



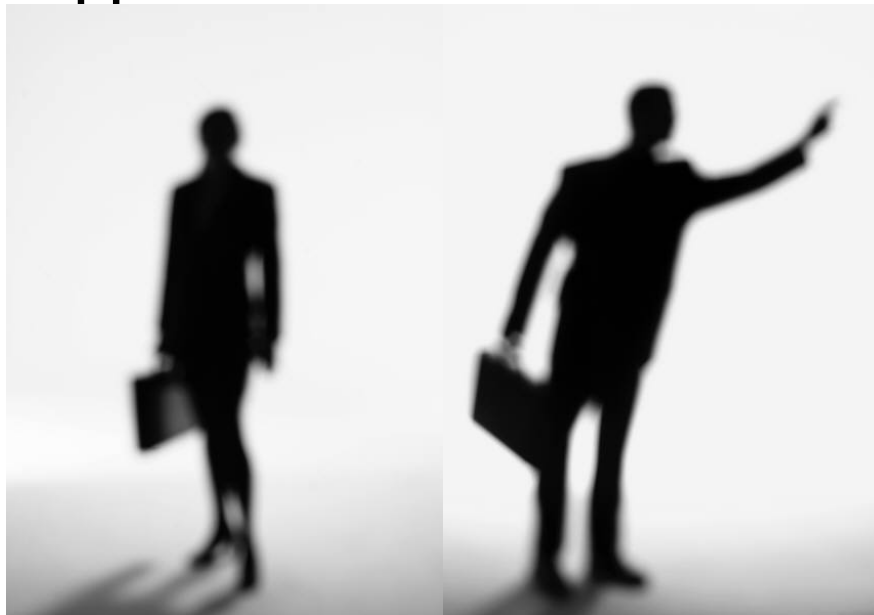
New Jersey Institute of Technology

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](mailto: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

04/30/08



## 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)**
- 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.

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### 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

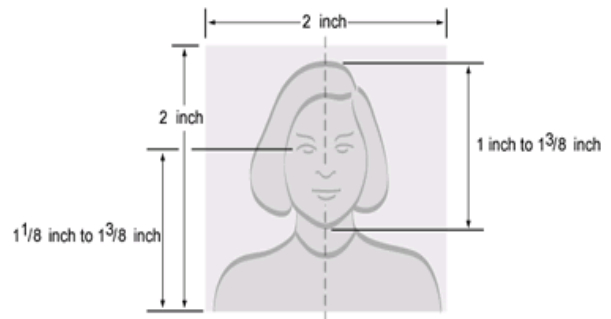
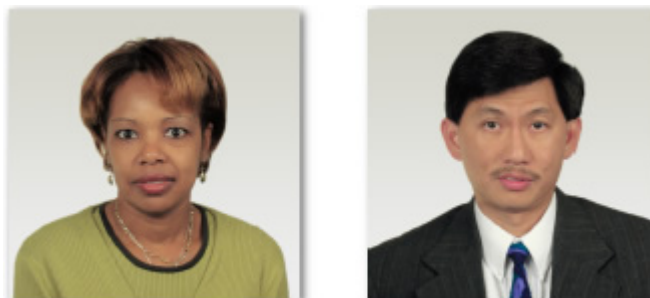


Figure 2. Head Position & Placement

### 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><b><u>NOTE:</u></b> The 17-month STEM OPT Extension request application <b><u>MUST</u></b> reach the USCIS Vermont Service Center within <b><u>30 days</u></b> 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

### **Please send your documents to the following address:**

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.

**IF YOU LIVE IN:**

**MAIL YOUR APPLICATION TO:**

Connecticut D.C. Maryland New Hampshire New York Puerto Rico Vermont West Virginia	Delaware Maine Massachusetts <b>NEW JERSEY</b> Pennsylvania Rhode Island Virginia U.S.V.I.	<u>For both U.S. Postal Service and private courier deliveries:</u> USCIS Vermont Service Center ATTN: I-765 75 Lower Welden Street St. Albans, VT 05479-0001
Arizona Guam Nevada	California Hawaii	<u>U.S. Postal Service deliveries:</u> USCIS California Service Center P.O. Box 10765 Laguna Niguel, CA 92607-1076  <u>For private courier (non-USPS) deliveries:</u> USCIS California Service Center 24000 Avila Road 2nd Floor, Room 2312 Laguna Niguel, CA 92677
Alabama Florida Kentucky Mississippi North Carolina South Carolina Texas	Arkansas Georgia Louisiana New Mexico Oklahoma Tennessee	<u>U.S. Postal Service deliveries:</u> USCIS Service Center Texas Service Center P.O. Box 851041 Mesquite, TX 75185-1041  <u>For private courier (non-USPS) deliveries:</u> USCIS Texas Service Center 4141 N St. Augustine Rd Dallas, TX 75227
Alaska Idaho Indiana Kansas Minnesota Montana North Dakota Oregon Utah Wisconsin	Colorado Illinois Iowa Michigan Missouri Nebraska Ohio South Dakota Washington Wyoming	<u>U.S. Postal Service deliveries:</u> USCIS Service Center Nebraska Service Center P.O. Box 87765 Lincoln, NE 68501-7765  <u>For private courier (non-USPS) deliveries:</u> USCIS Nebraska Service Center 850 S. Street Lincoln, NE 68508-1225



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 (4/8/08 version ONLY). Item#16 should show (c)(3)(C)
- 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.**