LIU Post
International Student Services

Optional Practical Training (OPT) Extension Information & Application

WHAT IS AN OPT ENTENSION?

DHS established a new interim final rule on OPT, which took effect upon publication of the rule in the U.S. Government's Federal Register of April 8, 2008. This rule provides for the extension of OPT for students in specific degree programs, known as STEM (science, technology, engineering, mathematics), for an additional 17 months.

EXTENSION ELIGIBILITY REQUIREMENTS

You can apply for an OPT extension if you meet the requirements listed below.

☐ I have completed my studies and my degree has been conferred by LIU Post.

Degree Conferral Date: _____

☐ My conferred degree program is one of the STEM programs listed below (science, technology, engineering, math).

☐ Actuarial Science	☐ Biological and Biomedical Sciences	☐ Computer Science
☐ Engineering	☐ Engineering Technologies	☐ Military Technologies
☐ Physical Sciences	☐ Science Technologies	
☐ Mathematics & Statistics	☐ Medical Scientist (MS, PhD)	

☐ My current or prospective employer is registered in the USCIS E-Verify system.

Employer Name as listed in E-Verify system: _____

Employer E-Verify Company/Client Identification Number: _____

HOW CAN I QUALIFY FOR AN EXTENSION?

* I must be currently authorized for a 12-month period of OPT
* I must have a job or a job offer for a US employer in a position directly related to my STEM field of study.
* I must have successfully *completed* a bachelor's, master's or doctoral degree in a field on the DHS STEM Designated Degree Program list, from a SEVIS-certified U.S. college or university.
* At the time of application for the 17-month extension, I must have a job-offer or be employed by an employer registered with the "E-Verify" federal employment verification system.

ADDITIONAL EXTENSION RESPONSIBILITIES

* I am aware that I can only receive one 17-month OPT extension after earning a STEM degree for my entire U.S. academic career.
* I understand I must apply for the 17-month extension through the International Student Services (ISS) office. The DSO recommends the extension and issues a new I-20 with the recommendation noted.
* I understand I must apply for the extension using form I-765, including the fee to the US Citizenship and Immigration Services (USCIS) Processing Center having jurisdiction over the my residence.
* I am aware I must file the extension application no earlier than 120 days prior to the expiration of my post completion OPT, but prior to the expiration of my post completion OPT. All application materials must arrive at the Service Center before my current EAD card expires. If I file the application timely I may continue employment while the extension application is pending, until a final decision is made, or for 180 days, whichever comes first.
* I understand that my employer must agree to report my termination or departure from employment to the ISS Office or through any other process chosen by the Department of Homeland Security.
* I am aware that I agree to report the following information to the ISS office of C.W. Post:
    - change of name; change of residential or mailing address; name and address of employer; change in the name or address of employer; when employment changes or terminates
* I must provide a validation report every six months to the ISS office to verify the above information or USCIS will terminate my OPT extension I-20.
* I understand the authorization period for the 17-month OPT extension begins the day after the expiration of my initial post-completion OPT employment authorization, and ends 17 months later, regardless of the date the extension is approved.

E-VERIFY INFORMATION

E-Verify is an Internet-based system operated by the Department of Homeland Security in partnership with the Social Security Administration. E-Verify allows participating employers to electronically verify the employment eligibility of their newly hired employees. E-Verify is free and voluntary.
For more information on E-Verify, visit: http://www.dhs.gov/ximgtn/programs/gc_1185221678150.shtm

HOW DO I APPLY FOR AN OPT EXTENSION

***** IF YOU COME TO YOUR APPOINTMENT WITHOUT ALL OF THE PAPERWORK (INCLUDING PHOTOCOPIES), WE WILL RESCHEDULE YOU FOR ANOTHER DAY!**

OPTION 1: Paper Application

Step 1: Read and review OPT information on page one.

Step 2: Gather all required paperwork listed at the bottom of page 3:

- **I-765 Form (available at www.uscis.gov)**
- **Certification of Completion form**
- **OPT Request Form**
- **Two Passport Style Photographs**
  - Size must be 2" x 2"
  - white background
  - Print your name, SEVIS # and Date of birth on back of both pictures
- **Photocopies of <u>all previous</u> Forms I-20** issued by us and other schools you have attended (pages 1 and 3).
- **Copy of Form I-94 (both sides)** Print a copy of this card at www.cbp.gov/I-94.
- **Photocopies of your passport identification pages and visa**
- **Fee: $380 fee, in the form of check or money order**
  - write out check/MO as: three hundred eighty and 00
  - Make it payable to **<u>U.S. Department of Homeland Security</u>**.
  - If using a personal check, it must have your name and current address on it.
  - Please write your SEVIS # and date of birth on the check
- **Photocopy of any previous EAD Card(s)**
- **Official transcript from Registrar's office with degree conferral**

Step 3: Make an appointment with your ISS advisor (appointments are for 1 hour).

Step 4: Be on time for your appointment! At this appointment you and your advisor will put together an OPT packet for USCIS. You will receive a new I-20 at this time. Your packet is mailed and you can track the package online.

Step 5: You will receive a receipt notice in the mail within 2 to 4 weeks from the application arrival date. You can track your application online using the EAC number on the receipt notice.

Step 6: Once you receive your approval notice and EAD card, please bring them to the ISS office. At this time you will receive a new OPT approval I-20.

OPTION 2: E-file Application *

Step 1: Read and review OPT information on page one.

Step 2: Gather all required paperwork listed above in part 1, step 2.

Step 3: Go to www.uscis.gov and click on the "file online" link at the bottom right hand corner of the page. Register as a new user and follow the instructions to e-file the **<u>I-765 form</u>**. You will pay the OPT fee online using a credit or debit card. Print out the receipt and completed application.

Step 4: Follow instructions as above from Step 3.

*** Please note that if you e-file your application your will be called to a local USCIS office for a biometrics appointment (fingerprints and photos).**

HOW LONG DOES IT TAKE?

After you return your application to the International Student Services Office, it can take up to three months for your EAD (Employment Authorization Document) to be returned from USCIS.

HOW TO COMPLETE THE ATTACHED OPT REQUEST FORM (PAGE 4)

- ✓ Item #1: Personal and Program Information. Please note your degree conferred date.
- ✓ Item #2: Indicate you STEM extension dates. Note that your extension begins the day after your OPT ends and ends 17 months later.
- ✓ Item #3: Describe how your employment for practical training is directly related to your major and appropriate for your level of education. Take time to do this carefully. Do not use any abbreviations or acronyms in your description.

HOW TO COMPLETE THE USCIS I-765 FORM (DOWNLOAD AT WWW.USCIS.GOV)

- ✓ Under category, "I am applying for" check off "Renewal of my permission to accept employment".
- ✓ Item #3: Address. This is the address your EAD will be mailed to.
- ✓ Item #10 – A-Number or I-94 Number: Put your I-94 number unless USCIS has previously assigned you an alien registration number.
- ✓ Item #11: As you have already been granted Optional Practical Training employment, answer yes, where and when you applied, whether it was granted or denied and attach a photocopy of any EAD card.
- ✓ Item #16**:** Write (c) (3) (C) for OPT extension.
- ✓ Item #17: Complete all employer E-Verify information here. Your employer will give you this information.
- ✓ Your Certification: Sign, put your telephone number and the date.
- ✓ If you do not complete a line please write N/A in that line**.**

STUDY AND POST-COMPLETION OPT

Immigration regulations state that, "Authorization to engage in optional practical training employment is automatically terminated when the student transfers to another school or begins study at another educational level." If you decide to begin studying again, your OPT will end automatically at the start of your studies here or when you transfer your I-20 to a new school.

TRACKING YOU APPLICATION AFTER IT IS SUBMITTED

USCIS will send you a receipt within two to four weeks of their receiving your application. This receipt will have an EAC Number on it; you can use this number to track the status of your application online at: https://egov.uscis.gov/cris/Dashboard.do.

UNEMPLOYMENT AND YOUR OPT STATUS

During post-completion OPT, F-1 status is dependent upon employment. Students may not accrue an aggregate of more than 90 days of unemployment during any post-completion OPT.

Students granted a 17-month OPT extension may not accrue an aggregate of more than 120 days of unemployment during the total 29-month OPT period.

IMPORTANT INFORMATION

Working off-campus without authorization is a very serious violation of your F-1 status, and it may result in deportation and denial of future immigration benefits. If you make a Designated School Official (DSO) aware that you have worked illegally, the government requires the DSO to report this to the US Citizenship and Immigration Services. Please be advised that you must always consult with the International Student Services (ISS) Office if you have any questions about your status. The ISS office is located in the lower level of the Post Hall. You can contact us at (516) 299-1451 or post-iss@liu.edu.

LIU Post
International Student Services

Optional Practical Training Request Form

1. PERSONAL AND PROGRAM INFORMATION

Last Name: _____ First Name _____

SEVIS ID#: N_____ LIU Post ID#: _____

Local address: _____

Email:_____ _____ Phone:_____ _____

Degree Program: ☐ Doctorate ☐ Graduate ☐ Undergraduate ☐ Other _____

Date degree was conferred: _____

_____ to _____
Approved OPT start date **Approved OPT end date**

2. WHAT TYPE OF OPT ARE YOU APPLYING FOR?

☐ **STEM Extension Dates:**

Starting _____ **Ending** _____

Have you previously been approved for a STEM extension? ☐ **YES** ☐ **NO**

If yes, please list dates and applicable degree. _____

3. CURRENT EMPLOYMENT INFORMATION

DESCRIBE YOUR CURRENT TYPE OF EMPLOYMENT YOU HOW IT RELATES TO YOUR MAJOR.

What is your current major (listed in Section 5 of your I-20): _____

What is your job title: _____

How does your current employment relate to your major?_____

_____

_____

_____

_____

Employer Name as listed in E-Verify system: _____

Employer E-Verify Company/Client Identification Number: _____

Employer Address: _____
Street Address **City** **State**

Employer Phone Number: _____

Employer E-mail Address: _____

LIU Post
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CERTIFICATION OF COMPLETION OF STUDIES FOR STEM EXTENSION

TO BE COMPLETED BY STUDENT

Student's Name _____ _____
Last Name **First Name** **Middle Name**

Major _____ Degree Level _____

LIU Post ID# _____ Phone _____

TO BE COMPLETED BY ACADEMIC ADVISOR

(Please return form to student)

Degree Conferred: ☐ Doctorate ☐ Graduate ☐ Undergraduate ☐ Other _____

Major field of Study: _____

When did this student complete his/her studies at LIU Post (mm/dd/yyyy)? _____/_____/_____

When was this student's degree conferred to them (mm/dd/yyyy)? _____/_____/_____

Please be specific with additional comments: _____

_____

_____

By signing below, I certify that the information above is true and accurate. I am aware that any questions regarding this form should be directed to International Student Services, (516) 299 – 1451, prior to signing the form.

Signature _____ Dept. _____

Advisor's Name (Print) _____ Ext. _____ Date _____

Please return this original form to International Student Services, Post Hall.