

# WRIGHT STATE UNIVERSITY

**STEM OPT Request & Reporting**  
**University Center for International Education**  
3640 Colonel Glenn Hwy, E190 SU  
Dayton, OH 45435  
Ph: (937) 775-5745

## STEM OPT Request & Reporting

\*\*\*\*\*PLEASE NOTE: READ ALL INSTRUCTIONS CAREFULLY\*\*\*\*\*

Students who graduate with a science, technology, engineering and math (STEM) degree are eligible to remain in the United States for an additional 24-months on an optional practical training (OPT) STEM extension.

### REQUEST STEM OPT I-20

Students must use this form to request the STEM OPT I-20 for the purposes of applying to USCIS.

### REPORT EMPLOYMENT UPDATES

Students must also use this form to complete mandatory reporting during the STEM OPT employment period, including:

- Starting a new job
- 6-month validation reports
- 12-month and final evaluation reports

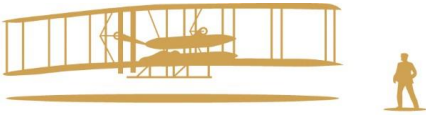
### WHAT ABOUT THE SEVP PORTAL?

STEM OPT students must use the SEVP Portal to report any of the following changes within 10 days:

- You have left a job (submit job end date in SEVP Portal and send an updated I-983 and this form to [kimberly.brumbaugh@wright.edu](mailto:kimberly.brumbaugh@wright.edu))
- Your legal name or contact information (phone number, mailing address)
- Your employment address/location
- Your supervisor's name and contact information.

Log into the SEVP Portal at <https://sevp.ice.gov/opt/>. Contact the UCIE office if you have questions about the SEVP Portal.

Required \*



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## 1. How will you use this form today? \*

Mark only one option.

- I am applying for the STEM OPT Extension, and would like to request my STEM OPT I-20. *Skip to question 4.*
- My STEM extension is pending. I have changed employers and am providing updated employment details. *Skip to question 4*
- I am currently on active STEM OPT and I am starting a new job.
- I am currently on active STEM OPT and I want to submit my 6-month validation report. *Skip to question 5.*
- I am currently on active STEM OPT and I am submitting my 12-month or final evaluation. *Skip to question 4.*

## Starting a New Job

First, please provide your employment dates below:

## 2. What was the last date of work at your previous employer?

\_\_\_\_\_  
Example: December 15, 2012

## 3. What is the first date of work at your new employer?

\_\_\_\_\_  
Example: December 15, 2012

## I-983 Requirement

In order to complete your request, UCIE must review your Form I-983, Training Plan for STEM OPT Students.

## 4. \* Must agree to the following:

- I understand that I must submit this form and my updated I-983 (if applicable) to the UCIE office by emailing the documents to [kimberly.brumbaugh@wright.edu](mailto:kimberly.brumbaugh@wright.edu).



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## Provide Your Employment Details

**5. Student UID \***

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**6. SEVIS ID Number \***

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**7. My Name \***

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**8. My current residence street address \***

Example: 123 Maple St, Dayton OH 45459. If any part of your address is incorrect or missing, your request for STEM OPT will be delayed.

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**9. My Phone Number \***

Example: XXX-XXX-XXXX

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## Employment Details

**10. STEM Company Name \***

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**11. STEM Employer Address \***

This address must be the **physical location (site)** where you are performing the work - even if this is different from the address on your paycheck. Example: 123 Maple Ave, Dayton OH 45459

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**12. Employer EIN (XX-XXXXXXX) \***

An Employer Identification Number (EIN) is a NINE DIGIT number, and is used to identify a business entity. It is also known as a federal tax identification number.

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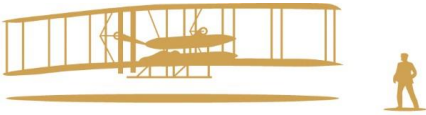
**13. Full time status \***

Mark the option below.

- I hereby certify that I am working full time (20 hours or more) at this employer.

**14. Job Title \***

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**15. How is this work related to your field of study? \***

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**16. Supervisor Last Name \***

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**17. Supervisor First Name \***

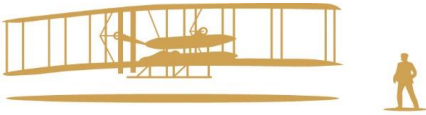
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**18. Supervisor's Telephone Number \***

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**19. Supervisor's Email Address \***

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### Important Reminders

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- Please print and email this form and the update I-983 if applicable to [kimberly.brumbaugh@wright.edu](mailto:kimberly.brumbaugh@wright.edu)
- On average, UCIE requires 5-7 business days to process your request.
- UCIE must receive the I-983, where it is required, before updating the SEVIS record and issuing the new I-20.
- You will be notified by email when your updated I-20 is ready for pick-up. If you require your I-20 to be sent to your home, you can request that after receiving that notification.