

24-Month STEM Extension Request Form

Student Name: _____	
(Last)	(First)
Student ID #: _____	SEVIS ID #: N _____
Birth Date: _____	
Month/Day/Year	
Email: _____	Phone Number: _____
<small>(Please put the email address you will continue to use after graduation)</small>	

Employer Name:

Job Title:

How is your employment directly related to your major field of study? (1 short paragraph, please)

Are you requesting a STEM Extension based on your most recent degree at University of Portland, or a past degree at another institution?	
<p>Most recent UP Degree</p> <p><i>No additional degree information needed</i></p>	<p>Past degree from other institution</p> <p><i>If past degree, <u>complete</u> the following information about the institution where your STEM degree was awarded and <u>submit</u> the required documents</i></p>
	<p>1) School Name:</p> <p>2) Degree Level:</p> <p style="text-align: center;"> <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate Other: </p> <p>3) Major:</p> <p>4) CIP code: <i>(see I-20 from previous school)</i></p> <p>5) Submit OFFICIAL transcript showing degree awarded and copy of I-20 from previous school</p>

Required Reporting While on STEM OPT Extension

It is important to understand the reporting requirements while on STEM OPT. The below requirements are your responsibility as an F-1 student and failure to comply may result in the termination of your OPT eligibility by USCIS or SEVP.

A) Update your contact information within 10 days of any change.

This includes your address, email and phone number. Please send your contact updates to iss@up.edu.

B) Update your employer information within 10 days of any change (examples: new employer, adding second employer, leaving employment, etc.)

If you decide to leave the US and abandon your OPT, you must notify ISS. You may not be unemployed for a cumulative period of more than 150 days total for post-completion and OPT Extension. SEVIS will terminate a record with more than the maximum days of unemployment allowed. Please send your employer information updates to iss@up.edu.

C) Submit a new Form I-983 completed and signed by your new employer to ISS within 10 days of beginning the new employment.

Submit a new Form I-983 by email to iss@up.edu or by post mail: International Student Services, 5000 N Willamette Blvd, Portland OR 97203.

D) Provide your 6-month update to ISS within 10 days of the end of 6th, 12th, and 18th month of STEM OPT Extension.

SEVIS tracks these 6-month updates and will terminate the SEVIS record/immigration status if the reports are not made by the deadlines.

You can provide your 6-month update by email to iss@up.edu or by post mail: International Student Services, 5000 N Willamette Blvd, Portland OR 97203.

E) Report Material Changes to your STEM Extension OPT Training Plan within 10 days by submitting new Form I-983

You are required to report any material changes or deviations from your initial Form I-983 formal training plan to ISS. These changes may include, but are not limited to:

- Any change of the employer's EIN.
- Any reduction in student compensation that is not tied to a reduction in hours worked.
- Any significant decrease in hours per week
- Changes to the employer's commitments or student's learning objectives

F) Report any change of immigration status (category) immediately.

If you receive a change of status approval notice (US permanent resident, H-1B, etc) please email a copy of the approval notice to iss@up.edu so that your F-1 SEVIS record can be ended properly.

Student Statement of Understanding

I have read and understand these requirements, and I understand that the consequences of a failure to comply may include a SEVIS record termination, the immediate loss of my OPT authorization, and having to depart the U.S.

I understand that because ISS's role is to advise students, the ISS office is not able to provide advice to employers. Employers that have concerns about their responsibilities regarding STEM OPT extensions should consult their own legal advisors before making a decision.

Signature: _____

Date: _____