Instructions to Apply for the 24-month Optional Practical Training (OPT) STEM Extension

This application checklist is for students currently on 12-month OPT and are applying for the 24-month OPT STEM Extension. Students may apply for the OPT STEM Extension up to 120 days prior to the end date for their 12-month OPT. All documents are scanned and submitted to the Office of International Student & Scholar Services (ISSS) email optextension@tamuc.edu. Do not copy any alternate email!

Please submit all documents to the ISSS at least 30 days prior to the end date of your 12-month OPT to allow time for the ISSS to process your documents. SEVP rules state the OPT STEM Extension application must be received by USCIS prior to the EAD card end date of your 12-month OPT to be eligible.

**STEP 1:** Scan and email all documents listed below to optextension@tamuc.edu. Do not copy any alternate email. We will not accept documents by mail or in person. Make sure all copies are legible. Please do not submit pictures of the documents. Incomplete applications will not be processed. It is YOUR responsibility to submit all documents as indicated below.

1. Pay the non-refundable ISSS OPT STEM Extension $100 Processing fee at the ISSS Marketplace.
2. Completed OPT STEM Extension Application with the Important Information Form signed. This document is the application for the ISSS only and is not required by USCIS.
3. Copy of most recently dated I-20 you have been issued as indicated under the SCHOOL ATTESTATION section of the I-20 marked DATE ISSUED on the first page of the I-20.
4. Copy of passport and visa
6. Copy of all dependent(s) I-20, passport, visa, and I-94 (only to update ISSS and dependent’s documents are not submitted to USCIS with application)
7. Copy of EAD card (front and back)
8. Copy of final official transcript from Texas A&M University-Commerce listing your graduation date, degree conferred, and academic major. You may go to http://www.tamuc.edu/admissions/Registrar/transcript/default.aspx to request a transcript. Do not have your transcript forwarded from Registrar’s Office to ISSS. If you have not graduated from A&M-Commerce because you have not completed thesis or comprehensive exam please have academic department email OPTExtension@tamuc.edu to verify remaining requirements for graduation.
9. Letter with the following information from all employers you have worked for in a paid or unpaid position during your 12-month OPT. Job offer letters will not be accepted:
   a) Employment start date and end date if a previous employer
   b) Job title with brief job description
   c) Were you employed full-time (21 hours or more) or part-time (20 hours or less) per week?
   d) Supervisor/manager’s name, phone number, and email
   e) 9-digit Employer Identification Number (EIN)
   f) Company name and address
   g) The letter from your current employer must be issued within past 30 days and include the following statement- “We agree to report any termination of employment or departure of this student within 5 business days to the ISSS via email to intl.stu@tamuc.edu.”
10. A completed Form I-983. Please use the ISSS Form I-983 only. For instructions for completing the form go to Form I-983 Overview.
**STEP 2:** Set up mailing for your OPT STEM Extension I-20. Please allow up to 15 business days for the ISSS to process your application. A business day is Monday through Friday.

Students have two options for the return mail for their OPT STEM Extension I-20 once their application has been processed by the ISSS:

a. Set-up express mail (FedEx or DHL) through the ISSS website by going to [www.tamuc.edu/isso](http://www.tamuc.edu/isso) and select Mailing Documents. Tracking is provided through the Eshipglobal website.

   OR

b. Set-up 2-day priority mail through USPS by going to the ISSS website at [www.tamuc.edu/isso](http://www.tamuc.edu/isso) and select Mailing Documents. You will select the Priority Mail 2-day Flat Rate in the U.S.

c. **ONCE YOU HAVE RECEIVED THE OPT STEM EXTENSION I-20.** Sign the first page of the I-20.

d. Make a copy of the OPT STEM Extension I-20 (all pages) and you will submit the *copy of the I-20* with your documents to USCIS under STEP 3. Do not submit the original I-20.

e. Email a scanned copy of your OPT STEM Extension I-20 (all pages) to [intl.stu@tamuc.edu](mailto:intl.stu@tamuc.edu). Do not copy or email to any alternate email. Include the subject line Copy of OPT STEM Extension I-20.

f. Be sure to make a copy of all documents submitted to USCIS for your records. DO NOT send the ISSS copies of your documents (except the OPT STEM Extension I-20).

**STEP 3:** Mail your documents to USCIS. All forms and instructions for submitting your application to USCIS may be found at [How to Apply for the OPT STEM Extension](#) and instructions will be included with your OPT STEM Extension I-20.