



STEM OPT Request Form

PERSONAL AND PROGRAM INFORMATION

Family Name:	Given Name:
Stevens ID:	SEVIS ID:
E-mail:	Phone:
U.S. Address:	
Major:	Degree Level: Bachelor Master PhD
Post-Completion OPT Start Date:	Post-Completion OPT End Date:

TYPE OF OPT REQUEST

<input type="checkbox"/>	24-MONTH stem Extension- Please indicate the STEM eligible degree that is the basis for your application:
<input type="checkbox"/>	Most recent degree from Stevens
<input type="checkbox"/>	U.S. degree received in the past 10 years from (school name) _____
<input type="checkbox"/>	Eligible CIP Code for qualifying degree (must be degree's current CIP Code): _____
<input type="checkbox"/>	For this type of application, please attach copies of the following to your OPT Request Form: <ul style="list-style-type: none"> a. Your official transcript from your previous institution b. Your latest Form I-20 from your previous institution
<input type="checkbox"/>	I have a pending H-B petition
<p>Note: You may wish to submit your STEM Extension to ensure you have a continued work authorization after the post-completion OPT end date. Please include a copy of the H-1B receipt and/or proof of filing.</p>	

Along with this form, you must also submit the completed Form I-983 (see the I-983 guide for guidance on completion of the Form I-983).

While your new STEM OPT I-20 is being processed, you may begin preparing the materials that you will submit to USCIS as part of your final STEM Application. See the STEM OPT Checklist and Instructions for documents required for USCIS submission.

I-20 PICK UP/DELIVERY OPTIONS

<input type="checkbox"/>	Pick up in person (must have photo ID. I-20 cannot be issued to a 3 rd party)
<input type="checkbox"/>	Use eShipGlobal (expedited and tracked) to receive I-20
<input type="checkbox"/>	I will create my own shipping label and email it to iss.application@stevens.edu for shipment
<input type="checkbox"/>	Email electronic version of I-20 signed by ISSS to the email address listed in SEVIS (typically your stevens.edu email address). **DHS allows DSOs to electronically send I-20s to student email addresses in SEVIS. Your new I-20 will be attached as a PDF. You must print your I-20 in color and sign the student attestation portion on page 1 of your I-20. The printed I-20 becomes your physical copy for official use.

OPT ACKNOWLEDGEMENTS

- ◆ I have reviewed on the ISSS website the information on the [STEM OPT Extension](#).
- ◆ I understand that I cannot submit my application to USCIS more than 90 days prior to the end date of post-completion OPT and no later than the last day of the post-completion OPT end date on the EAD.
- ◆ I understand that if I file my STEM OPT extension application on time and my OPT period expires while my extension application is pending, [USCIS will automatically extend](#) my employment authorization for 180 days. This automatic 180-day extension ceases once USCIS adjudicates my STEM OPT extension application.
- ◆ My F-1 status on OPT is dependent on employment. I must be working at least twenty (20) hours per week in a job that is paid and is related to my major/field of study. I understand that self-employment is not permitted.
- ◆ I may not accrue an aggregate of more than the following number of days of unemployment:
 - ◆ Post-Completion OPT: 90 Days
 - ◆ 24-Month STEM Extension: 150 Days (remainder of unemployment from Post-Completion OPT + 60 additional days)
- ◆ Engaging in full-time and/or matriculated study while I am on OPT is considered a violation of my F-1 status. I must be issued a Change of Level I-20 before I can begin study in a new program, and this will terminate my OPT.
- ◆ I am required to report the following information to ISSS or update in the SEVP Portal within 10 days of any change:
 - ◆ Change of my legal name (*cannot be updated in the SEVP Portal*)
 - ◆ Change of my e-mail address or phone number
 - ◆ Change of my residential and/or mailing address
 - ◆ New employment, even if I am working for multiple employers (*cannot update in the SEVP Portal on STEM*)
 - ◆ Change of the name and/or address of my employer or employer's client (*cannot update in the SEVP Portal on STEM*)
 - ◆ Any interruption of employment (*cannot update in the SEVP Portal on STEM*)
- ◆ I will submit a new [Form I-983 Mentoring and Training Plan](#) to ISSS within 10 days:
 - ◆ If I begin a new practical training opportunity with a new employer (must also submit all pages of the Form I-983 with the *Final Evaluation* section completed and signed from the previous employer)
 - ◆ Any time there is a "material change" in the terms and conditions of the original I-983
- ◆ I am required to validate my address, contact, and employment information with ISSS every 6 months from the start of my extension; **if I do not do so, my F-1 status could be terminated in the SEVIS system.** This is my sole responsibility. I will complete the [OPT STEM Report Form](#) and submit Form I-983 with completed evaluations (12-months and 24-months) to iss.application@stevens.edu **before** my reporting due date.
- ◆ I understand that the role of ISSS is to advise students and the ISSS office is not able to provide advice to employers. Employers that have concerns about their responsibilities regarding STEM OPT extensions should consult the [STEM OPT Hub](#).

I acknowledge that I have read and understand these requirements and will abide by requirements listed above.

Signature:

Full Name (Please print):

Today's date: