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)
- 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 *
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. *Skip to question 4*
   - 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.
Provide Your Employment Details

5. Student UID *

6. SEVIS ID Number *

7. My Name *

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.

9. My Phone Number *
   Example: XXX-XXX-XXXX

Employment Details

10. STEM Company Name *
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

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.

13. Full time status *
Mark the option below.

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

14. Job Title *
15. How is this work related to your field of study? *


16. Supervisor Last Name *


17. Supervisor First Name *


18. Supervisor's Telephone Number *


19. Supervisor’s Email Address *
Important Reminders

- Please print and email this form and the update I-983 if applicable to 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.