



THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services
800 W. Campbell Rd., SSB34, Richardson, Texas 75080-3021
(972) 883-4189 ISSOCurrent@utdallas.edu

STEM OPT Request Form

Alumnus/Alumni Name: Date of Birth:

E-mail Address: UTD ID:

I am applying for STEM OPT Extension for the (choose one):

- First Time
Second Time

A. Select the type of OPT you will request.

24-Month Extension (choose one):

Based on current STEM degree from UT Dallas

Major at UT Dallas:

Degree Level: Bachelor Master PhD

Post-Completion OPT End Date:

Based on previous STEM degree by an accredited US school received in the past 10 years

Name of School:

Address of School:

School Code:

Name of Major:

Degree Level: Bachelor Master PhD

Date of Degree Awarded:

SEVIS Number at the School:

Visa Status at the time of Degree:

Post Completion OPT End date:

24-Month STEM OPT I-20 Reprint

I HAVE NOT mailed my OPT application to USCIS My OPT application has been mailed and is pending with USCIS

Enter the payment information for the Practical Training fee. Pay the \$100 Practical Training fee before submitting this form or your I-20 will be delayed. Pay online at: utdallas.edu/isso/ptfee. Not needed for reprint.

Order # Look in the subject line of your e-mail receipt Payment Date:

Additional 7-Month Extension of STEM OPT (There is no Practical Training fee required.)

Current STEM OPT End Date:

7-Month STEM OPT I-20

STEM OPT Letter (only if applying without I-20 before May 23, 2016)

B. Your Current/Most Recent Employer Information.

Name of Company:

Mailing Address:

City: State: 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 Last Name: Supervisor's First Name:

Supervisor's Telephone #: Supervisor's Email:

C. Attach to this form a COPY of the following documents.

- Completed Form I-765. Download the form at: <http://www.uscis.gov/files/form/i-765.pdf>.
- Completed Form I-983.
- Current EAD card.
- USCIS Request for Evidence Notice (if any).
- Transcripts (if applying based on your previous STEM degree).
- Previous I-20(s) (if applying based on your previous STEM degree).

D. Submit your STEM OPT Request to the ISSO. An e-mail will be sent to the email address you provide in this form to notify you on the status of your OPT STEM I-20.

- **In person:** Submit to the ISSO during office hours. Monday - Thursday, 8:00am to 6pm. Friday, 8:00am to 5pm.
- **By e-mail:** Submit to ISSODocuments@utdallas.edu. Verify that the total size of attachments in one e-mail is not larger than 5MB. Do not send files in compressed formats, such as .rar or .zip. Instead, use a PDF, JPEG or DOC format.

E. Applicant Confirmation. (Read through the information and put your **handwritten** initials next to each section)

_____ **Degree Verification**

- 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.

_____ **Application**

- 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.

_____ **Work Authorization**

- 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.

_____ **Reporting**

- I must notify the ISSO 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.

_____ **Unemployment**

- I understand that I receive 90 days of unemployment during Post-Completion OPT. If I am in a period of the 17-month extension, and is currently pending the additional 7-month extension, I am allowed 120 days of unemployment. After approval to the 24-month extension, I am allowed 150 days of unemployment.

_____ **Responsibilities**

- 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.

Alumnus/Alumna Signature: _____ Date: _____