



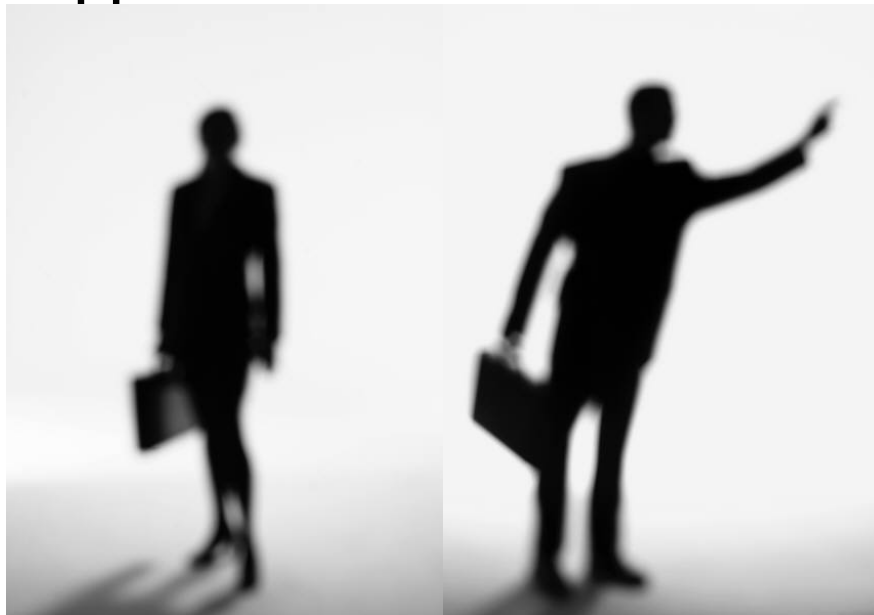
New Jersey Institute of Technology

The Office of International Students & Faculty

17 -Month STEM Optional Practical Training

(OPT) Extension

Application Forms & Instructions



OISF Contact Information: Telephone#: 973-596-2451 Fax#: 973-596-5450
Web site: <http://oisf.njit.edu> Email: international.students@njit.edu
Mailing Address: Office of International Students and Faculty
323 Martin Luther King, Jr. Blvd.
Fenster Hall – Suite 140
Newark, NJ 07102

06/19/08



OFFICE OF INTERNATIONAL STUDENTS AND FACULTY (OISF)

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://oisf.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 OISF. To apply for the extension, students need to submit the following information to the OISF at least 10 business days prior to the expiration date of the currently approved 12-month OPT:

- 17-month STEM OPT Extension Request Form**
- Original I-765 (4/8/08 version ONLY). Item#16 should show (c)(3)(C)**
- Copy of check or money order payable to U. S. Department of Homeland Security for \$340.00**
- Copy of current EAC/EAD/OPT card (both sides)**
- Copy of most current I-20**
- Copy of most current I-94 card (both sides)**

The OISF 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](http://oisf.njit.edu) at <http://oisf.njit.edu>. Applications for an extension can be submitted to OISF in Fenster Hall, Room 140.

Please allow 7–10 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.

Composition Checklist

7 Steps to Successful Photos

- 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](#)

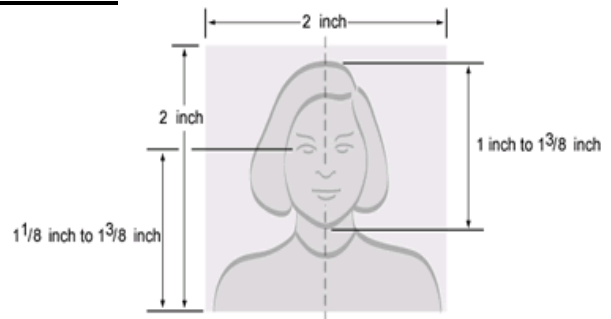
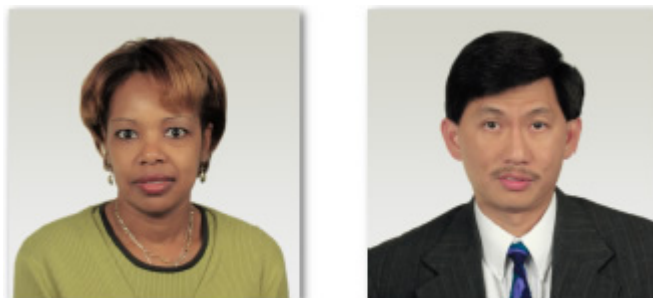


Figure 2. Head Position & Placement

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 and Faculty.

1. **ORIGINAL I-765** (4/8/08 version ONLY. 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 \$340.00.
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).

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

For both U.S. Postal Service and private courier deliveries:

USCIS Vermont Service Center
ATTN: I-765
75 Lower Welden Street
St. Albans, VT 05479-0001

OFFICE OF INTERNATIONAL STUDENTS AND FACULTY (OISF)

REQUEST FORM

17-MONTH STEM Optional Practical Training (OPT) EXTENSION

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 OISF at least 10 business days prior to the expiration date of their current OPT.

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

- 17-month STEM OPT Extension Request Form
- Original I-765 (5/27/08 version ONLY). Item#16 should show (c)(3)(C)
- Copy of check or money order payable to U.S. Department of Homeland Security for \$340.00
- Copy of current EAC/EAD/OPT card (both sides)
- Copy of most current I-20
- Copy of most current I-94 card (both sides)

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

PLEASE ALLOW 7-10 BUSINESS DAYS FOR PROCESSING.

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

I-765, Application For
Employment Authorization

Do not write in this block.

Remarks, Action Block, Fee Stamp
A#
Applicant is filing under §274a.12
Application Approved. Employment Authorized / Extended (Circle One) until (Date).
Subject to the following conditions:
Application Denied.
Failed to establish eligibility under 8 CFR 274a.12 (a) or (c).
Failed to establish economic necessity as required in 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)

I am applying for:
Permission to accept employment.
Replacement (of lost employment authorization document)
Renewal of my permission to accept employment (attach previous employment authorization document).

1. Name (Family Name in CAPS) (First) (Middle) Which USCIS Office? Date(s)
2. Other Names Used (Include Maiden Name) Results (Granted or Denied - attach all documentation)
3. Address in the United States (Number and Street) (Apt. Number)
c/o NJIT Office of Int'l Students and Faculty Fenster Hall 140
(Town or City) (State/Country) (ZIP Code)
323 MLK Jr. Blvd. Newark, NJ 07102
4. Country of Citizenship/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 Widowed Divorced
9. Social Security Number (Include all numbers you have ever used) (if any)
10. Alien Registration Number (A-Number) or I-94 Number (if any)
11. Have you ever before applied for employment authorization from USCIS? Yes (If yes, complete below) No
12. Date of Last Entry into the U.S. (mm/dd/yyyy)
13. Place of Last Entry into the U.S.
14. Manner of Last Entry (Visitor, Student, etc.)
15. Current Immigration Status (Visitor, Student, etc.)
16. Go to Part 2 of the Instructions, Eligibility Categories. In the space below, place the letter and number of the category you selected from the instructions (For example, (a)(8), (c)(17)(iii), etc.).
Eligibility under 8 CFR 274a.12 (c) (3) ()
17. If you entered the Eligibility Category, (c)(3)(C), in item 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

Certification

Your Certification: I certify, under penalty of perjury under the laws of the United States of America, 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 Instructions in Part 2 and have identified the appropriate eligibility category in Block 16.

Signature Telephone Number Date

Signature of person preparing form, if other than above: 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.

Print Name Address Signature Date

Table with columns: Remarks, Initial Receipt, Resubmitted, Relocated (Rec'd, Sent, Approved), Completed (Denied, Returned)



How To Write A Check for Your OPT Application

Write in letters: Who is the check for?

Joe Student
123 Main Street
Newark, NJ 07102

Date MM/DD/YYYY

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

PAY TO THE ORDER OF U.S. Department of Homeland Security \$ **340.00**

Three hundred forty and 00/100 DOLLARS

Your Bank
425 Main St
Xyz US 01111

MEMO I-94 #: 12345678910

Joe Student

Write in letters: How much is the check for?

Write in letters: How much is the check for?

Sign YOUR name here

Write your entire I-94 number here