

STEM OPT EXTENSION REQUEST FORM

Please submit this form along with all required documents to OISS and allow 10 business days for processing. **NOTE:** USCIS must **receive** your I-765 application packet **before** the expiration date on your EAD card. **Please plan accordingly.**

SECTION 1: STUDENT INFORMATION

Name:

_____ (Surname/Family Name) (Given/First Name) (Middle Name)

E-Mail: _____

Phone: _____

** If you have moved during your OPT period, please make sure to update your current living address in GOLD:
<https://my.sa.ucsb.edu/gold>

SEVIS ID#: _____

Major: _____

Employment Authorization Dates (see EAD card):

from _____ to _____
(MM/DD/YYYY) (MM/DD/YYYY)

SECTION 2: EMPLOYER INFORMATION

Job Title or Position:

Supervisor's Name: _____

Supervisor Email: _____

Supervisor Telephone: _____

Employer's Name as listed in E-Verify:

Employer's E-Verify Company Identification Number:

OISS AUTHORIZATION

Entered by:

Date:

STEM EXTENSION CHECKLIST

- Completed I-765 Form** (download: <http://www.uscis.gov/files/form/i-765.pdf>)
 - Print or type your name and the address carefully. Be sure that it can be easily read to avoid errors.
 - **#10:** Your 11-digit admission number can be found on your latest I-94 card.
 - **#11:** List information pertaining to your initial OPT application
 - **#16:** (c)(3)(c) is the eligibility code for STEM Extension Optional Practical Training.
 - **#17:** List your degree and major as it appears on your I-20, and your employer name and number as listed in the E-Verify system.
 - **If your employer is UCSB:** UCSB's employer name in E-Verify is **University of California, Santa Barbara** and the E-Verify number is **260221**.
 - **Signature:** *IMPORTANT* Your signature must be in **black ink** and fit completely between the lines provided. The USCIS must be able to clearly scan your signature from the form; therefore, it is recommended to leave enough white space around your signature. If the signature cannot be scanned the USCIS will return the application to you, delaying your OPT approval.

- Completed G-1145 Form** (download: <http://www.uscis.gov/sites/default/files/files/form/g-1145.pdf>)
Complete as directed to receive electronic notifications about your application.

- Completed I-983 Form** Training Plan for STEM OPT Students (download: <https://www.ice.gov/sites/default/files/documents/Document/2016/I-983.pdf>)
This form will require detailed information from both you and your employer about the type of work you will be doing, how you will be evaluated, and more. **Employer ID Number (EIN) is required.**
If your employer is UCSB: UCSB's Employer ID Number (EIN) is **956006145**.
More information on completing the I-983: <https://studyinthestates.dhs.gov/form-i-983-overview>

(continued)

- Photocopies of all previously-issued I-20s** from schools attended in the U.S. while in F-1 status.
- Photocopy of New, Signed I-20.**
After meeting with the advisor, OISS will issue a new SEVIS I-20 form with the STEM OPT recommendation. You will need to sign the bottom of the new SEVIS I-20 form before sending it to the USCIS.
- Photocopy of EAD card(s).**
Include a copy of both sides of your current EAD card, as well as any previous EAD cards you may have.
- Photocopy of STEM-Qualifying Degree Certificate**
Copy should include the degree name and date degree was awarded.
- Official Transcripts** from UCSB. If a prior degree is being used to qualify for the STEM OPT Extension, please provide transcripts from that program as well.
- Photocopy of Passport**
Clear photocopy of information pages of passport including your picture, passport expiration date, and all visa stamps.
- Photocopy of I-94**
 - Either white card or printout from <https://i94.cbp.dhs.gov/>
 - Clear photocopy of the front and back of the I-94 card or full page printout; make sure date stamp and notations are readable.
- Photographs (2)**
 - Two (2) recent (within the past 30 days) passport-style color photographs of specific dimensions – specifications can be obtained at http://travel.state.gov/visa/visaphotoreq/photocomtemplate/photocomtemplate_5330.html
 - Print your name in pencil on the back of each photograph.
- \$410 Personal Check (preferred), Money Order or Cashier's Check**
 - Payable to the "U.S. Department of Homeland Security" (not "USDHS" or "DHS")
 - Personal checks must have the name of the account owner printed on the check.
- \$300 STEM OPT Extension Processing Fee paid to OISS**
Pay online at http://oiss.sa.ucsb.edu/payment/OPT/OPT_Payment

Please note that the USCIS will not process an OPT application that is incomplete and will request that you submit the missing documents or information. This will delay the issuance of your OPT authorization.