Student Request for OPT STEM Extension

Family Name: _____First Name: _____

Email: _____ Phone: _____

LU Student ID #: _____

Do you have family members currently in F-2 status? ☐ Yes ☐ No

Company/Employer Name: _____

Your Job Title: _____

Position Start Date: _____ Hours per week: _____

Employer's Address:_____
Street Address

_____
City   *State*   *Zip Code*

Supervisor's Name: _____

Supervisor's Email: _____ Supervisor's Phone: _____

Employer's E-Verify Number (REQUIRED; request it from your employer): _____

Employer's Identification Number (EIN) (REQUIRED; request it from your employer): _____

Explain how employment is related to student's course of study:
_____
_____
_____

STEM Major (Please check to ensure your major is STEM eligible, eligible category):
_____

*Please note that this is no guarantee you are eligible for an OPT extension; ISS must check to see if your most recent major matches a specific code list issued by the U.S. government to determine extension eligibility. If you are applying for a STEM extension based on a previous degree, please notify ISS. If you are not eligible for an extension you will be emailed by ISS.

How do you want to receive this document?

     In-person pick-up: ☐ Yes ☐ No   OR   By certified mail: ☐ Yes ☐ No

     Address to which you want the new extension I-20 sent:

               _____

               _____

               _____

International Students Services, Lawrence University, 711 E. Boldt Way, Appleton, WI 54911
Phone: 920-832-6509 -Email: internationalhouse@lawrence.edu

Updated 07/2023

Reporting Information to ISS

Changes to any of the following must be reported **within 10 days** of the event. To report, please submit an information update at http://go.lawrence.edu/9547 or email ISS to request and Information Update form at internationalhouse@lawrence.edu

- Changes in name or residential/mailing address
- Report your employer name, address, and supervisor's email within 10 days of any changes or new employment
- Report changes to another immigration status
- If you will leave your OPT employment before your OPT end date
- Notify ISS if your email address changes
- Material changes to Form I-983, Training Plan for STEM OPT Students

Validation Reports to ISS Every 6 Months

Every six months, starting from the date your extension begins (i.e. the day after your current 12-month OPT ends) you are required by federal law to "check in" with ISS. These check-ins will be done via email or via web form submission, at which time you will provide your legal name, current residential address, current email, your employer's name, employer's address, and whether or not you are still currently employed there. The six-month check-ins are in addition to reporting within 10 days any changes that occur, as detailed in the previous section. The six-month check-in must be done even if there are no changes to your situation. Please be aware that Homeland Security indicates students on extended OPT who fail to submit information within the 6-month check-in period will be viewed as violating status and F-1 status will be terminated. ISS does not track nor remind students on extended OPT to do this reporting – it is your responsibility to remember to do so at the proper time every 6 months.

Annual Self Evaluations

Each STEM OPT student must submit an annual self-evaluation about the progress of their training experience. Students will use the "Evaluation of Student Progress" portion of the Form I-983 within 12 months of the listed STEM OPT start date. At the end of the STEM OPT extension the student must complete the second and final assessment. After each evaluation the student must collect signatures from the employer and return it to ISS to be included with the student's immigration record.

I acknowledge that it is my responsibility to report this information to the ISS and/or USCIS, and that the ISS is not responsible for attempting to collect the information if I fail to provide it. I understand that my failure to provide the required information to the ISS within the established deadlines could result in later problems between me and USCIS.

By signing I verify that the information provided on this form is complete and accurate to the best of my knowledge.

Student Signature: _____Date: _____

Send this form and the completed Form I-983 via email attachment to internationalhouse@lawrence.edu. Please allow two weeks for the I-20 to be created and mailed to you by certified mail. Please note we cannot express mail your document to you.

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