17 Month OPT Extension

Please read these instructions carefully prior to asking questions of the OISS staff.

1. Make an appointment for 17 Month OPT (STEM) Extension processing with an advisor in the Office for International Students and Scholars (OISS). You may schedule an appointment only after you collect and submit ALL items listed in the section “ITEMS NEEDED TO APPLY FOR A 17 MONTH OPT EXTENSION”

2. Please plan in advance if you wish to receive your EAD card in a timely fashion. You can apply for the STEM extension as early as 120 days before the expiration of your EAD; the deadline for the Nebraska U.S. Citizenship and Immigration Service (USCIS) Center to receive your application is the expiration date of your EAD card.

3. Please arrive on time and bring the following items to the STEM Extension session:
   - Passport
   - I-94 card
   - Money order
   - Photographs

4. Pick up your completed OPT application packet from the OISS one week after attending the session.

5. After you have received the complete application packet, attach a money order, payable to “DHS”, for $380.00. After purchasing the money order at a bank or currency exchange, clearly print your full name and I-94 # on the front of the money order. Please make sure that you do NOT sign or print any information on the back of the money order, as doing so will make it invalid and will therefore cause delays in the processing of your application. Tear off the receipt page for your records.

6. Also attach two photographs of yourself, taken EXACTLY according to the instructions: [http://travel.state.gov/passport/guide/guide_2081.html](http://travel.state.gov/passport/guide/guide_2081.html). As of September 1, 2004, USCIS requires passport-style photos with all applications. On the back of the photographs, in pencil, print clearly your name and I-94 #.

7. Please note that OISS will provide a pre-addressed envelope for your application to the USCIS (United States Citizenship and Immigration Services). After attaching the money order and photographs, take your application to the post office; if you wish, you can inquire about express delivery and/or package tracking options.

8. Expect a “receipt notice,” or form I-797 from USCIS in 4 to 6 weeks after mailing your application. The receipt notice will indicate an “estimated processing time.”

9. Please note that if you have filed your STEM extension in a timely fashion, your F-1 status and work authorization will continue while the petition is pending, up to 180 days.

10. If you do not receive your EAD card within the “estimated processing time” indicated on the I-797 form, notify the OISS. Please wait until the maximum estimated processing time has passed before you contact the OISS for assistance.
ITEMS NEEDED TO APPLY FOR A 17 MONTH OPT EXTENSION

PLEASE NOTE: YOU WILL BE ABLE TO MAKE AN APPOINTMENT FOR OPT EXTENSION PROCESSING ONLY AFTER YOU HAVE SUBMITTED TO THE OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS (OISS) ALL OF THE FOLLOWING ITEMS:

- Completed “OPT Extension Form for STEM Degree-Holders”
- Completed “17 Month OPT Extension Employer Reporting Requirement Form”
- Passport
  - Name and bio-data
  - Photograph
  - Expiration date
  - Passport number
- Most recently issued U.S. visa stamp
- Front of I-94 card
- Back of I-94 card
- Front of EAD card
- Back of EAD card
- I-20 corresponding to current EAD card
- Official transcript reflecting conferred degree and major field name

You may scan the documents and email them to oiss@depaul.edu, or submit them in person at OISS. If you submit documents in person, please make two copies of the immigration documents, transcript and optional employer letter. Please submit only one copy of the required 17 Month OPT Extension request forms.

When making photocopies or scanning documents, be certain that the quality is good, and that the copies are clear and easy to read. Be sure that any red ink date stamps from DHS show clearly on your photocopies.

Once you have collected and submitted to the OISS all of the items listed above, you will be able to make an appointment for a 17 Month OPT Extension processing session.

PLEASE FOLLOW THE ABOVE INSTRUCTIONS CAREFULLY.
OPT Extension Form for STEM Degree-Holders

PERSONAL INFORMATION

Last Name: ___________________________  First Name: ___________________________
Student ID Number: ______________________
E-Mail: _______________________________
Level of Study: (undergraduate/graduate) ________________________________
Major: ____________________________________________
OPT start and end dates as they appear on EAD: ________________________________

STEM EMPLOYMENT INFORMATION

Job Title: ________________________________
Employer Name as listed in E-Verify system: ________________________________
Employer Address: _______________________________________________________
E-verify Number: __________________________
Supervisor Name and Phone Number: _______________________________________

Student Signature __________________________ Date _______________________

TO BE COMPLETED BY OFFICE FOR INTERNATIONAL STUDENTS AND SCHOLARS

OISS Advisor Signature __________________________ Date _______________________
17 Month OPT Extension
Employer Reporting Requirement Form

The following form must be completed by a student’s 17 Month OPT Extension employer in order to request the extension. The student is responsible for submitting the completed form to the International Student Office.

According to 8 C.F.R. 214.2 (f)(10)(ii)(C)(4), an employer of an F-1 student approved for a 17-month STEM Extension of Optional Practical Training (OPT) must agree to report early termination or departure of the F-1 student employee to the Designated School Official (DSO) at the university listed on the student’s form I-20. Such reporting must be made within 48 hours of the event and is only required if the termination or departure occurs prior to the end of the period of authorized OPT employment.

To report this information to the International Student Office at DePaul University, please email oiss@depaul.edu with a subject heading of “OPT Extension Student Termination/Departure.” Please provide the following information:

- Company/Business Name and Address
- Your name, phone number and email address
- OPT Extension employee’s full name and date of birth
- Date of termination or departure

I have made a copy of this form for my employer/company’s reference and I agree that my employer/company will comply with the 17 Month OPT Extension Employer Reporting Requirements.

Employer/Company Name

Your name

Title

Signature

Date

Please return the original signed form to the student. The student is required to submit this form to the Office for International Students and Scholars at DePaul University in order to be eligible to apply for the 17-month extension.