Part I. Student Information

1. Family Name:	First Name:	Middle Name:
2. Current Address:	City:	State:	Zip Code
3. Phone No.:	4. Email:	5. KID No.:
6. Degree and Major:	7. Date Degree Awarded:	8. Department:
9. I-20 SEVIS ID No. N00	10. OPT Start Date:	End Date:

Part II. Employment Information (present & past)

11. Information about Current Employer		
a. Name of Current Employer:		b. ☐ Full / ☐ Part Time
c. Address of Current Employer:		
d. Current Job Title:	e. From:	f. To:
g. How is the Employment Related to your Field of Study?		
h. Your **Current** Employer's Name as Listed in E-Verify:		
i. Your Supervisor's Name and Contact No.:		

12. Information about Previous Employer 1		
a. Name of Previous Employer:		b. ☐ Full / ☐ Part Time
c. Address of Previous Employer:		
d. Previous Job Title:	e. From:	f. To:
g. How is the Employment Related to your Field of Study?		
h. Your Previous Employer's Name as Listed in E-Verify:		
i. Your Supervisor's Name and Contact No.:		

13. Information about Previous Employer 2		
a. Name of Previous Employer:		b. ☐ Full / ☐ Part Time
c. Address of Previous Employer:		
d. Previous Job Title:	e. From:	f. To:
g. How is the Employment Related to your Field of Study?		
h. Your Previous Employer's Name as Listed in E-Verify:		
i. Your Supervisor's Name and Contact No.:		

14. Provide Total Number of Days of Unemployment You Have Accrued Since Your OPT Start Date on Your EAD Card:

Note: If your total number of days of unemployment is more than 90 days since the initial post-completion OPT authorization, then you have exceeded the period of unemployment and may be denied for OPT Extension or other future benefits with USCIS. USCIS may request additional information, such as proof of employment or employment history during the application process.

Part III. Signature

I certify that all information provided is true and complete to the best of my knowledge and belief. I further confirm that *I will notify OISSS immediately* if there are any changes to the information given above.

15. Your Signature:	16. Date of Signature:

Mailing Instruction

Choose one only:

☐ I authorize (myself or name of the person)_____ to pick up the OPT recommendation from OISSS (photo ID required at time of pick-up).

☐ I have completed Form OISSS-01, Express Mail Instruction (see the attached receipt), please send it via express mail.

☐ I request OISSS to email my documents to the email address at_____.

Instructions

Once this form and the required processing fee are submitted, please allow 7 working days, for OISSS to review and process your request for OPT Extension request. Our office will then issue and follow your mailing instructions to send out an OPT Extension I-20 to you. OPT extension applications can be filed with USCIS as early as 90 days before your current OPT expires, but the application must be filed before your current OPT's expiration date.

International Travel: Students on STEM OPT extensions (including those whose application for a STEM OPT extension is pending) may travel abroad and seek reentry to the United States in F-1 status during the STEM OPT extension period if they have a valid F-1 visa that permits multiple entries and a current Form I-20 Certificate of Eligibility endorsed for reentry by the DSO within the last six months.

STUDENT REPORTING REQUIREMENTS:
- If approved for OPT Extension, student must send a scanned copy of their EAD card to oisss@tamuk.edu.
- Students with approved OPT Extension must report any changes in their name, address and/or employment within 10 days of the change. To do so, please complete and submit Form OISSS-160, Data Validation Report and Form I-983, Training Plan for STEM OPT Students. Student must submit Form OISSS-160 and Form I-983 to OISSS every 6 months.

BRIEFING:
On March 11, 2016, the U.S. Department of Homeland Security (DHS) published its final rule to strengthen and enhance the optional practical training program (OPT) for F-1 international students in Science, Technology, Engineering, and Mathematics (STEM) fields. Please visit the Eligible CIP Codes for a complete list and explanation of the STEM OPT extension qualifying degrees. The rule increases the educational benefits that F-1 students receive from their practical training experiences and extends the 17-month STEM OPT period to 24-months by requiring the submission of a formal training plan. The formal training plan must clearly articulate the STEM OPT student's learning objectives and affirm the employer's commitment to helping the student achieve those objectives. To fulfill this requirement, a student and their employer must complete and sign Form I-983. OISSS will determine if the Form I-983 is completed, signed and addresses all program requirements. OISSS will not recommend a student for a STEM OPT extension if:
- The employer has not provided the required attestations.
- The completed Form I-983 does not otherwise reflect compliance with the relevant reporting, evaluation and other requirements of the STEM OPT extension.

Note: For more information about the STEM OPT extension training requirement, visit the Form I-983 resource pages for students, school officials and employers. Please also visit STEM OPT HUB webpage and STEM OPT Frequently Asked Questions. SEVP recently gave a presentation to U.S. Chamber of Commerce, which may be helpful for employers.

Checklist

Documents submitted to OISSS:
1. Form OISSS-155, Request for STEM OPT Extension
2. Form I-983, Training Plan for STEM OPT Students
3. Receipt of OPT Extension Request Processing Fee.

Documents to mail to USCIS: Arrange documents in the order listed below.
- Form G-1145, if you want to be notified electronically by USCIS
- A copy of completed and signed Form I-765.
- $410 application fee (staple check or money order on top of Form I-765—halfway down the page). Please make sure to submit current application fee using USCIS Filing Fee Calculator to verify it.
- Two color photographs taken with 30 days of the filing of application. (Write full name and USCIS# - refer to OPT authorization card, on the back).
- Print-out of Form I-94 Arrival/Departure Record
- A copy of your current EAD (OPT) card (front and back).
- A copy of I-20 endorsed by the DSO for recommendation of the 24-month OPT Extension. Make sure to _sign I-20_ prior to filing. (USCIS must receive I-20 within 60 days of issue date.)
- A copy of your TAMUK diploma that indicates degree conferred and major field of study. If diploma is not available, an official or unofficial transcript can be submitted instead.
- A letter from employer verifying dates of employment.
- A copy of passport.
- A copy of F-1 student visa.
- Be sure to check the most updated filing address and mail your application via a trackable mailing service.

Students who properly file an application for the 24-month OPT extension will be able to continue employment while the extension application is pending, until a final decision on the I-765 or for 180 days, whichever comes first under 8 CFR 274a.12(b)(6)(iv).

Note: USCIS encourages students to file I-765, Application for Employment Authorization online.