

24-Month STEM Extension Checklist

1. A personal check or money order for \$410 payable to US Department of Homeland Security. (A personal check is preferred; you will be able to determine if it has been cashed).
2. Completed USCIS [Form I-765](#). Use an address where you can receive mail in your name for the next 4 months. For item 10, write the number on your [I-94 card](#). For item 16, enter “(c) (3) (C)” which is the regulation citation for the STEM OPT extension. You must complete item 17.
3. Completed USCIS [Form I-983](#).
4. A new printout of your updated Form I-20, which will be issued when the information in your SEVIS record and your eligibility for the STEM OPT extension is verified.
5. Photocopies of ALL previously issued I-20s.
6. A copy of your [I-94](#) from the Customs and Border Protection website.
7. A photocopy of the biographical information in your passport (including passport expiration date, extension, and the page including your photograph)
8. A photocopy of the visa stamp page in your passport
9. A photocopy of the FRONT AND BACK of any previously issued Employment Authorization Document (EAD) cards.
10. Proof of your degree with a STEM major. This can be in the form of an official transcript, an unofficial transcript, or a copy of your diploma showing the education level and major.
11. Two (2) identical color passport-style photos.
 - Write your name and admission number lightly in pencil on the back.
 - The background should be completely white. Be sure to check your photographs for quality and accuracy.

We recommend that you mail your application by UPS, Federal Express Mail, or by Certified Mail, with “Return Receipt Requested”, so that you have a record of its delivery. Check the [USCIS website](#) for the address of the location that processes applications from your state.

Student responsibilities while on 24-month extension

A student pursuing a period of 24-month extension must:

- Work in a paid position for an [E-Verify](#) employer at least 20 hours per week
- Work in a position related to the [STEM CIP](#) approved by DHS for the 24-month extension
- Report to his or her [DSO](#) within **10 days** of:
 - Legal name changes
 - A change in residential or mailing address
 - A change in personal email address and local phone number
 - Changes in employer, giving the employer name and employer address
 - A new [Form I-983](#) must be completed and submitted to the DSO before a change in employer is made
 - A new I-20 will be issued that reflects the new employment information
 - Loss of employment
- Send the [DSO](#) a validation report every six months, starting from the date the 24-month extension starts and ending when the student's F-1 status ends or the 24-month extension ends, whichever is first. The validation report must include the student's
 - Full legal name
 - SEVIS identification number (if requested by the school)
 - Current mailing and residential address
 - Name and address of the current employer
 - Date the student began working for the current employer

A student pursuing a period of 24-month extension must not:

- Work in a paid position for any employer that is not an [E-Verify](#) employer
- Have more than 120 days of unemployment time during the entire period of post-completion OPT (regular post-completion OPT and 24-month extension).