NJIT

New Jersey's Science & Technology University

New Jersey Institute of Technology

The Office of International Students

17-MONTH

STEM Optional Practical Training – (OPT) Extension Application Forms & Instructions

FORM I-765 APPLICATION FEE = $380

♦ **Send your 17-Month OPT Extension Packet to arrive at the USCIS Service Center, _no earlier_ than 120 days before the end date listed on your 12 Month EAD OPT card. Failure to submit in a timely manner means no OPT extension.**

♦ **The application (Form I-765) MUST be typed.**

♦ **The application MUST reach USCIS within 30 days of the NJIT International Student Advisor's recommendation date reflected on page 3 of the I-20.**

OFFICE OF INTERNATIONAL STUDENTS (OIS)

Basic Eligibility Requirements for the 17-Month STEM OPT Extension

To be eligible for an OPT extension, an F-1 nonimmigrant student must:

1. Have **successfully completed** a degree in science, technology, engineering, or mathematics ("STEM") included in the Department of Homeland Security STEM Designated Degree Program List from a college or university certified by the U.S. Immigration and Customs Enforcement's Student and Exchange Visitor Program. To check if your program is on the STEM list, see http://www.ice.gov/SEVIS/stemlist.htm.

2. **Currently be participating** in a 12-month period of approved post-completion OPT based upon a STEM degree.

3. **Be working for a U.S. employer** in a job directly related to the student's major area of study.

4. **Be working for, or accepted employment with, an employer enrolled in USCIS' E-Verify program**. E-Verify is a free, internet-based system operated in partnership with the Social Security Administration that helps employers to determine the employment eligibility of newly-hired employees. To learn about E-Verify, please visit http://www.uscis.gov/E-verify.

5. **Be properly maintaining** F-1 status. (See http://ois.njit.edu/status/f-1/guidelines/maintaining-status.php).

6. Must **NOT** have received a previous 17-month STEM OPT Extension.

SUBMIT THESE DOCUMENTS TO OIS. To apply for the extension, students need to submit the following information to the OIS <u>at least 30 business days prior</u> to the expiration date of the currently approved 12-month OPT:

- ☐ **17-month STEM OPT Extension Request Form**
- ☐ **Original I-765. Item#16 should show (c)(3)(C)**
- ☐ **Copy of check or money order payable to U. S. Department of Homeland Security for $380.00.**
- ☐ **Copy of current EAC/EAD/OPT card (both sides)**
- ☐ **Copy of most current I-20**
- ☐ **Copy of most current I-94 card (both sides)**
- ☐ **Copy of employer offer letter**

The OIS has developed an application packet for the STEM OPT extension. Students can pick up the OPT Extension packet in the office or download the 17-Month STEM OPT Extension packet at http://ois.njit.edu. Applications for an extension can be submitted to OIS in Fenster Hall, Room 140.

Please allow 5–7 business days for processing.

PHOTOGRAPH REQUIREMENT*:*

You must have two (2) photographs taken within thirty (30) days prior to submitting your application for employment authorization. They must be sent with your application.

Photograph specifications:

The photographs must be no larger than 2 x 2 inches with the distance between the top of the head to just below the chin about 1 to 1 3/8 inches. They should have a plain white or off-white background, be unmounted, printed on thin paper and glossy. The photographs must show a full color frontal profile of the head. The head should be bare unless you are wearing a headdress required by the religious order to which you belong.

* **Students who wear glasses must take them off for the picture**.
MAKE SURE THAT THE PHOTOGRAPH IS A FULL FACE,
FRONT VIEW COLOR PHOTOGRAPH OF YOU WITH YOUR EYES OPEN
DO NOT CUT THE PHOTOGRAPH

* **Lightly write in pencil on the back of the photograph your name and your I-94 number.**

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Composition Checklist

7 Steps to Successful Photos

Figure 2. Head Position & Placement

☑ 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
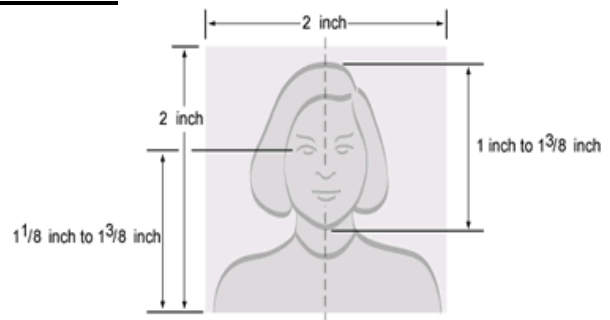
☑ Encourage subject to have a natural expression

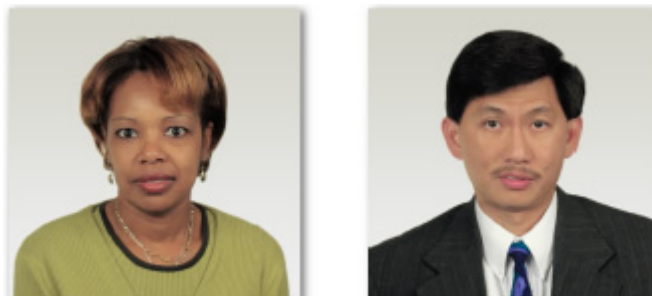### Well-Composed Photos

LIST OF REQUIREMENTS FOR AN APPLICATION
FOR THE 17-MONTH STEM OPT EXTENSION

SUBMIT THE DOCUMENTS BELOW TO USCIS:

The following is a list of documents and other evidence to be sent to the U.S. Citizenship and Immigration Services (USCIS) **AFTER** your application has been reviewed by NJIT's Office of International Students.

1. **ORIGINAL I-765**. Previous versions of the form will not be accepted). Use code (c)(3)(C) in item #16.
2. Two (2) passport style photographs.
3. Check or money order payable to *U. S. Department of Homeland Security* for $380.00.
4. A photocopy of the student's degree certificate / diploma reflecting the academic major.
5. Photocopy of current EAC/EAD/OPT card (both sides).
6. Photocopies of all I-20s, including the I-20 you will receive recommending the 17-month STEM OPT Extension by your NJIT International Student Advisor.
7. Photocopy of passport (photo and expiration date page(s) only.)
8. Photocopy of visa.
9. Photocopy of I-94 card – most recent (both sides).

NOTE: The 17-month STEM OPT Extension request application **MUST** reach the USCIS Texas Service Center within **30 days** of the NJIT International Student Advisor's recommendation date reflected on page 3 of the I-20.

MAKE A COPY OF ALL DOCUMENTS YOU SEND.
KEEP THESE COPIES WITH YOUR USCIS RECORDS; YOU MAY NEED THEM AGAIN.

MAILING THE 17-MONTH STEM OPT EXTENSION

We recommend that you use "UPS, Fedex or DHL" to mail your packet. These services allow you to see an electronic receipt so that you can confirm that your application has been delivered to USCIS.

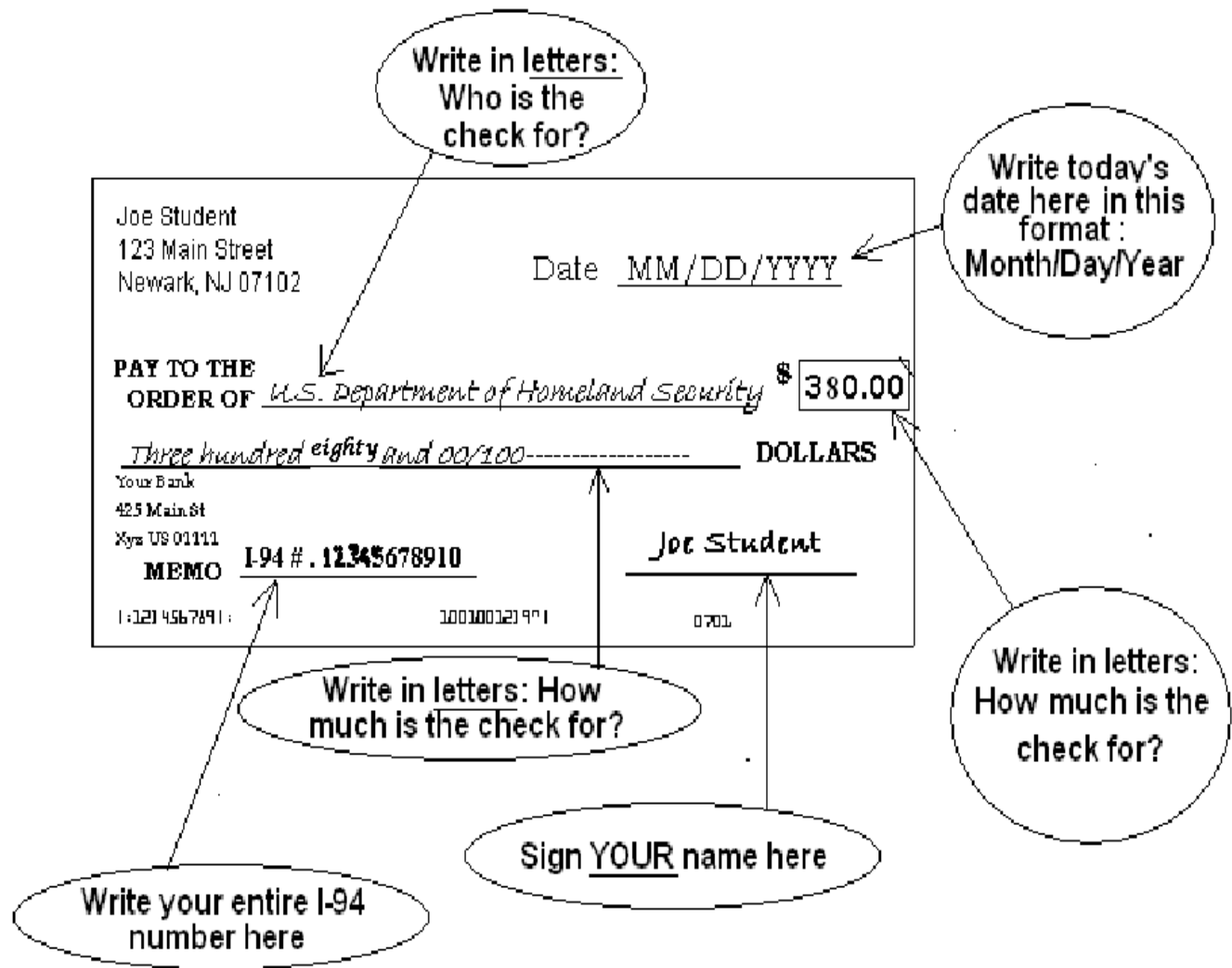If you use "USPS" you will receive a Domestic Return Receipt (PS Form 3811) which shows an article number.

MAIL YOUR APPLICATION TO:

USCIS Dallas Lockbox
For U.S. Postal Service (USPS) Deliveries:
USCIS
PO Box 660867
Dallas, TX 75266

OR

For Express mail and courier deliveries:
USCIS
Attn: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067

How To Write A Check for
Your OPT Application

Write in letters:
Who is the
check for?

Write today's
date here in this
format :
Month/Day/Year

Joe Student
123 Main Street
Newark, NJ 07102

Date MM/DD/YYYY

PAY TO THE
ORDER OF U.S. Department of Homeland Security $ 380.00

Three hundred eighty and 00/100-------------- DOLLARS

Your Bank
425 Main St
Xyz US 01111
MEMO I-94 # . 12345678910

Joe Student

I:121 4567891:   100100121911   0701

Write in letters: How
much is the check for?

Write in letters:
How much is the
check for?

Write your entire I-94
number here

Sign YOUR name here

REMINDER: THE CHECK SHOULD BE $380.00

OFFICE OF INTERNATIONAL STUDENTS

REQUEST FORM

<u>17-MONTH STEM Optional Practical Training (OPT) EXTENSION</u>

Name:_____,_____ Date: _____

  Last (Family)   First

Current Address: _____

NJIT ID#:_____ Degree:_____ Telephone#:_____

E-Mail:_____ Date of Birth:_____

Non-NJIT E-Mail: _____

EMPLOYER INFORMATION:

NAME OF EMPLOYER: _____

ADDRESS OF EMPLOYER: _____

                        _____

TELEPHONE#: _____   **E-VERIFY ID#:** _____

To apply for the 17-Month STEM OPT Extension, students must submit the following information to the OIS at least <u>30 business days prior</u> to the expiration date of their current OPT.

The following is to be submitted to the Office of International Students for review:

- ☐ **17-month STEM OPT Extension Request Form**
- ☐ **Original I-765. Item#16 should show (c)(3)(C)**
- ☐ **Copy of check or money order payable to U.S. Department of Homeland Security for $380.00.**
- ☐ **Copy of current EAC/EAD/OPT card (both sides)**
- ☐ **Copy of most current I-20**
- ☐ **Copy of most current I-94 card (both sides)**
- ☐ **Copy of employer offer letter**

Applications for extensions can be submitted to OIS in Fenster Hall – Room 140.

PLEASE ALLOW 5 - 7 BUSINESS DAYS FOR PROCESSING.

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

I-765, Application For
Employment Authorization

	Fee Stamp	Action Block	Initial Receipt	Resubmitted
For USCIS Use Only			Relocated	
			Received	Sent
			Completed	

☐ Application Approved	☐ Application Denied - Failed to establish:	Approved / Denied
☐ Authorization/Extension Valid From_____	☐ Eligibility under 8 CFR 274a.12 (a) or (c) ☐ Economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)	
☐ Authorization/Extension Valid To_____		A#
Subject to the following conditions: _____	☐ Applicant is filing under section 274a.12_____	

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)

2. Other Names Used (include Maiden Name)

3. U.S. Mailing Address
(Street Number and Name)   (Apt. Number)
c/o NJIT Office Int'l Students   140 Fens
(Town or City)   (State)   (ZIP Code)
323 MLK BLVD. Newark   NJ   07102

4. Country of Citizenship or Nationality

5. Place of Birth
(Town or City)   (State/Province)   (Country)

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

7. Gender ☐ Male ☐ Female

8. Marital Status
☐ Married   ☐ Single   ☐ Divorced   ☐ Widowed

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

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

11. Have you ever before applied for employment authorization from USCIS?
☐ Yes (Complete the following questions.)
Which USCIS Office?   Dates

Results (Granted or Denied - attach all documentation)

☐ No (Proceed to **Question 12.**)

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

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

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

15. Current Immigration Status (Visitor, Student, etc.)

16. Eligibility Category. Go to the "**Who May File Form I-765?**" section of the Instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. For example, (a)(8), (c)(17)(iii), etc.
(   ) (   ) (   )

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.

Applicant's Signature

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.**

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.

Signature _____

Date of Signature (mm/dd/yyyy) _____

Printed Name _____

Address _____