

STEM OPT Acknowledgement & Request Form

To request a 24-month STEM OPT extension, please carefully review each item below. Complete and sign on page 2 to confirm that you meet the STEM OPT eligibility criteria and will comply with the items outlined on this form. The Immigration Specialist who recommends your STEM OPT can assist in answering any questions about this form. Please refer to the **24-Month STEM OPT Application Checklist & Instructions** for [Online filing](#) or [Paper filing](#) for a complete list of items needed to apply for STEM OPT.

- 1. Additional Information on STEM OPT is Available on STEM HUB:**
<https://studyinthestates.dhs.gov/stem-opt-hub>
- 2. Timely filing of the STEM OPT application to USCIS:** I understand that the earliest I may file for STEM OPT is 90 days prior to the expiration date of the current period of authorized Post-Completion OPT. I also understand that my STEM OPT application must be received by USCIS prior to the expiration date of my current authorized period of Post-Completion OPT. ISO recommends filing no more than 10 days prior to the expiration of the EAD to allow USCIS sufficient time to receive the application by the deadline. Failure to file my STEM OPT application in a timely manner may cause my application to be denied or returned to me by USCIS.
- 3. Submission of EAD Card copy to the ISO:** I understand that the ISO requires a copy of my OPT Employment Authorization Document (EAD) card for their records. If I choose to have my EAD sent to my home address, I will provide a copy of the EAD (front and back) to ISO as soon as I receive it.
- 4. Unemployment on STEM OPT:** I understand that my F-1 status is dependent upon employment. I understand that I may not accrue an aggregate of 150 days of unemployment during the total 36 month OPT period comprising of both the initial 12-months of post-completion OPT and the subsequent 24-month STEM OPT extension period. I understand that all STEM OPT employment must be with an E-Verify Employer, must be paid, and must be a minimum of at least 20 hours per week. I may check with ISO to confirm the total unemployment days reported in SEVIS.
- 5. Notifying ISO of Material Changes to Training Plan:** I understand and will adhere to the requirements of the I-983 training plan as filed with ISO and my employer. I will keep a copy of this training plan and will contact ISO if I am unsure if an updated plan is needed after any change that would invalidate the information on the current training plan. I understand that I must also contact ISO if my employer is failing to meet the obligations as outlined in the training plan. I understand that I may contact ISO at any time by email at immigrationservices@umassmed.edu or by calling 508-856-5260 and selecting option 3.
- 6. Notifying ISO of other changes:** I understand that I am required by federal regulations to notify the ISO of any change to my legal name, visa status, or my local U.S. address within ten days of the change occurring.
- 7. Understanding the Employer's Duty to Report End of Employment:** I understand that in completing and signing the I-983 training plan, the employer agrees that within **five business days** of a student's termination or departure, the employer will report such termination or departure to UMass Chan's Immigration Services Office. Student termination or departure should be reported directly to the Immigration Service Office's main email at immigrationservices@umassmed.edu which is monitored daily (in the event that the designated Immigration Specialist (DSO) is out of the office). An employer shall consider a student to have departed when the employer knows the student has left the employment or has not reported to work for a period of 5 consecutive business days without the consent of the employer. Employer should report the student's name, SEVIS ID (found on the I-983 training plan), and termination/training end date.
- 8. Invalidating STEM OPT:** I understand that my STEM OPT will be cancelled or invalidated if I commence a new program of study, transfer my SEVIS record to a new school, engage in unauthorized or unpaid employment (not specifically listed on my approved I-983 training plan), or otherwise violate my F-1 immigration status.

- 9. Change of Status and Impact on STEM OPT:** I understand that once my visa status has been changed, I have abandoned the remainder of my STEM OPT and will not be eligible to apply for STEM OPT again at any degree level.
- 10. Limits on Future Periods of STEM OPT:** I understand that the PhD is the highest degree level in the current U.S. educational system. I understand that as such, I will not be eligible for any future period of OPT or STEM OPT if I choose to complete another degree at any level.
- 11. Traveling Outside the U.S.:** I understand that if I travel outside the US without the following items, I will likely experience difficulty when returning to the U.S. and could, in fact, be prohibited from re-entering the US.
- Travel Signature on my Form I-20 that is less than six (6) months old.
 - Employment Verification Letter to include salary, benefits and verification that employer is registered with E-Verify as proof that I have a paid job with an E-Verify employer to resume when I return to the U.S. or an offer letter including the same information to show that I will begin a new job upon my return to the U.S.
 - F-1 visa in my passport must be valid on the day I plan to return to the U.S.
 - Valid Employment Authorization Document for STEM OPT.
 - Valid Passport
 - Diploma copy to verify completion of program (especially if I need to renew my F-1 visa stamp.)

I understand that I cannot enter the U.S. in any other visa status except F-1 during my STEM OPT. If I re-enter as a tourist, visa waiver, visa exempt (Canadians), or on any other visa status, it will interrupt my F-1 status, and invalidate my STEM OPT.

- 12. 60-Day “grace period” after OPT/STEM:** I understand that I am permitted a period of 60 days to remain in the U.S. following the end date on my OPT/STEM EAD. I may not work during this period unless my immigration status is changed to a classification that permits employment. I can also use this time to transfer my F-1 status to another school, apply for a change of status, or depart the U.S. (which I must do no later than the 60th day).

STEM OPT REQUEST - TO BE COMPLETED BY THE F1 STUDENT (UMASS CHAN ALUMNI):

By completing and signing this page, I verify that:

- I have not had a cumulative of 90-days of unemployment during my 12 months of post-completion OPT based on my PhD degree from UMass Chan.
- I have not already been granted 2 prior periods of STEM OPT.
- My employer is enrolled in **E-Verify**.
- I have completed the I-983 with my direct supervisor.
- I will agree to the terms and conditions of STEM OPT as outlined on the I-983 and this form.

UMass Chan Alumni’s Name (as listed on I-20): _____

Email Address: _____ U.S. Phone Number: (_____) _____ - _____

Current Physical U.S. Address: _____

Employer Name Exactly as Listed in E-Verify: _____

Please enter **one** of the following two numbers (contact your HR Office if you are unsure. **This is NOT the EIN**):

1. Valid E-Verify Company Identification Number: _____

2. Valid E-Verify Client Company Identification Number: _____

Job Title: _____

Alumnus Signature: _____ **Date:** _____