

Optional Practical Training STEM Extension

Ph: 512-245-7966, Email: international@txstate.edu

www.international.txstate.edu

TEXAS  STATE

INTERNATIONAL STUDENT
AND SCHOLAR SERVICES

Statement of Understanding and Reporting Responsibilities for STEM OPT Extension

1. An F-1 student who has properly filed Form I-765 prior to the end date of the 12-month OPT is allowed to maintain continuous employment for up to 180 days while USCIS adjudicates the STEM OPT extension request.
2. USCIS will notify the applicant of the decision and if denied the applicant may not appeal the decision.
3. The 24-month STEM OPT work authorization begins on the day after the expiration of the initial post-completion OPT work authorization and ends 24 months thereafter, regardless of the date the actual extension is approved.
4. Employment must be traditional paid employment for at least 20 hours per week.
5. Must work in a paid position for only an E-Verified employer.
6. May not accrue more than 150 days of unemployment during the total period of OPT and STEM OPT combined.
7. Student who mail the STEM OPT application directly to USCIS, are responsible for filing **Form AR-11** (<https://www.uscis.gov/ar-11>), Alien's Change of Address Card in order to notify Department of Homeland Security of any address change, especially if one occurs while the STEM OPT application is pending. Failure to do so may result in a delay in receiving the STEM OPT Employment Authorization Document (EAD).
8. Complying with **Reporting Requirements** is mandatory in order to maintain lawful F-1 status. Submit all reporting requirements to ISSS here: <https://www.international.txstate.edu/Work-Authorization/optstem/STEM-OPT-Reporting.html>.

10-Day Reporting Requirements

Within 10 days of any change in personal or employment information the student must report changes in the **SEVP Portal**

(<https://www.international.txstate.edu/Work-Authorization/SEVP-Portal.html>)

- Full legal name, Current mailing and Residential address, Phone number and Email
- Employer name, Employer address, Loss of employment, Date you began working for the current employer

6-Month Reporting Requirements

Every 6 months, students will receive an automatic email from ISSS requiring an employment **Validation Report**. Regardless of when you last updated your employment information in the SEVP Portal, students are required to reply to ISSS email. The report is due within 10 days of when it is requested.

- Name and address of the current employer, State date you began working for the current employer, Your full legal name, Current mailing and residential address, Phone number, and non-Texas State email address

Form I-983 Training Plan

Student must complete and submit to ISSS an annual self-evaluation describing the progress of the training experience. The assessment must be submitted no later than 10 days following the conclusion of the training period. These assessments are:

- **Initial Evaluation on Student Progress:** 12 months after the STEM OPT start date, and a
- **Final Evaluation on Student Progress:** that recaps the training and knowledge acquired during the training period.

A student must complete an assessment at the conclusion of the training opportunity; usually this is a final assessment due at 24 months, but possible **any time during the period of authorized employment when employment ends.**

Acknowledgement: Acknowledge the following statements by placing a mark (x) in the box provided.

- I have been informed by this **Statement of Understanding and Reporting Responsibilities for STEM OPT Extension** provided by ISSS at Texas State University of my responsibilities for maintaining status while on STEM OPT.
- I understand that I am responsible to monitor ISSS and Student and Exchange Visitor Program (SEVP) websites (<https://www.ice.gov/sevis>) for reporting requirements updates and I am responsible for complying with requirements.
- I must submit all Reporting Requirements to ISSS here: <https://www.international.txstate.edu/Work-Authorization/optstem/STEM-OPT-Reporting.html>.
- Once received, I will email a copy of my STEM OPT EAD card to international@txstate.edu.
- I understand that I am responsible for reporting all personal or employment changes/updates to the **SEVP Portal**.
- I understand that I must submit a request for a new STEM OPT I-20 and DSO recommendation for STEM OPT using ISSS website: <https://www.international.txstate.edu/Work-Authorization/opt.html>
- I have read and understand the statements above and certify that I take full responsibility for execution of the above-mentioned reporting requirements and I will not rely on ISSS to remind me of my responsibility.
- If using the ISSS mailing address, I agree to allow ISSS to open USCIS mail on my behalf. (Student will receive all original documents and ISSS will make copies of documents for student's folder. ISSS uses USCIS documents to update student's SEVIS record and assist with notifications for *request for evidence* and *rejection*).

Name: _____	Student ID#: _____
<i>Family/Last</i>	<i>Given/First</i>
Student Signature: _____	Date: _____

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Legal Advice and ISSS Advising Statement of Understanding

Acknowledge the following statements by placing a mark (x) in the box provided.

I understand that:

- International Student and Scholar Services (ISSS) offers best practices information on temporary employment authorization such as STEM OPT Extension as a courtesy to international students under a Texas State University issued Form I-20. Please note that all information provided is not considered legal advice.**

In signing this **Statement of Understanding**, I hereby acknowledge that I have read and understand this document, and I have been given the opportunity to ask questions and receive answers to my satisfaction. **I shall not hold Texas State University liable for any loss or damage to my application for temporary employment authorization, including any costs involved, as a result of any information given to me.**

Signature

Name (as per your passport)

Date (mm/dd/yy)