

HARVARD

INTERNATIONAL OFFICE



Request for Optional Practical Training STEM Extension Recommendation

Complete this form, **using Adobe Acrobat**, along with Form [I-983 \(instructions\)](#). Mail copies of these forms to your [HIO advisor](#) along with a copy of your current EAD card, copy of your [Form I-94](#), and a \$300 check payable to "Harvard University".

The mailing address is: 1350 Massachusetts Avenue, 864 Smith Center, Cambridge, MA 02138

Once this request is processed you will be issued two new Forms I-20. To receive the forms, please set up a shipping label via [eShipGlobal](#), or send the HIO a fully paid and completed Federal Express air bill with this request form, Form I-983, copy of your current EAD card, copy of your Form I-94, and the check for \$300. In eShipGlobal, select **OPT/STEM OPT** from the department selection section. Please email [Colleen Griffin](#) once you have set up the shipping label. The HIO will not send your Forms I-20 via regular mail. **DO NOT** submit your completed application to USCIS until you receive your new Forms I-20 from the HIO. You may submit the STEM application up to 90 days prior to the end of your current OPT EAD card. Submit your application to USCIS no later than two weeks prior to the end of your current OPT EAD card. Your STEM extension request will be denied if USCIS receives your application on or after the end date of your current EAD.

Employee/Student Information

Last Name: _____ First Name: _____

Residential Street address: _____ Apt. #: _____

City: _____ State: _____ Zip code: _____ Telephone Number: _____

E-mail: _____

Describe how the position draws on knowledge gained and developed during your academic program in 2-3 sentences. For example, you may cite specific coursework; dissertation or thesis research; or lab work that has provided you with fundamental knowledge you use in your job duties.

While waiting for your new Forms I-20 you can begin preparing the following materials that you will submit to the USCIS:

- a completed Form [I-765](#) - Write "(c) (3) (C)" in item number 16; add your degree, the name of employer, and their E-Verify number in item number 17. Ask your HR department for the E-Verify number.
- a personal check of \$380 made payable to "U.S. Department of Homeland Security". Please note: as of December 23, 2016, this fee will increase to \$410.
- photocopies of all of your previous Forms I-20
- photocopy of the front and back of your initial OPT EAD
- your [I-94](#) printout
- photocopy of the F-1 visa in your passport (not applicable to Canadians)
- photocopy of the photo/identification page of your valid passport
- two recent identical U.S. passport-size photographs not used for a previous passport or U.S. visa application (photos must be taken within the past six months)
- a copy of your academic transcript and diploma in a STEM field

I authorize my employer to complete the information and agreement below so that I may apply for an extension of Optional Practical Training (OPT) employment authorization as permitted by F-1 immigration regulations.

Employee Signature: _____ Date: _____

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Employer Reporting Requirements (To be completed by employer; please print clearly and legibly):

There are numerous employer requirements to which you must adhere. Some of those requirements are enumerated here, but you should pay particular attention to the attestation on page 2 of the I-983 and the employer information located at <https://studyinthestates.dhs.gov/stem-opt-hub>. General employer requirements include being registered with the E-Verify program and ensuring that hiring an international student with STEM employment will not displace a U.S. worker.

Form I-983

Any material changes to the Form I-983 submitted to the HIO must be reported within 10 days of any change to avoid invalidating the student's STEM OPT employment authorization. Material changes or deviations may include, but are not limited to:

- Any change of the employer's Employer Identification Number, (i.e., the company's Federal Tax ID number) resulting from a change in the employer's ownership or structure
- Any reduction in student compensation that is not tied to a reduction in hours worked
- Any significant decrease in hours per week that a student engages in a STEM OPT training opportunity
- Changes to the employer's commitments or student's learning objectives as documented on the Form I-983

As long as the STEM OPT student and employer continue to meet the regulatory requirements and the modified Form I-983 meets the specified requirements, the student's employment authorization will not cease based on a change to the plan.

End of Employment

Per 8 CFR 214.2(f)(10)(ii)(C)(4) - The employer agrees to report the termination or departure of an OPT employee to the DSO at the student's school if the termination or departure is prior to end of the authorized period of OPT. Such reporting must be made within 48 hours of the event. An employer shall consider a worker to have departed when the employer knows the student has left the employment or if the student has not reported for work for a period of 5 consecutive business days without the consent of the employer, whichever occurs earlier. Please send the report to internationaloffice@harvard.edu.

Employee's Position Title: _____ Start Date: _____

Employer (Organization) Name: _____

Employer Address: _____

Employer's EIN#: _____ E-Verify Employer: yes no

Supervisor Name as listed on the I-983: _____

Supervisor Tel.: _____ Supervisor Email: _____

Authorized Signer Name: _____ Title: _____

Authorized Signer Signature: _____ Date: _____

Note to the Employer:

Per 8 CFR 274a.12 (b)(6)(iv) a person granted OPT may continue to work for up to 180 days following the expiration of the original OPT while the STEM extension is pending. The U.S. Citizenship & Immigration Services (USCIS) agency will issue Form I-797 to acknowledge receipt of the extension application. USCIS processing for the extension may take approximately 90 days.