Instructions for OPT STEM Extension Application

This on-line service will allow you to fill out the PTA (Practical Training Application) form and to submit your OPT STEM Extension request to the I-Center. After being approved by an I-Center Advisor, you will receive an e-mail to pick up your new endorsed I-20 for OPT STEM Extension from the I-Center. You will send a copy of this new I-20 along with other required documents to the USCIS.

For more information about the USCIS check list, please check the I-Center website at: http://icenter.stanford.edu/students/current/opt_checklist_uscis.html

Please follow the instructions:
The F-1 Practical Training Application form is available via the Axess portal at http://axess.stanford.edu
Login to AXESS with your SUNet ID and password
Click on “Student” tab as shown below:

At the bottom of the Student page, under Employment subheading you will see the following links:
At this point, you can create a new Practical Training Application request, track the status of your existing application request, or edit, and complete your saved application. When clicking on Create Practical Training Application Request, a menu of available F-1 employment types will be displayed.

As soon as you select the type of Employment Authorization Request, a list of Student Eligibility Conditions will be displayed for the selected employment type. Please read it carefully. If you are qualified, check the “I agree to the above” box before clicking on the Continue button.

The PTA form will then be displayed. The information to be provided in each section is described in the following pages.

**Employment Authorization Request**

**Student Last Name, First Name**

Please select one of the request types, read the instructions and then click on Continue to go to the Employment Request Form. Click on Back to go back to Student Center.

**I am requesting..**

- [ ] Curricular Practical Training
- [ ] Pre-Completion OPT
- [ ] Post-Completion OPT
- [X] STEM Extension OPT

**I attest that:**

1. I have been maintaining valid F-1 status.
2. I do not have any active degree program.
3. I understand that my STEM application must be received by USCIS before the expiration date of EAD card.
4. I understand that I may continue to work up to 180 days beyond the expiration of post-completion OPT EAD while my STEM extension application is pending.
5. I understand that I must work at least 20 hours per week in my field of study.
6. I understand that I must work for an employer who is participating in E-Verify program during the STEM Extension.
7. I understand that I may not accrue more than 120 days of unemployment during the entire post-completion OPT period.
8. I understand that I need to report any change in name, employment (including loss of employment), address, and visa status within 10 days of occurrence to the I-Center.
9. I understand that I must provide an update to the I-Center every 5 1/2 months starting from the date the STEM extension.
10. I understand that if I transfer to another school or start a new degree program, I will forfeit my OPT.

**I agree to the above**

[ ] Continue  [ ] Back
Student should have a Post-OPT endorsement in order to apply for an OPT STEM Extension otherwise you will receive an error message.

At the creation of the PTA, (Practical Training Application), the Transaction Status will be New, and the Transaction ID number will be: "00000000". A transaction ID will be generated automatically by the system as soon as the PTA form is saved or submitted.

Please use this Transaction ID number in all your application follow-ups with the I-Center.

![PTA Form](image)

The PTA form opens with the Requestor’s EmplID, Last name, First name, I-20 start and end dates, and SEVIS ID number auto populated in the “Person Details” section:

![Person Details](image)

Your e-mail address is auto populated in the Email ID field, but you can edit it if needed.

Your academic information will auto populated from your I-20 in “Education Details” box:

You will be able to choose the program which is related to the work during your STEM Extension period.
In the **Training Details** section, the employment **Start Date and End Date** are calculated and populated automatically.

The **Employment Code** is always **“Full Time”** for OPT STEM Extension.

In the **Employer Details**, you will be asked to enter the **Employer Name** (Company name), and the location of your work. These fields are mandatory for STEM Extension.

A list of your previously endorsed employment will be displayed in the **Previously authorized employment for practical Training** section as shown below:

If you have any previous Practical Training (i.e. from another school) that is not indicated in this section, please enter the missing Practical Training in the **Comment** section at the bottom of this form.

At this point you will have the option of either **SUBMITTING** the request or **SAVING** it to continue later.
You will also be able to add additional information / comments for the I-Center Advisor, in the Comment section. (If needed)

Finally, you have to check the box to certify that the entered information is correct before clicking on the Submit button:

**Note:**

**Back:** All information on the current page will be erased and you will be directed to the previous page.

**Save:** You will save the current version of your Application as a draft that you can review and amend later before submitting your request.

**Submit:** Your request is complete and is sent to your advisor for his/her approval. You will not be able to modify your application any more.