

This session is being recorded

24-Month STEM OPT Extension



OVERVIEW

1. What is STEM OPT?
2. Review of Canvas Modules:
 1. **STEM OPT & Eligibility**
 2. **STEM OPT Employment**
 3. Employer Responsibilities and E-Verify
 4. **Timeline & Application Process**
 5. I-765 Application
 6. **I-983 Training Plan**
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 8. **Travel During STEM OPT**
 9. Options After STEM OPT
3. Resources

WHAT IS THE 24-MONTH STEM OPT EXTENSION?

Final 24 month STEM OPT May 10, 2016

8 CFR 214.2 (f)(10)(ii)(c) 24-month extension of post-completion OPT for a (STEM) degree science, technology, engineering, or mathematics STEM degree Consistent with paragraph (f)(11)(i)(C) of this section, a qualified student may apply for an extension of OPT while in a valid period of post-completion OPT authorized under 8 CFR 274a.12(c)(3)(i)(B). An extension will be for 24 months for the first qualifying degree for which the student has completed all course requirements (excluding thesis or equivalent), including any qualifying degree as part of a dual degree program, subject to the requirement in paragraph (f)(10)(ii)(C)(3) of this section that previously obtained degrees must have been conferred. If a student completes all such course requirements for another qualifying degree at a higher degree level than the first, the student may apply for a second 24- month extension of OPT while in a valid period of post-completion OPT authorized under 8 CFR 274a.12(c)(3)(i)(B). In no event may a student be authorized for more than two lifetime STEM OPT extensions.

IN REAL LIFE
LANGUAGE...
STEM OPT IS

An **additional**
24 months of OPT
to work in the
United States

Comparing OPT and STEM OPT

OPT	STEM OPT
12 months	24 months
\$410 USD to apply	\$410 USD to apply
90 days of unemployment	60 days of unemployment + any of the 90 days unused from OPT
Can be self-employed or do freelance work	CANNOT be self-employed or do freelance work
Do not need to have an employer to apply for OPT	MUST have an E-Verify employer to be eligible to apply for STEM OPT (or a job offer)
You can choose the start date of your OPT period within 60 days of your graduation date	Your start and end dates are determined by your OPT end date
Employment can be paid or unpaid	Employment MUST be paid

STEM OPT ELIGIBILITY

- Have been granted OPT and **currently** be in a valid period of post-completion OPT
- Cannot have accumulated **more than 90 days of unemployment** during the current post-completion OPT authorization.
- Most recently earned degree must be a bachelor's or master's degree in a field that is currently on the **DHS STEM-designated degree programs list**
 - OR for eligibility based on a previous STEM degree, the degree must be earned within the last 10 years at an accredited institution in the U.S.
- Must be **employed/have a job offer from an employer registered in the DHS E-Verify Program**; STEM OPT extension restricts work to E-Verify employers only.
- STEM OPT employment must be **directly** related to your RISD major field of study or the STEM degree in which you qualify for the extension.

STEM OPT ELIGIBILITY

- Employment must be **full-time (more than 20 hours/week)**.
- Employment must be **PAID**
- Be able to complete the **Form I-983 Training Plan** with your employer (all employers, if you have multiple).
- **CANNOT participate in self-employment, freelance, or volunteer work during your STEM OPT Extension.**
- Have not previously received **two** STEM OPT extensions
- Have not yet received an extension under the qualifying STEM degree.

WHAT COUNTS AS EMPLOYMENT DURING STEM OPT?

- **Paid, full-time employment for an employer** (can have multiple) where there is a bona fide employer-employee relationship.
- All employers **must** be registered with **E-Verify**.
- Employment must be in a **position directly related to the STEM degree** on which the STEM OPT Extension is based.
- All employment must be **more than 20 hours per week** on average.
- All employment must be **paid**.
- Must be **commensurate** with those of similarly situated U.S. workers in duties, hours, and compensation.

**SELF-EMPLOYMENT and FREELANCING are
NOT allowed on STEM OPT.**

Visit [USCIS](#), [Study in the States](#), or contact issa@risd.edu for more information.

You **CANNOT** be SELF-EMPLOYED or
FREELANCE during STEM OPT
under **ANY** circumstance.

There **MUST** be a bona fide employer-employee relationship.

What is E-Verify?

E-Verify is a web-based system administered by the Social Security Administration and USCIS. It allows employers to confirm the eligibility of their employees to work in the U.S. Any employer that wants to hire a student on the STEM OPT Extension must be enrolled and in good standing with E-Verify.

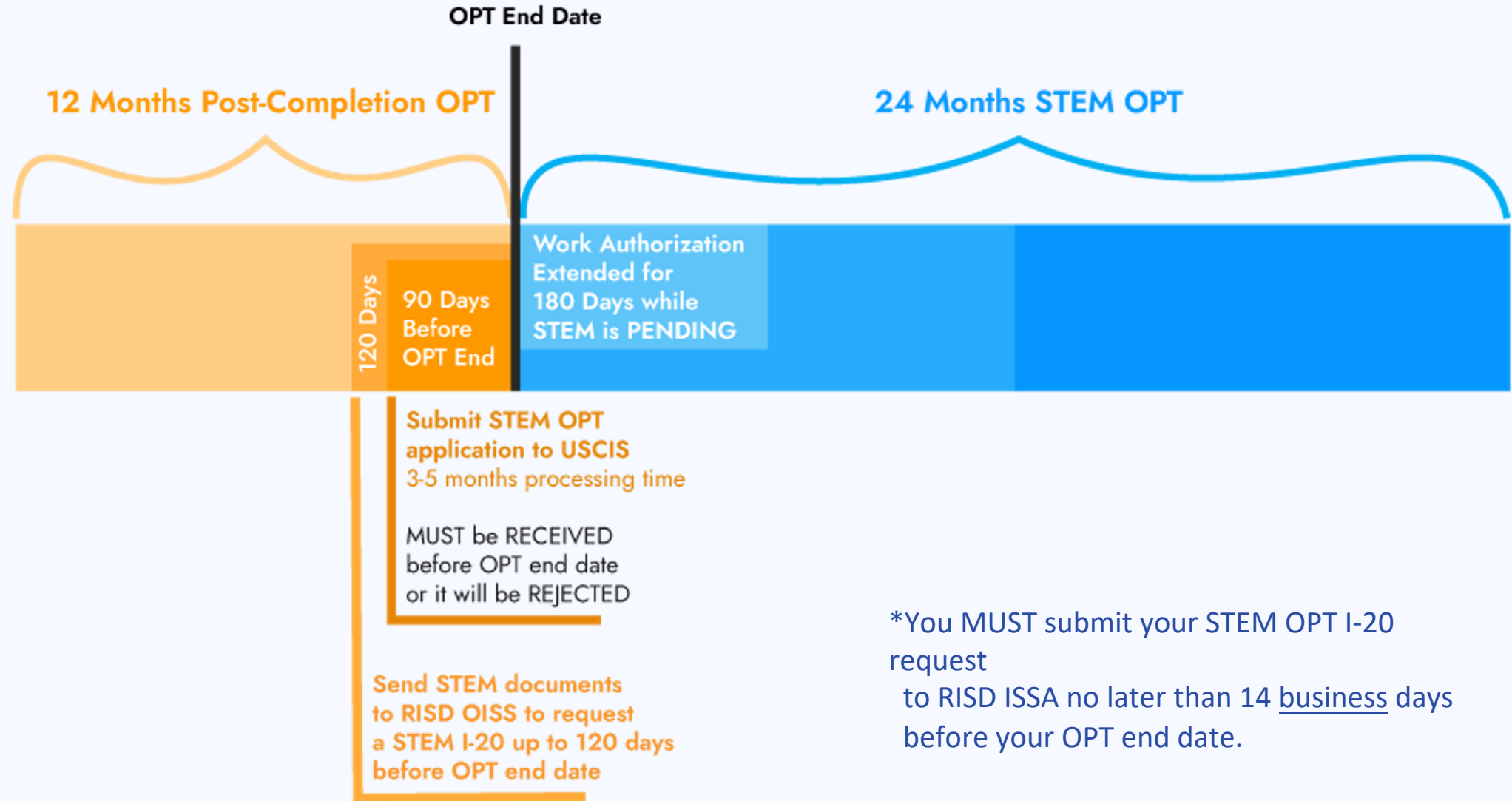
Please visit the [E-Verify website](#) for more information.

[E-Verify Employers Section](#)

[E-Verify Webinar Calendar](#)

[E-Verify Videos](#)

STEM OPT APPLICATION TIMELINE



STEM OPT APPLICATION PROCESS

1. Complete required **STEM OPT Canvas course and quiz**
2. **Request STEM OPT I-20** from RISD ISSA through the STEM OPT I-20 Request Form and Checklist
3. Gather **supporting documents** needed for STEM OPT application
4. **Receive STEM OPT I-20** from RISD ISSA by email
5. **Submit complete STEM OPT application with STEM OPT I-20** to USCIS
6. Wait for USCIS to **adjudicate STEM OPT application**

Request **STEM OPT I-20** from RISD ISSA

The STEM OPT application requires you to collect and prepare certain documents before submitting your STEM OPT I-20 request to ISSA through the **STEM OPT I-20 Request Form and Checklist**.

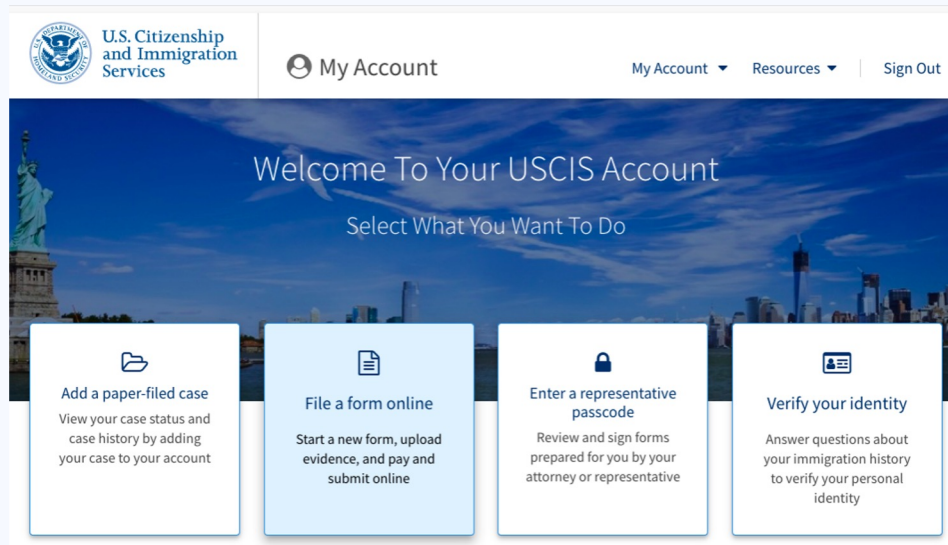
STEM OPT I-20 Request Form & Checklist

- 1. I-765 Online Draft****
2. Completed I-983 Training Plan
3. Screenshot of STEM OPT quiz results page
4. Scan of Previous EAD
5. Scan of valid passport biographical page
6. Scan of most recent F-1 Student Visa
7. Scan of most recent I-94 document

****DO NOT CLICK "PAY AND SUBMIT" IN THE ONLINE I-765 APPLICATION****

Filling I-765 Application – Online

Online Application



- Go to: <https://myaccount.uscis.gov/>
- Create an account. If you already have one from a previous application, use those credentials to log in.
- Fill In I-765 prompts until you reach “**Your Application Summary**” page and then **download draft I-765****

****DO NOT CLICK “PAY AND SUBMIT” IN THE ONLINE I-765 APPLICATION**

Gather the rest of the documents needed for STEM OPT Application

Online Application

1. **Scan of official U.S. passport photograph**
2. **\$410 filing fee** – Credit card/bank payment from a U.S. bank account
3. **Transcript** with degree awarded (available through the [RISD Registrar](#))
4. Copy of **diploma** (8 ½ x 11, black and white)

Receive STEM OPT I-20 from RISD ISSA

- Once eligibility is determined, an ISSA advisor will issue a new I-20 Form with the STEM OPT Extension recommendation on page 2.
 - It may take our office **2-3 weeks** to process your I-20 request (includes time for any edits that need to be made by the student/employer).
- ISSA will email your:
 1. STEM OPT I-20
 2. CIP code change letter
 3. Any edits you may need to make to your I-765 before you submit to USCIS
- You must print & sign the STEM OPT I-20 with **blue ink** & make a copy/scan of pages 1 & 2.
- You **MUST** include your signed STEM OPT I-20 form with your STEM Extension application. Your application will be rejected without your STEM OPT I-20!

Submit STEM OPT application to USCIS

Online I-765 Application

1. Scan of Form I-20 signed in BLUE INK with STEM OPT Extension recommendation (pages 1 and 2)
2. CIP Code Change Letter (provided by ISSA with STEM OPT I-20)
3. Copy of valid passport ID page(s)
4. Copy of current F-1 Visa
5. Copy of most recent [I-94 record](#)
6. Copy of any previous Employment Authorization Documents (EAD cards), front and back
7. Copy STEM degree certificate (diploma), (8 ½ x 11, black and white).
8. Transcript with level and program of study. Available through the [RISD Registrar](#).
9. Scan of official U.S. passport photograph
10. \$410 filing fee – Credit card/bank payment from a U.S. bank

***The I-983 is not submitted to USCIS with the STEM OPT application.**

Submit STEM OPT application to USCIS

- Your STEM OPT application must be **received** by USCIS within 60 days of the issue date on your STEM OPT Extension I-20 but no later than the expiration of your current post-completion OPT period as noted on your EAD.

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated school official of the above named school and am authorized to issue this form.

X

SIGNATURE OF: Amy Andrea Iglesias, International Student
Advisor

DATE ISSUED

08 July 2020

PLACE ISSUED

Providence, RI

- DO NOT SUBMIT YOUR STEM OPT APPLICATION WITHOUT THE NEW “STEM OPT REQUESTED” I-20 FROM YOUR ISSA ADVISOR. YOUR APPLICATION WILL BE REJECTED WITHOUT THIS I-20!**

Wait for USCIS to adjudicate STEM OPT application

- It can take USCIS an average of 3-5 months to process a STEM OPT application.

According to USCIS:

“If you file your STEM OPT extension application on time and your OPT period expires while your extension application is pending, we will automatically extend your employment authorization for 180 days. This automatic 180-day extension ceases once USCIS adjudicates your STEM OPT extension application.”

I-983 Training Plan

**TO BE COMPLETED
BY STUDENT**

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

OMB APPROVAL NO. 1653-0054
EXPIRATION DATE: 7/31/2021

TRAINING PLAN FOR STEM OPT STUDENTS

Science, Technology, Engineering & Mathematics (STEM) Option

Name of the school from which you earned the degree upon which the STEM OPT will be based. This may or may not be RISD if you are using a prior STEM degree.

SECTION 1: STUDENT INFORMATION (Completed by Student)			
Student Name (Surname/Primary Name, Given Name): Family Name, Given Name Middle Name		Student Email Address: Preferred e-mail address	
Name of School Recommending STEM OPT: Rhode Island School of Design	Name of School Where STEM Degree Was Earned:	SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix): RISD School Code: BOS214F20102000	
Designated School Official (DSO) Name and Contact Information: Amy Andrea Iglesias, aiglesia@risd.edu, 401-277-4957		Student SEVIS ID No.: (found on your most recent I-20) N000000000	STEM OPT Requested Period (From: To): From: 06/05/2020 To: 06/04/2022 <div>The day after your current post-completion OPT expires 24-months after your STEM OPT start date</div>
Qualifying Major and Classification of Instructional Programs (CIP) Code: Found on most recent I-20: Ex: Architecture and Building Sciences/Technology 04.0902			
Level/Type of Qualifying Degree: Ex: Bachelor's, Master's			
Date Awarded (mm-dd-yyyy): Program End Date found on I-20			
Based on Prior Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No <div>Check "No" if you are applying based on your most recently obtained degree from RISD. Check "Yes" if you are applying based on a previously obtained degree.</div>			
Employment Authorization Number: USCIS # found on EAD card: xxx-xxx-xxx			

I-983 Training Plan

SECTION 2: STUDENT CERTIFICATION

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

I certify that:

1. I have reviewed, understand, and will adhere to this Training Plan for STEM OPT Students ("Plan");
2. I will notify the DSO at the earliest available opportunity if I believe that my employer is not providing me with appropriate training as delineated on this Plan;
3. I understand that the Department of Homeland Security (DHS) may deny, revoke, or terminate the STEM OPT of students whom DHS determines are not engaging in OPT in compliance with the law, including the STEM OPT of students who are not, or whose employers are not, complying with this Plan;
4. My practical training opportunity is directly related to the STEM degree that qualifies me for the STEM OPT extension; and
5. I will notify the DSO at the earliest available opportunity regarding any material changes to or deviations from this Plan, including but not limited to, any change of Employer Identification Number resulting from a corporate restructuring, any nontrivial reduction in compensation from the amount previously submitted on the Plan that is not tied to a reduction in hours worked, any significant decrease in hours per week that I engage in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this rule.

Must
complete
all fields

Signature of Student (Sign in ink): **USCIS does not accept electronic signatures**

Printed Name of Student: _____ Date (mm-dd-yyyy): _____

I-983 Training Plan

TO BE COMPLETED BY EMPLOYER

SECTION 3: EMPLOYER INFORMATION (Completed by Employer)			
Employer Name:		Street Address:	Suite:
Employer Website URL: <small>Enter the employer website URL, if available. If no website, enter N/A.</small>		City: <small>Enter the employer or company mailing address.</small> State: ZIP Code:	
Employer ID Number (EIN):	Number of Full-Time Employees in U.S.:	North American Industry Classification System (NAICS) Code:	
OPT Hours Per Week (must be at least 20 hours/week):	Compensation:		
Start Date of Employment (mm-dd-yyyy):	A. Salary Amount and Frequency: _____		
<small>Per USCIS, the "Start Date of Employment" for your STEM OPT Extension is always the date after your 12-month post-completion OPT EAD expires. This date should match the "From" date you entered on page 1 of the I-983.**</small>	B. Other Compensation (Type and Estimated Amount or Value):		
	1. _____		
	2. _____		
	3. _____		
	4. _____		
<small>If changing employers during STEM OPT extension, enter actual start date with new employer</small>			
SECTION 4: EMPLOYER CERTIFICATION			
I declare and affirm under penalty or perjury that the statements and information made herein are true and correct to the best of my knowledge,			

Employer must complete all fields

date with new employer

SECTION 4: EMPLOYER CERTIFICATION

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

I certify on behalf of the employer that this Training Plan for STEM OPT Students ("Plan") is approved and that:

1. I have reviewed and understand this Plan, and I will ensure that the supervising Official follows this Plan;
2. I will notify the DSO at the earliest available opportunity regarding any material changes to this Plan, including but not limited to, any change of Employer Identification Number resulting from a corporate restructuring, any reduction in compensation from the amount previously submitted on the Plan that is not tied to a reduction in hours worked, any significant decrease in hours per week that a student engages in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this rule;
3. Within five business days of the termination or departure of the student during the authorized period of OPT, I will report such termination or departure to the DSO (*Note: business days do not include federal holidays or weekend days; and an employer shall consider a student to have departed when the employer knows the student has left the practical training opportunity, or when the student has not reported for practical training for a period of five consecutive business days without the consent of the employer*); and
4. I will adhere to all applicable regulatory provisions that govern this program (*see 8 CFR Part 214*), which include, but are not limited to, the following:
 - a. The student's practical training opportunity is directly related to the STEM degree that qualifies the student for the STEM OPT extension, and the position offered to the student achieves the objectives of his or her participation in this training program;
 - b. The student will receive on-site supervision and training, consistent with this Plan, by experienced and knowledgeable staff;
 - c. The employer has sufficient resources and personnel to provide the specified training program set forth in this Plan, and the employer is prepared to implement that program, including at the location(s) identified in this Plan;
 - d. The student on a STEM OPT extension will not replace a full- or part-time, temporary or permanent U.S. worker. The terms and conditions of the STEM practical training opportunity—including duties, hours, and compensation—are commensurate with the terms and conditions applicable to the employer's similarly situated U.S. workers or, if the employer does not employ and has not recently employed more than two similarly situated U.S. workers in the area of employment, the terms and conditions of other similarly situated U.S. workers in the area of employment; and
 - e. The training conducted pursuant to this Plan complies with all applicable Federal and State requirements relating to employment.

Note: DHS may, at its discretion, conduct a site visit of the employer to ensure that program requirements are being met, including that the employer possesses and maintains the ability and resources to provide structured and guided work-based learning experiences consistent with this Plan.

Signature of Employer Official with Signatory Authority (Sign in ink): USCIS does not accept electronic signatures

Printed Name and Title of Employer Official with Signatory Authority: _____

Date (mm-dd-yyyy): _____ Printed Name of Employing Organization: _____

Must
complete
all fields

I-983 Training Plan

Enter the employer's site name, which may be the same as employer name in Section 3. If the student is working for a branch or subsidiary of a large entity, or anywhere other than the headquarters, provide the name of this work site.

TO BE COMPLETED BY STUDENT AND EMPLOYER

SECTION 5: TRAINING PLAN FOR STEM OPT STUDENTS (Completed by Student and Employer)

Student Name *(Surname/Primary Name, Given Name)*:

Family Name, Given Name Middle Name

Employer Name:

Enter the employer's name, as it appears in "Section 3: Employer Information."

EMPLOYER SITE INFORMATION

Site Name:

Site Address (Street, City, State, ZIP):

Enter the exact address of the work site where the STEM practical training will take place.

Name of Official:

Official's Title:

Official's Email:

Official's Phone Number:

Must
complete
all fields

Note: for the remaining fields in this section, employers who already have an internal/pre-existing training plan in place may fill in the details based on that plan.

Student Role: Describe the student's role with the employer and how that role is directly related to enhancing the student's knowledge obtained through his or her qualifying STEM degree.

Describe student's role, what tasks and assignments the student will carry out during their STEM training AND how these relate to enhancing the student's knowledge obtained through their STEM degree.

Goals and Objectives: Describe how the assignment(s) with the employer will help the student achieve his or her specific objectives for work-based learning related to his or her STEM degree. The description must both specify the student's goals regarding specific knowledge, skills, or techniques as well as the means by which they will be achieved.

Describe the specific skills, knowledge, and techniques the student will learn or apply; how the student will achieve the goals set out for their training; and the training curriculum including the timeline.

Example:

- 1: (List goal, specific knowledge, skills or techniques to be learned and how and when this will be achieved - provide a timeline)
- 2: (List goal specific knowledge, skills or techniques to be learned and how and when this will be achieved - provide a timeline)
- 3: (List goal specific knowledge, skills or techniques to be learned and how and when this will be achieved - provide a timeline)

Employer Oversight: Explain how the employer provides oversight and supervision of individuals filling positions such as that being filled by the named F-1 student. If the employer has a training program or related policy in place that controls such oversight and supervision, please describe.

Explain in detail how student will be supervised and what oversight the employer will provide.
If the employer has a training program or related policy in place that controls such oversight and supervision, a description of this program or policy may suffice to answer the question.

Measures and Assessments: Explain how the employer measures and confirms whether individuals filling positions such as that being filled by the named F-1 student are acquiring new knowledge and skills. If the employer has a training program or related policy in place that controls such measures and assessments, please describe.

Explain in detail how the employer will evaluate the student and confirm the student is gaining new knowledge and skills.
If the employer has a training program or related policy in place that controls such measures and assessments, a description of this program or policy may suffice to answer the question.

Additional Remarks (optional): Provide additional information pertinent to the Plan.

SECTION 6: EMPLOYER OFFICIAL CERTIFICATION

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Employer Official with Signatory Authority - I certify that:

1. I have reviewed, understand, and will follow this Training Plan for STEM OPT Students (Plan);
2. I will conduct the required periodic evaluations of the student;*
3. I will adhere to all applicable regulatory provisions that govern this program (see 8 CFR Part 214.2(f)(10)(ii)); and
4. I will notify the DSO regarding any material changes to or material deviations from this Plan at the earliest available opportunity, including if I believe the student is not receiving appropriate training as delineated in this Plan.

Signature of Employer Official with Signatory Authority (Sign in ink): USCIS does not accept electronic signatures

Printed Name and Title of Employer Official with Signatory Authority: _____

Date (mm-dd-yyyy): _____

PRIVACY ACT STATEMENT

AUTHORITIES: Section 101(a)(15)(F) of the Immigration and Nationality Act of 1952, as amended (INA), 8 U.S.C. 1101(a)(15)(F), Section 641 of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, Div. C, 110 Stat. 3009-546 (codified at 8 U.S.C. 1372), Section 502 of the Enhanced Border Security and Visa Entry Reform Act of 2002, Pub. L. 107-173, 116 Stat. 543 (codified at 8 U.S.C. 1762) and Homeland Security Presidential Directive No. 2 (HSPD-2), authorize U.S. Immigration and Customs Enforcement (ICE) to collect the information requested in this form.

PURPOSE: The information collection on this form is used to assist in the administration of the STEM Optional Practical Training (OPT) extension so that Designated School Officials (DSO) can properly recommend the Student for and review and help coordinate his or her STEM optional practical training opportunity.

ROUTINE USES: The information collected on this form may be shared with: the individuals who signed the Plan, relevant DSOs acting as liaisons with the DHS, Federal, State, local, or foreign government entities for law enforcement purposes, Members of Congress in response to requests on the Student's behalf, or as otherwise authorized pursuant to its published Privacy Act system of records notice - Privacy Act of 1974: U.S. Immigration and Customs Enforcement, DHS/ICE-001 Student and Exchange Visitor Information System (SEVIS) System of Records (<https://www.dhs.gov/system-records-notices-soms>).

DISCLOSURE: The information you provide is voluntary. However, failure to provide the information requested on this form may delay or prevent participation in a STEM OPT opportunity.

PAPERWORK REDUCTION ACT

The public reporting burden for this collection of information is estimated to average 7.5 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid Office of Management and Budget (OMB) control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, send them to: U.S. Immigration and

Must
complete
all fields

I-983 Training Plan

EVALUATION ON STUDENT PROGRESS

Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.

Ex:

Range of Evaluation Dates: From (mm-dd-yyyy): 06/05/2020 To (mm-dd-yyyy): 06/04/2021

This section is for your 12-month Self-Evaluation - leave this blank

This evaluation is due 12 months after the approved STEM OPT Extension EAD start date.
Example: If your approved STEM OPT Extension EAD dates are 06/05/2020 to 06/04/2022, your 12-month self-evaluation evaluation is due by 6/04/2021.

Signature of Student (Sign in ink): USCIS does not accept electronic signatures

Printed Name of Student: _____ Date (mm-dd-yyyy): _____

Signature of Employer Official with Signatory Authority (Sign in ink): USCIS does not accept electronic signatures

Printed Name of Employer Official with Signatory Authority: _____ Date (mm-dd-yyyy): _____

Must
complete
all fields

FINAL EVALUATION ON STUDENT PROGRESS

Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.

Ex:

Range of Evaluation Dates: From (mm-dd-yyyy): 06/05/2021 To (mm-dd-yyyy): 06/04/2022

This section is for your Final Self-Evaluation - leave this blank

This evaluation is due at the end of your approved 24-month STEM OPT Extension period, by the STEM OPT Extension EAD end date.
Example: If your approved STEM OPT Extension EAD dates are 06/05/2020 to 06/04/2022, your 24-month self-evaluation evaluation is due by 6/04/2022.

****Changing employers DURING STEM OPT:** If you are currently on STEM OPT Extension and you are requesting an I-20 due to a change of employer, you must complete and submit a final evaluation for your previous employer, regardless of when your STEM OPT Extension began

Signature of Student (Sign in ink): USCIS does not accept electronic signatures

Printed Name of Student: _____ Date (mm-dd-yyyy): _____

Signature of Employer Official with Signatory Authority (Sign in ink): USCIS does not accept electronic signatures

Printed Name of Employer Official with Signatory Authority: _____ Date (mm-dd-yyyy): _____

Must
complete
all fields

STEM OPT Reporting Requirements One-Pager

from Study in the States



STEM OPT REPORTING REQUIREMENTS

F-1 students and employers must report and verify specific information to the student's designated school official (DSO) when participating in an optional practical training (OPT) extension in science, technology, engineering and mathematics (STEM).

While the responsibility to report most information related to a student's STEM OPT extension rests primarily with the student or employer, the student's DSO remains responsible for maintaining the student's record, updating the student's information in the Student and Exchange Visitor Information System (SEVIS) and providing the Student and Exchange Visitor Program (SEVP) with timely access to both.

Below are the specific actions required of students, employers and DSOs.

ACTION	WHEN	STUDENT	EMPLOYER	DSO
Recommend STEM OPT for eligible students	No more than 60 days before student applies to USCIS for authorization			✓
Apply for STEM OPT	Before regular OPT ends	✓		
Complete and certify the Form I-983, "Training Plan for STEM OPT Students"	Before recommendation of extension for student	✓	✓	
Determine completeness and proper execution by student and employer of student's Form I-983, including confirmation that the form: <ul style="list-style-type: none"> Explains how training is directly related to the qualifying STEM degree Identifies goals for student, including knowledge, skills, techniques and explains how the goals will be achieved Describes the evaluation process for student Describes methods of oversight and supervision generally applicable to students 	Before recommendation of extension for student			✓
Certify student's degree, as shown in SEVIS or on official transcripts, is of a proper educational level and has a degree code included on the current STEM list	Before recommendation of extension for student			✓
Update student's SEVIS record with DSO recommendation	No more than 60 days before student applies to USCIS for employment authorization			✓
Keep and store the Form I-983 and self-evaluations in the student's record	Within 30 days of submission			✓
Provide validation report confirming name, address and employment information to DSO within 10 business days of the report due date	Every 6 months	✓		
Complete and sign student's self-evaluation	Annually, or when requested	✓	✓	
Report to student's DSO any material changes to or deviations from an existing Form I-983	As soon as possible	✓	✓	
Notify DSO and submit new Form I-983 upon change of employer or start of a new practical training opportunity	Within 10 days	✓		
Report a change of student's legal name, residential or mailing address, employer name or address, and/or loss of employment to DSO	Within 10 days	✓		
Update student's record to reflect a change of name or address, or an interruption of employment <i>* If student uses the SEVP Portal to update their information, the DSO is not required to update the student's record.</i>	Immediately after student reports a change			✓
Report the termination of student's practical training to DSO	Within 5 business days		✓	
Report student's departure (i.e., having the knowledge of student leaving the training opportunity or when student fails to report for the training for five consecutive business days)	Within 5 business days of knowing		✓	
Report noncompliance to the U.S. Department of Homeland Security	As soon as possible	✓	✓	✓

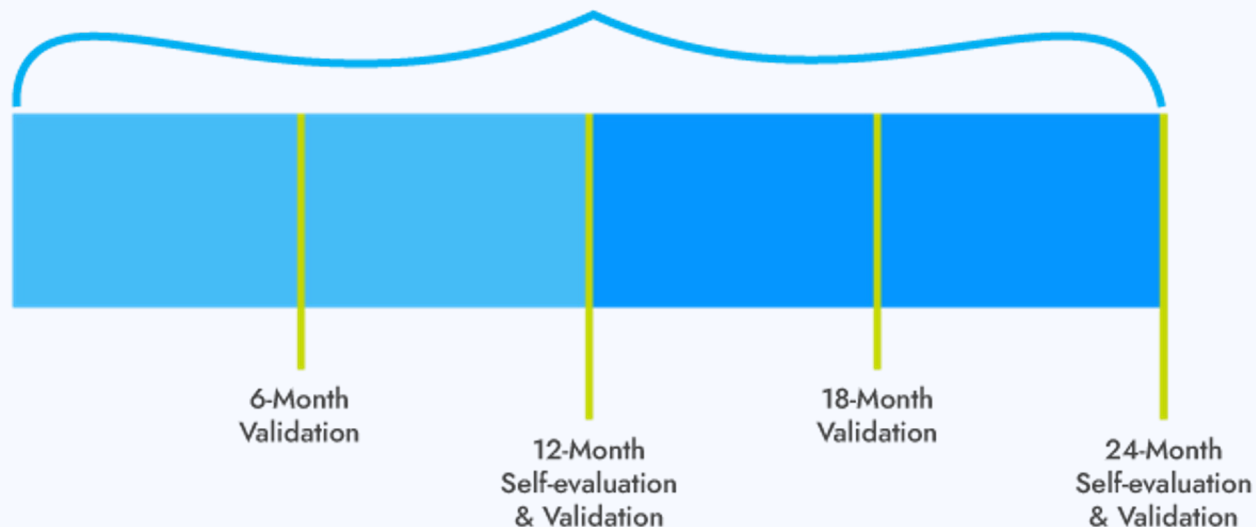


For more detailed information about reporting, record keeping and other requirements related to STEM OPT, visit the STEM OPT Hub on Study in the States at StudyintheStates.dhs.gov/stem-opt-hub.

STEM OPT Reporting Requirements

- Report changes in employment or personal information within 10 days
- 6-Month [Data] Validation Report
- Annual Self-Evaluation (12-month and 24-month)
- Material Changes to I-983 Training Plan

24-Month STEM OPT Reporting Requirements



*SEVP Portal users will receive a reminder via email 30 days before any validation report or self-evaluation is due.

STEM OPT Reporting Form

Please allow 3-5 business days for processing

Personal Information

Legal First Name *	Legal Last Name *	Middle Name
<input type="text" value="Last"/>	<input type="text" value="First"/>	<input type="text" value="Middle"/>
Date of Birth *	City of Birth *	
<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	
SEVIS # *	RISD ID# *	Preferred E-mail Address for your SEVP Portal *
<input type="text" value="N"/>	<input type="text"/>	<input type="text" value="Preferred email address"/>
Phone Number *	Degree Program *	
<input type="text"/>	<input type="text" value="v"/>	
	Program End Date (on page 1 of your most recent I-20) *	
	<input type="text" value="mm/dd/yyyy"/>	
USCIS Approved STEM OPT Start Date *	USCIS Approved STEM OPT End Date *	
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	
Purpose of Form Submission (select ALL that apply) *		
<input type="checkbox"/> Required reporting: 6-month data validation		
<input type="checkbox"/> Required reporting: Annual self-evaluation and data validation		
<input type="checkbox"/> Material Changes to I-983		
<input type="checkbox"/> Job Title Change		
<input type="checkbox"/> New employment		
<input type="checkbox"/> Terminated Employment		
<input type="checkbox"/> Student Legal Name change		
<input type="checkbox"/> Student physical U.S. address change		
<input type="checkbox"/> Student phone number change		
<input type="checkbox"/> Request new I-20 with Travel Signature		
<input type="checkbox"/> Request to Transfer I-20		
<input type="checkbox"/> Ending STEM OPT before end date & departing the U.S.		

Unemployment During STEM OPT

- Students who are granted a 24-month STEM OPT extension are allowed an additional 60 days of unemployment beyond the initial post-completion OPT limit. Any unemployment days that have not been used during your post-completion OPT period will be added to your STEM OPT period.
 - Example:
 - 40 days of allowed unemployment (remaining from post-completion OPT period)
 - + 60 days of allowed unemployment (with STEM OPT approval)
 - = 100 days total of allowed unemployment during STEM OPT
- STEM OPT students must report the termination of their practical training experience within 10 days of the event.
- Accumulating more than 150 days of unemployment during your 36-months of work authorization (OPT + STEM OPT) is a violation of your immigration status that could result in automatic termination of your practical training. – **you must leave the U.S. immediately.**

Travel During STEM OPT

- Travel while on STEM OPT Extension is not restricted. During the 24-month extension, you must carry the following documents when returning to the U.S.:
 1. STEM OPT Employment Authorization (EAD) card
 2. STEM OPT Form I-20 with a valid travel signature (valid for 6 months)
 3. Valid passport
 4. Valid F-1 visa in passport (issued by U.S. Consulate abroad)
 - Canadians will not have a visa in their passport
 5. Letter from your E-Verify employer confirming your STEM OPT employment
- If you are missing any one of these documents, you risk being denied entry to the U.S. If your current OPT EAD is expired and you do not yet have the STEM OPT Extension EAD, ISSA recommends against travel outside of the U.S.

What Do I Tell My Employer About STEM OPT?

There is information on the [ISSA website](#) “For employers” to help them understand the process.

Other Resources:

[Study in the States STEM OPT Hub for Employers](#)

[E-Verify Employers Section](#) - The E-Verify system is a free, web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States.

[E-Verify Webinar Calendar](#) and [E-Verify Videos](#)

Other Questions

Self-employment/Freelance Documentation?...

Self-employment and freelance work is NOT allowed during STEM OPT. You must be working for an E-Verify Employer

What happens if my passport expires while on STEM OPT?...

If your passport expires while on STEM OPT, you must apply for a new one in your home country or your country's embassy within the United States.

What happens if my F-1 visa expires while on STEM OPT?...

You may remain in the U.S. with an expired F-1 visa as long as your EAD card and I-20 are valid. **HOWEVER!** If you plan on traveling internationally and your visa has expired, you must plan ahead to apply for a new F-1 visa while abroad.

RESOURCES

[RISD ISSA Website - STEM OPT Page](#)

[Study in the States - STEM OPT Hub](#)
Section for Students and for Employers

[Study in the States STEM OPT FAQs](#)

[USCIS.gov - Optional Practical Training
Extension for STEM Students \(STEM
OPT\)](#)

[E-Verify.gov](#)

Email us at issa@risd.edu!