


24-MONTH STEM EXTENSION

STEP 1: Complete and submit your STEM OPT Extension Application to JSU Global ISSS by email or in-person.

- Complete the [JSU Global OPT Job Reporting Form](#)
- Review and Sign [Student Statement of Responsibility STEM OPT Form](#)
- [I-983 Training Plan](#) (see [I-983 Instructions](#))
- [I-765 form](#) (employer's E-Verify number must be written on form)

STEP 2: Gather the following documents

- Copy of your diploma (if your diploma only states the degree and not the program, include a copy of your official transcript).
 - ✓ If STEM OPT extension is based on previous institutions U.S. STEM degree **not from Jackson State University**, also include:
 1. Copy of previous U.S. STEM degree/Official Transcripts or Copy of Degree **AND** Copy of I-20 issued for previous U.S. STEM degree
- A copy of Form I-94 (which can be obtained at <https://i94.cbp.dhs.gov>)
- A copy of your current EAD card (front and back)
- Two (2) passport-style photos. (Write your name and I-94 number on the back of each photo)
- Check or money order for \$410 payable to "U.S. Department of Homeland Security" (The date format for your check should be as follows: month/day/year)
- [Completed G-1145 Form](#) (optional; it signs you up for email/text message notification of your application's arrival at USCIS)

STEP 3: Submit copies of all documents in STEP 1 and 2 to JSU Global ISSS for review:

- ✓ Complete applications will include the four (4) forms listed in STEP 1 (JSU Global OPT Job Reporting Form, Student Statement of Responsibility, I-983, I-765) **AND** STEP 2.
- ✓ Allow 7-10 business days for processing. A JSU Global ISSS advisor will review your application and issue a new, updated I-20 with a STEM OPT Extension recommendation printed on page 2. **BE SURE SIGN PAGE 1** once you receive.

STEP 4: Mail your application to USCIS:

Mail the documents listed in **STEP 2**, the completed and signed **I-765** and the **NEW I-20** with DSO endorsement and student signature:

For U.S. Postal Service (USPS)

USCIS
P.O. Box 660867
Dallas, TX 75266

For Express Mail and Courier Service Deliveries

USCIS
Attn: AOS
2501 S. State Hwy. 121 Business
Suite 400
Lewisville, TX 75067

If your I-765 mailing address is outside of Mississippi, review the USCIS [mailing instructions to find](#) the correct Lockbox location.

**STUDENT STATEMENT OF RESPONSIBILITY
24-STEM OPT EXTENSION**

It is extremely important that you understand the reporting requirements while on STEM OPT. The below requirements are YOUR responsibility as an F-1 student and failure to comply may result in the termination of your OPT eligibility by USCIS or SEVP.

- Update your contact information within 10 days of any change. This includes your address, email and phone number.
- Update your employer information within 10 days of any change by submitting the [JSU Global OPT Job Reporting Form](#)
- Submit a new Form I-983 completed and signed by your new employer to JSU Global ISSS within TEN days of beginning the new employment.
- Provide your required 6-month validation report within 10 days of each 6-month validation due date by completing the [JSU Global OPT Job Reporting Form](#).
- Report Material Changes to your STEM Extension OPT Training Plan within 10 days by submitting new Form I-983. You are required to report any material changes or deviations from your initial Form I-983 formal training plan to ISS. These changes may include, but are not limited to:
 - Any change of the employer's EIN.
 - Any reduction in student compensation that is not tied to a reduction in hours worked.
 - Any significant decrease in hours per week
 - Changes to the employer's commitments or student's learning objectives
- Report any change of immigration status (category) immediately. If you receive a change of status approval notice (US permanent resident, H-1B, etc) please email a copy of the USCIS approval notice to JSU Global ISSS advisor so that your F1 SEVIS record can be ended properly.

Student Statement of Understanding

I have read and understand the above requirements and I fully understand the consequences that I may face by failing to comply with the above responsibilities. Which could result in a SEVIS record termination, the immediate loss of my OPT authorization, and having to depart the U.S. I understand that JSU Global can only advise students and will not provide advice to employers. Employers that have concerns about their responsibilities regarding STEM OPT extensions should consult their own legal advisors before making a decision.

Signature: _____ Date: _____