FILL OUT IN BLUE INK)
Form I-765 [Expiration Date 07/31/2022]	<ul style="list-style-type: none"> ✓ Complete Parts 1 – 3 ✓ For question 27, enter the code: (C)(3)(C) ✓ For question 28, enter you <u>degree, Employer’s name as listed in E-Verify, & Company’s E-Verify Number.</u> <u>This is NOT the same as the EIN Number</u>
Form I-983	<ul style="list-style-type: none"> ✓ Student fills out Sections 1 & 2 ✓ Sections 3 - 6 to be filled out by employer ✓ Page 5 to be filled out by employer upon termination of employment
G-1145	<ul style="list-style-type: none"> ✓ Fill out as required
Validation Report Form	<ul style="list-style-type: none"> ✓ Fill out as required
“Responsibilities of F-1 Students on OPT”	<ul style="list-style-type: none"> ✓ Fill out as required

In addition, you **must also prepare photocopies** of the following documents:

All Previous & Current Forms I-20	<ul style="list-style-type: none"> ✓ Copy all pages except instructions page
Form I-94 Printout	<ul style="list-style-type: none"> ✓ https://i94.cbp.dhs.gov/i94/#/home
Passport	<ul style="list-style-type: none"> ✓ Identity and Information page ✓ F-1 Visa page
Current EAD Card	<ul style="list-style-type: none"> ✓ Photocopy of card
Proof of Degree / Graduation	<ul style="list-style-type: none"> ✓ Diploma or Official Transcript from Registrar
Proof of Current Employment	<ul style="list-style-type: none"> ✓ Employment Offer Letter

After receiving the **new Form I-20**, you are to staple the following documents to the application package:

Money Order / Personal Check / Form G-1450	<ul style="list-style-type: none"> ✓ \$410 ✓ Payable to U.S. Department of Home Security
(2) Color Passport Photographs	<ul style="list-style-type: none"> ✓ (Write signature on back of both)

Update: The G-1450 can used instead of a money order or check to process payment for the application.

STEM Applications must be received by USCIS before the expiration of your OPT. [While the STEM Application is in process Student’s on STEM can work up until 180 days.](#) Once done, you are to mail to the completed application package to the below address via Certified and Receipt Returned Mail (*requested to the post office or carrier service*), within 30 days of DSO’s Recommendation.

Note: If you are scanning and emailing the application to us, be sure send us a prepaid UPS waybill along with the application. We will ONLY send out UPS packages. FedEx envelopes will not be sent out.

U.S. POSTAL SERVICE ADDRESS	EXPRESS MAIL ADDRESS
U.S. Citizenship and Immigration Services P.O. Box 660867 Dallas, TX 75266	U.S. Citizenship and Immigration Services Attn: AOS 2501 S. State Hwy. 121, Business Suite 400 Lewisville, TX 75067



NEW YORK INSTITUTE OF TECHNOLOGY

International and Experiential Education

OPTIONAL PRACTICAL TRAINING EMPLOYMENT UPDATE FORM

The collection of this information is a requirement of the Department of Homeland Security (DHS) in order for you to maintain your F-1 status. Failure to submit this information will result in penalty imposed by DHS. The information provided must be truthful and accurate.

All information below is required. This form has to be filled out COMPLETELY. [NO BLANKS SPACES]. Include the following with this form:

- **JOB OFFER LETTER**
- **EAD CARD COPY**

STUDENT INFORMATION	
LAST NAME:	NYIT ID#:
FIRST NAME:	DATE:
U.S. ADDRESS:	PHONE #:
EMAIL ADDRESS:	LAST JOB END DATE:
SIGNATURE:	

JOB DESCRIPTION:	
TITLE:	START DATE:
SELF EMPLOYED:	HOURS PER WEEK:
RELATED COURSE WORK: (Briefly describe how this employment is related to your degree):	

COMPANY INFORMATION	
COMPANY NAME:	NINE DIGIT EIN:
ADDRESS:	
SUPERVISOR NAME:	
EMAIL:	PHONE:

RESPONSIBILITIES OF F-1 STUDENTS ON OPT

As F-1 students, you must all comply with following guidelines after graduation and after applying for OPT:

- ✓ Submit a copy of the EAD (OPT) card upon receipt with current address and telephone number.
- ✓ Inform the DSO of any change of address within 10 days of the change.
- ✓ Inform the DSO of the name, address, telephone number of your new employer and employment start date within 10 days of finding the job.
- ✓ Inform the DSO of any interruption of employment.
- ✓ Inform the DSO of any legal changes of name (proof of the new name needed).
- ✓ Inform the DSO of any change of status (copy of the approval notice needed).

Failure to comply will result with penalty imposed by the Department of Homeland Security.

- ✓ **LONG ISLAND STUDENTS:** Scan or e-mail the information to Barbara at bmultari@nyit.edu or fax the information to 516.686.7483.
- ✓ **NEW YORK CITY STUDENTS:** Scan and e-mail the information to Robinson at rdespeig@nyit.edu or fax the information to 212.261.1691.

"I agree to comply with my reporting requirements."

NAME: _____

STUDENT ID: _____

SIGNATURE: _____

DATE: _____

PROCEDURES FOR CANCELLATION & WITHDRAWAL OF OPT APPLICATION REVOCATION OF OPT EMPLOYMENT AUTHORIZATION

Composition Checklist...

7 Steps to Successful Photos

- ☑ Frame subject with [full face, front view, eyes open](#)
- ☑ Make sure photo presents [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)
- ☑ [Center head](#) within frame (see Figure 2 below)
- ☑ Make sure [eye height](#) is between 1-1/8 inches to 1-3/8 inches (28 mm and 35 mm) from bottom of photo
- ☑ Photograph subject against a plain white or off-white [background](#)
- ☑ [Position subject](#) and [lighting](#) so that there are no distracting shadows on the face or background
- ☑ Encourage subject to have a [natural expression](#)

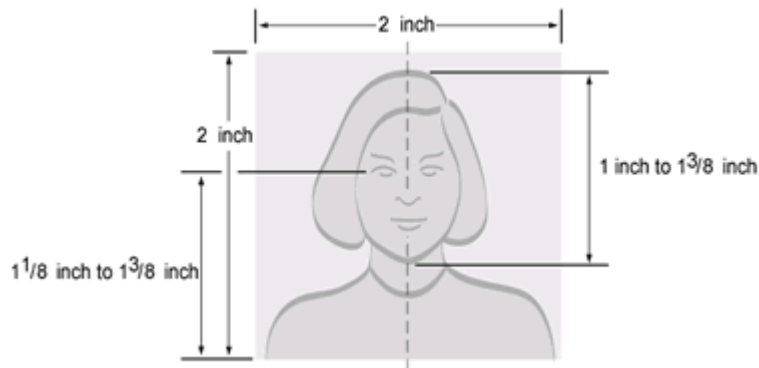
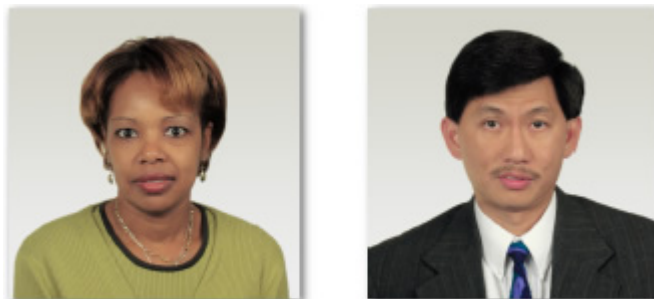


Figure 2. Head Position & Placement

Well-Composed Photos



POLICY AND PRACTICE:

CANCELLATION: Application “Requested” (Submitted but not received/receipted)

1. Student writes Request to Cancel OPT and submits to DSO.
2. DSO cancels recommendation in SEVIS. If it has been sent to Service Center send email.

WITHDRAWAL: Application “Pending” (Received and receipted)

1. Student writes a letter requesting the OPT application be withdrawn noting name, date of birth, Receipt number, and dates for which OPT had been requested.
2. Student signs and submits letter to Service Center in an envelope with “OPT Withdrawal” noted in BOLD with appropriate tracking, or alternatively, submits it to the DSO to be scanned and emailed to the Service Center school’s email address.
3. Student submits copy of Withdrawal Request to DSO and proof of submission, or alternatively, student submits original letter to DSO who scans and emails it to the Service Center school’s email address.
4. DSO cancels OPT Request in SEVIS.
- 5.

REVOCACTION: OPT “Approved”

THE LAW: 8 CFR 274a.14(b)(1)

- “(b) Revocation of employment authorization—
 - (1) Basis for revocation of employment authorization. Employment authorization granted under Section 274a.12(c) of this chapter may be revoked by the district director:
 - Prior to the expiration date, when it appears that any condition upon which it was granted has not been met or no longer exists, or for good cause shown; or
 - Upon a showing that the information contained in the application is not true and correct.

POLICY AND PRACTICE:

POLICY:

Until recently, USCIS policy was not to revoke OPT even though law permitted it. Recently, however, USCIS reversed its policy and began to revoke authorized OPT.

Current SEVP Policy addresses what to do if the revocation is due to a student failing to complete the program of study:

“...the DSO should extend the student’s program end date to the appropriate date. The student may work part time while enrolled in courses to complete the requirements for his/her program and full time during breaks and vacations. After successful completion of all the program requirements the student may work full time.”

CONTINUED NEXT PAGE

However, even though the student's program end date was extended because the OPT was granted as post-completion OPT, **the student is subject to the 90-day limitation on unemployment.**"
[SEVP Policy Guidance 0801-02, 4/6/2009, 6.9]

USCIS PRACTICE:

REVOCAION OF OPT PRIOR TO EAD START DATE:

Follow the Withdrawal procedure steps 1-3 above except call it a request to revoke instead of withdraw and return the EAD card to the VSC in addition to the request.

REVOCAION OF OPT AFTER EAD START DATE:

"While we generally would not revoke OPT based upon a request by the student received after the start of the employment authorization, students are free to request revocation and offer a persuasive case. USCIS could use the discretion offered by 8 CFR 274a.14(b)(1) to revoke OPT in an especially unusual case, but any such revocation would be based upon the particular factors presented by the student."
[August 20, 2009 VSC Stakeholders Q&A and Introductory Comments]