

General Information:

The 24-Month STEM Extension allows certain F-1 students who are on post-completion OPT to apply for a 24-month extension of their one-year post-completion OPT. The STEM extensions can be issued based on your current degree or a previous degree that is a qualified STEM major.

Qualifications:

- Valid passport
- You are currently approved for post-completion OPT.
- You completed a bachelor's or master's in a science, technology, engineering, or math (STEM) field. Visit the U.S. Immigration and Customs Enforcement website for the [STEM Designated Degree Program List](#). Eligible degrees are listed by their Classification of Instructional Programs (CIP) code. Your degree's CIP code is listed on the "primary major" line on page 1 of your I-20.
- You have a job with an [E-Verify](#) employer.
- You are limited to one STEM extension per STEM degree (For example, if you received a STEM extension for a bachelor's degree in Engineering, you would not qualify for a STEM extension for an MBA.)

To be completed by STUDENT

Student's Full Name: _____

Student's Non-Liberty Personal Email Address: _____

Student's Mailing Address: _____ Phone Number: _____

LU I.D. #: _____ Date of Birth: _____

Start Date of current EAD: _____ End date: _____

Employment Information while on first Post Completion OPT of your STEM degree:

	1st Employer	2nd Employer	3rd Employer
Employer's Name			
Name of Supervisor			
Mailing Address			
Phone Number			
Email Address			
Dates of Employment	From: To:	From: To:	From: To:

APPLICATION PROCEDURES

Part #1: Complete the OPT 24-Month Extension Packet:

1. Complete the I-983 along with your current supervisor
2. Copy of 24-Month Extension Application (this document)
3. Completed Form I-765
4. Original Employment Verification Letter from your current employer
5. Money Order for \$410.00 made out to U.S. Department of Homeland Security
6. Two photographs (Must meet US CIS Color Photograph Specifications). Quality photos must be less than 30 days old and can be taken at the local CVS, Walgreens or Wal-Mart.
7. Final transcripts in a sealed official envelope from the Registrar's Office (Since these will be sent to you in a sealed envelope just scan the stamp on the envelope -do not open the transcripts)
8. Color copy of student's current I-20 with the current OPT recommendation
9. Color copies of ALL previously issued I-20s
10. Color copy of student's valid EAD card
11. Color copy of the student's passport
12. Color copy of the student's I-94
13. Color copy of the student's visa (even if it has expired)
14. Proof of all employment periods while on the first post completion OPT period (cannot exceed more than 90 days of unemployment) - Original letters from the employers on official letterhead will be accepted. Documents must show dates of employment and employee contact information.
15. Complete G-1145 for electronic filling updates (optional).

Part #2: Meet with International advisor OR send all required documents to mystatus@liberty.edu.

1. Appointments can be made by calling the International Student Center at 434-592-4118.
2. Your International Student Advisor will review the application, recommend OPT (if approved) on a new I-20, and return your I-20.
3. The expected processing time for the I-20 will be 24 hours.

Part #3: Send the completed OPT Extension Application to USCIS for approval and issuance of an EAD:

1. OPT application must be received by USCIS within 30 days after the OPT I-20 is issued. Mail the above documents via FedEx to:

Department of Homeland Security USCIS

Attn: AOS

2501 S. State Hwy. 121 Business

Suite 400

Lewisville, TX 75067

Part #4: If for any reason you later decide not to mail your OPT STEM application to USCIS (Form I-765 plus supporting documentation), you must notify your International Student Advisor immediately so that we may cancel your OPT STEM recommendation in SEVIS in a timely manner. Failure to inform an OISS advisor that you are not applying for OPT can cause problems for you in the future.

Part #5: Once you receive your Employment Authorization Document (EAD), submit a color copy to OISS. USCIS requires that a copy of this document be kept in your file with the university. Please do not forget this step!

Part #6: The student's employer must report to the OISS within 5 days when the employment is terminated. The student must make periodic reports to the OISS with name, and address changes and any interruptions in employment as well as completing a year self-evaluation.

Signature of Student: _____ Date: _____