

Student Planning Tool for 24-Month Extension of Optional Practical Training

Use this planning tool for students on post-completion optional practical training (OPT) who want to file for a 24-month OPT extension based on a degree in science, engineering, technology, or mathematics. The tool identifies eligibility, filing deadlines, and information needed for the extension.

Students must file a Form I-765, Application for Employment Authorization, with the U.S. Citizenship and Immigration Services (USCIS). Save or print this worksheet for your records.

Date:	
Student's Name:	
Student's Email Address:	
Student's Telephone Number:	
Student's SEVIS ID:	
Student's Home Address:	
Student's Employer's Name:	
Employer Identification Number, if known:	
Student's Job Title:	
Employment Start Date with this Employer:	
Number of Hours per Week the Student will Work:	
Employer Address:	
Name of Student's Supervisor:	
Telephone Number for Student's Supervisor:	
Email Address for Student's Supervisor:	
Date Student's Post-completion OPT Ends:	

The 24-Month OPT Extension Start Date will be:

The 24-Month OPT Extension End Date will be:

Regulatory Filing Window for 24-Month Extension of OPT

The earliest date USCIS can get the application:

Cut-off deadline date for USCIS to get the extension:

Note: Student's actual deadline for filing differ. The student must file Form I-765 within 60 days of the date the designated school official (DSO) recommends the STEM extension in the Student and Exchange Visitor Information System (SEVIS).

Step 1: Complete the Form I-983, Training Plan for STEM OPT Students

- The student and the employer, complete the Form I-983. It is available on Study in the States.
- The student must give the DSO a completed Form I-983.
- The DSO must receive a completed Form I-983 before recommending the OPT extension.

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

Step 2: Identify student's previous periods of authorized OPT

Go to Step 3 if the student has never had OPT before.

[Click here to collect information on previous OPT.](#)

Step 3: Determine source of eligibility for 24-month extension of OPT

Go to **Step 4** if this extension is based on the same degree used to get the current post-completion OPT.

Complete this section if eligibility is based on a previous degree.

[Click here to access
CIP Code list.](#)

Qualifying Degree Level:

Qualifying Major:

CIP Code:

Date Degree Awarded (mm/dd/yyyy):

Awarding School Name:

Awarding School SEVIS Code:

Awarding School location:

Class of Admission when Degree was Awarded:

Qualifying degree cannot be older than:

Step 4: DSO recommends 24-month extension

- The student should submit a timely request for the 24-month OPT extension to the DSO.
- The student should provide the DSO with:
 - Completed Form I-983
 - Copies of previous post-completion and STEM OPT authorizations, if any
 - Evidence of previous STEM-eligible degree, if this request is based on a previous degree
- SEVIS will calculate the start and end date for this extension.
- DSO must re-enter employer information, even if the student will work for the same employer:

Name of Student's Employer:

Employer's EIN, if known:

Student's Job Title:

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:

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

Employment End Date with this employer cannot be after:

SEVIS Workaround for Training Plan

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.**

SEVIS Workaround for Extension Based on Prior Degree

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

**Extension based on prior STEM degree: (Enter the
following information about the degree: qualifying
major, qualifying degree level, CIP code, date of
degree, school awarding degree, school location,
awarding school code, class of admission at time of
degree)**

Step 5: Student files Form I-765 with USCIS

- Student signs Form I-20 and completes and files Form I-765 with USCIS.

Click here to get the Form I-765 or to learn more about filing the form.

- Include the following:
 - Form I-765
 - Filing fee
 - Supporting documents required by USCIS (See Form I-765 filing instructions.)
 - Copy of signed Form I-20 with recommendation for 24-month OPT extension
 - Evidence of previous STEM-eligible degree, only if this request is based on a previous degree

Student's filing deadline based on the DSO recommendation date

The student must file the Form I-765 with USCIS within 60 days of the date the DSO recommends the 24-month extension in SEVIS.

Enter the DSO recommendation date:

USCIS must receive the application by:
(USCIS will deny applications received after this date.)

Step 6: Student participates in training

While on STEM OPT, the student must maintain F-1 status.

The student has three types reporting: on-going requirements, 6-month validation reports, and training evaluation reports.

On-going Reporting Requirements

- Report any of these changes to the DSO within 10 days:
- Name change
 - Residential or mailing address change
 - Employer name or address change
 - Employment status

6 Month Validation Reports

Every 6 months, and within 10 days of the due date, student must validate the following information is still accurate:

Student's Name:	
Student's Email Address:	
Student's Telephone Number:	
Student's Home Address:	
Name of Student's Employer:	
Student's Job Title:	
Employer's Address:	
Name of Student's Supervisor:	
Supervisor's Telephone Number:	
Supervisor's Email Address:	

The 6-Month Validation Report is due on

The 12-Month Validation Report is due on

The 18-Month Validation Report is due on

***DSO must receive the student's validation report and confirm it in SEVIS within 10 business days of these deadlines.**

Training Evaluations

The student must evaluate his or her progress towards the training goals in the Form I-983. The supervisor must sign the evaluation. The student must send the evaluation to the DSO.

The first training evaluation must be completed by

The DSO must receive a copy of this evaluation by

The final training evaluation must be completed by

The DSO must receive a copy of the final evaluation by

Note: if the student leaves the training position earlier than this date, he or she must complete the evaluation before leaving the position. The DSO must get a copy of it within 10 days of the student's last day of work with the employer.

Previous Periods of Authorized Optional Practical Training

Use the table below to collect information about previous authorizations for OPT.
Enter the OPT start and end dates from the EAD issued by USCIS.
Enter the type of OPT (pre-completion, post-completion, STEM).
Enter the level of study for the OPT (Bachelor's, Master's, Doctoral).
Student's should be prepared to provide copies of all EADs to the DSO and to USCIS when filing the Form I-765.

OPT Start Date	OPT End Date	OPT Type	OPT Degree Level	Receipt Number

Click here to go to Step 3.