

Planning Tool: 7-Month Extension for Approved 17-Month Extensions of OPT for Science, Technology, Engineering and Mathematics

Use this planning tool for students on 17-month extensions of optional practical training (OPT) that were approved before May 10, 2016. The tool identifies the eligibility, filing deadlines, and information needed for the 7-month extension. Designated School Officials (DSO) must recommend another extension in the Student and Exchange Visitor Information System (SEVIS) for eligible students. Students must file a Form I-765 with the United States Citizenship and Immigration Services (USCIS). Save or print this worksheet for your records.

Student's Current STEM OPT End Date:

Today's Date:

Student's Name:

Student's Email Address:

Student's Telephone Number:

Student's SEVIS ID:

Student's Home Address:

Name of Student's Employer:

Employer Identification Number, if known:

Student's Job Title:

Employment Start Date with the Employer:

Number of Hours per Week the Student Will Work:

Employer's Address:

Name of Student's Supervisor:

Supervisor's Telephone Number:

Supervisor's Email Address:

Filing Window for the 7-month OPT Extension

First day of 7-month STEM extension application period:

May 10, 2016

Last day of 7-month STEM extension application period:

August 8, 2016

Step 1: Determine eligibility and filing deadlines.

Student is eligible if current approved

STEM OPT ends on or after:

October 7, 2016

USCIS **must** receive the student's Form I-765 for the 7-month extension on or before:

Special filing instructions, if applicable:

Step 2: Complete Form I-983, Training Plan for STEM OPT Students.

- Student must give the DSO a completed Form I-983. DSOs cannot recommend the extension without it.
- The plan can be completed before May 10, 2016.

[Click here to access the Form I-983.](#)

Step 3: Student requests 7-month extension from DSO.

- Student must submit a timely request for the 7-month OPT extension to the DSO.
- Student must provide DSO with a completed Form I-983.

Step 4: DSO recommends 7-month extension in SEVIS.

- DSO reviews the OPT request.
- DSO must have a completed Form I-983 before recommending OPT.
- SEVIS will display the link to recommend the extension after SEVIS Release 6.26 on May 13, 2016.
- SEVIS will calculate the start and end date for this extension.
- DSO must re-enter employer information:

Name of Student's Employer:	
Employer Identification Number, if known:	
Student's Job Title:	
Number of Hours a Week the Student Will Work:	
Employer's Street Address:	
Name of Student's Supervisor:	
Supervisor's Telephone Number:	
Supervisor's Email Address:	

Employer Start Date cannot be before:
(Even if the student has been working for the employer during
the 17-month STEM period.)

Employer End Date cannot be after:

In the **Explain how employment is related to student's course
of study** field, enter the following comment:

**I have reviewed the Form I-983. It is complete,
signed and addresses all program requirements.**

Special filing instructions, if applicable:

Step 5: Student files Form I-765 with USCIS.

File Form I-765 and supporting documents with USCIS.

[Click here to get the Form I-765 or to learn more about filing the form.](#)

The student's filing deadline is:

Include the following:

- Form I-765
- Filing fee
- Supporting documents required by USCIS (see Form I-765 Instructions)
- Copy of signed Form I-20 with recommendation for the 7-month OPT Extension

Special filing instructions, if applicable:

Step 6: Student continues with training.

- Student must comply with the requirements of STEM OPT.
- Report any of these changes to the DSO within 10 days:
 - Name change
 - Home Address change
 - Employer Name or Address
 - Change of employment status

Every six months, student must validate the following information is still accurate:

Student's Name:	<input type="text"/>
Student's Email Address:	<input type="text"/>
Student's Telephone Number:	<input type="text"/>
Student's Home Address:	<input type="text"/>
Student's Home City, State, Zip Code:	<input type="text"/>
Name of Student's Employer:	<input type="text"/>
Student's Job Title:	<input type="text"/>
Employer's Street Address:	<input type="text"/>
Name of Student's Supervisor:	<input type="text"/>
Supervisor's Telephone Number:	<input type="text"/>
Supervisor's Email Address:	<input type="text"/>