Center for Global Education & Field Study

International Student & Scholar Services (ISSS)

14 East Cache La Poudre Street

Colorado Springs, CO 80903

Tel: (719) 389-6077

Email: isss@coloradocollege.edu

24-Month STEM-OPT Extension Request Form

1. Complete the attached form and submit it to ISSS with:
    - A copy of your current OPT Employment Authorization Card (EAD card).
    - Your *fully completed* Form I-983 (Training Plan for STEM OPT Students) Pages 1-5. For instructions on how you and your employer should complete the Form I-983, see: https://studyinthestates.dhs.gov/form-i-983-overview
2. Submit the completed form by e-mail with supporting documents to ISSS@coloradocollege.edu

Student Information

Family Name:	Given Name:
Birth Date (Month/Day/Year):	CC ID Number:
Days of unemployment since the start date of your EAD:	CC OPT Degree Major(s):

STEM Degree Information	**Prior STEM Extension Usage**
- STEM Degree Level: ☐ Bachelor's ☐ Master's - Did you receive your STEM degree at Colorado College? ☐ Yes ☐ No - If NO, then at what school?	- Have you ever had an OPT STEM Extension before? ☐ Yes ☐ No - List the dates of your *previous* STEM Extension: - What was the degree level for your *previous* STEM Extension? ☐ Bachelor's ☐ Master's ☐ Ph.D

Non-CC email:	Telephone:

REQUIRED: *"I understand the responsibilities required for maintaining F-1 status during my period of STEM OPT authorization as stated on the reverse and I am responsible for all reporting requirements."*

Signature of Student: _____   Date: _____

Employer Information

STEM Employer's Name:		- Is your employer enrolled in E-Verify? ☐ Yes ☐ No E-Verify #: _____
City/State: Hours per week:		- Does your employer have an EIN number? ☐ Yes ☐ No EIN # _____

Maintaining F-1 Status on the 24-month STEM OPT Extension

General

- You can continue working in the U.S. up to 180 days while the application is pending, even if your OPT EAD has expired.

Unemployment Allowance

- Students on post-completion OPT are allowed up to **90 days** of unemployment. Students who receive a 24-month extension are given an additional 60 days of unemployment for a total of 150 days over their entire post-completion OPT period.
- Travel outside of the United States while unemployed will count as unemployment against the 90/150-day limits.
- If a student travels while employed either during a period of leave authorized by an employer or as part of their employment, the time spent outside the United States will not count as unemployment.

Address / Simple Employer Updates within 10 days

The following information must be reported to ISSS at Colorado College at
https://www.coloradocollege.edu/offices/globalandfieldstudy/international-students/alumni/opt-reporting.html
during the STEM OPT period of authorization. You are required to update the following information <u>within 10 days </u>of any changes:

- Legal Name Changes
- A change in residential address, phone or email
- Changes in Employer information including update to E-Verify Employer name and/or address
- Start Date of Employment
- Date of exiting the U.S (if you exit the U.S. prior to the end date of your OPT with no intent to return & resume OPT)

Change in STEM Employer within 10 days

If you change employers during your 24-month STEM OPT extension period you must submit a new OPT 24-Month STEM Extension request and a new Form I-983 Training Plan, completed by you and the new employer, to ISSS. You must also complete the OPT Reporting form on the ISSS website to 1) add the new employer information 2) add an end date to your previous employer and 3) update your address.

Material Changes to I-983

Both STEM OPT students and employers must report material changes to, or deviations from, the student's formal training plan. This requires submission of a new Form I-983, emailed to isss@coloradocollge.edu. Material changes include:

- Any change of the employer's EIN number, resulting from a change in the employer's ownership or structure.
- Any reduction in student compensation 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.
- Changes to the employer's commitments or student's learning objectives as documented on the Form I-983.

6-Month Validation Reports & 12-Month Evaluations

Be advised that your F-1 record may be terminated for failure to submit these required updates.

- Students on a 24-month STEM OPT extension must also submit a "Validation Report" to ISSS every 6 months starting from the date the extension starts and ending when the student's F-1 status ends or the extension ends, whichever is first.
- 24-month STEM OPT extension students must also submit a 12-month and final, 24-month Evaluation Report (pages 6 & 7 of the I-983 Form). A final validation is also required if a student leaves an employer. Please email your 12-Month evaluations to isss@coloradocollege.edu.

Employer's Reporting Requirements

If your employment is terminated for any reason, your employer is required to notify ISSS at Colorado College within 5 days. You must inform your employer of the reporting requirements at the end of your employment. Ask them to email the International Student Specialist at isss@coloradocollege.edu with the following text in the subject line of the email: "*OPT Employment Termination*." Your name, your SEVIS ID number and the start and end date of the STEM employment must be included in the email message.