



# Albion College

Center for International Education

## STEM OPT Request Form

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

SEVIS ID #: \_\_\_\_\_ Student ID: \_\_\_\_\_ DOB: \_\_\_\_\_

### **Your Current/Most Recent Employer Information:**

Name of Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

State: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Company EIN#: \_\_\_\_\_

*(This is NOT your company's E-Verify #. Contact your Human Resources Department if you do not know this number)*

Employment Start Date: \_\_\_\_\_ Employment End Date: \_\_\_\_\_

Supervisor's Full Name: \_\_\_\_\_

Supervisor's Telephone #: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

### **Attach to this form a COPY of the following documents:**

Completed Form I-983. Download the form at <https://studyinthestates.dhs.gov/form-i-983-overview>

Current EAD card.

USCIS Request for Evidence Notice (if any).

### **Applicant Confirmation:**

- Pursuant to 8CFR 274a.12, I understand all employment while authorized for Optional Practical Training must be related to my major and degree.
- I verify that the employment reported above is related to my current or previous major and awarded degree.
- I may be eligible for up to 2, separate STEM OPT extensions over the course of my academic career, upon completing 2 qualifying STEM degrees at different educational levels.
- I verify I am in the last 90 days of my Post-Completion OPT.
- My employment during the STEM OPT extension must be full-time (more than 20 hours per week), paid, and related to my STEM major. My employer is registered in the E-Verify system.
- I must notify the CIE office through the OPT reporting form within 10 days if there are any changes in: my legal name, address, employer name, employer address, or loss of employment.
- I must report every 6 months while on STEM OPT to confirm my US address, employer name, and employer address, even if there have been no changes.
- I understand that I must complete two self-evaluations during the course of my STEM OPT period. The self-evaluations are on page 6 and 7 of the Form I-983. I must submit it at 12 months from my STEM EAD start date and a second one at 24 months of my STEM OPT period.
- I must submit a new Form I-983 if I begin a new practical training opportunity with a new employer or any time there is a change in the terms and conditions of the original I-983.
- I have a 60 day grace period following the end date on my EAD card to prepare for departure from the US, begin a new degree program, or file for a change of status.
- It is my responsibility to abide by the regulations governing the F-1 OPT STEM extension and to maintain F-1 status. I understand that failure to abide by the requirements will result in termination of my F-1 status and my ability to work and otherwise remain in the US.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_