Instructions to Apply for Optional Practical Training (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. To avoid possible delays, **DO NOT email or CC/BCC your documents to any alternate email.** Students who have not graduated by the time they apply for the OPT STEM Extension may review the guidance on the last page.

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 end date of your 12-month OPT to be eligible.**

**STEP 1: Scan and email all documents listed below to optextension@tamuc.edu. We will not accept documents by mail or in person. Make sure all copies are legible. Please do not submit pictures of the documents. ONLY SUBMIT THE DOCUMENTS LISTED BELOW:**

1. One copy of the OPT STEM Extension Application and signed Important Information Form on previous webpage. This document is the application for the ISSS only and is not required by USCIS.
2. One copy of 12-month OPT I-20 (all pages)
3. One copy of passport and visa
5. One copy of EAD card (front and back)
6. One 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](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. **For students who have not graduated by the time they apply for the OPT STEM Extension please see the guidance on the last page.**
7. Letter with the following information from **all employers** you have worked for in a paid or unpaid position during your 12-month OPT. All employment must verify the dates you were employed. **WE WILL NOT ACCEPT JOB OFFER LETTERS:**
   a) Employment start date and end date (if applicable)
   b) Brief job description
   c) Job title
   d) Employed full-time (21 hours or more) or part-time (20 hours or less) per week
   e) Supervisor/manager’s name, phone number, and email
   f) Employer Identification Number (EIN)
   g) Company name and address
   h) The letter from your current employer must:
      i) Be issued within past 30 days
      ii) The letter must include the following statement- “We agree to report any termination of employment or departure of this student within 48 hours to the ISSS via email to intl.stu@tamuc.edu.”
STEP 2: Set up mailing for your OPT STEM Extension I-20. Please allow up to 10 business days for processing.

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 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 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 under STEP 3 to USCIS and email a scanned copy of your OPT STEM Extension I-20 (all pages) to intl.stu@tamuc.edu.

STEP 3: Mail your documents to USCIS. Instructions for submitting your application to USCIS will be included in the email from the ISSS and with your OPT STEM Extension I-20.

**Students who have not graduated:** The ISSS cannot process any application for the OPT STEM Extension until we can verify that the student has graduated or will graduate in an eligible major. For students who have not graduated by the time they apply for the OPT STEM Extension the ISSS will be required to receive verification from the Graduate School and/or Registrar’s Office that you have graduated or will graduate in an eligible major. **Please note we will not accept a copy of DegreeWorks or an email from your academic department as verification.** Once the ISSS has received this confirmation then we will process your OPT STEM Extension.

If you are unable to provide a copy of your final official transcript listing your graduation date, degree conferred, and academic major then you may submit your application to USCIS (please note must include OPT STEM Extension I-20 issued by ISSS). Once your final official transcript listing your graduation date, degree conferred, and academic major is issued you may follow-up with USCIS at 1-800-375-5283 to discuss submitting your transcript.