



OPT STEM EXTENSION REQUEST

Name: _____ UCCS ID: _____

UCCS Email Address: _____ Alternate Email: _____

Current and Complete U.S. Address: _____

By initialing each item and signing below, you verify that you understand and agree to adhere to the following requirements of the STEM OPT program/benefit:

- _____ 1. You are currently on Optional Practical Training (OPT) and are employed or have been offered employment for practical training in your major STEM field of study.
- _____ 2. Your current or future employer is enrolled in E-Verify.
- _____ 3. Your proposed STEM OPT employment is:
 - A bona-fide employer/employee relationship
 - To be done on-site at the employer’s workplace/place of business
 - To be directly supervised in-person, on a daily basis, by the employer as on the I-983
- _____ 4. You have not been unemployed for more than 90 days while on OPT and have properly reported all employment
- _____ 5. **You will report to international@uccs.edu within 10 days of any occurrence:**
 - any change in your home address (each time that you move)
 - any change in the name **AND/OR** the address of your employer, or any substantive changes to your employment, by submission of a new [I-983 form](#)
 - the loss of your job at any time during your OPT authorization
 - you will submit the required self-evaluations at the required times during your STEM OPT
- _____ 6. Your employer agrees to notify the IA Office (international@uccs.edu) within 5 days in the event of the **termination of your employment or your departure from the job.**
- _____ 7. You and your employer agree to **submit an updated [I-983 form](#) to update your employment information** as soon as a material change occurs, and within 10 days of your 12-month evaluation and final evaluation.
- _____ 8. You and your (new) employer will **submit a new I-983** in case of any new STEM OPT employment.
- _____ 9. You will “check-in” with the IA Office (via international@uccs.edu) with an e-mail titled “STEM OPT validation”) **every six months** during the STEM OPT extension from the start date listed on your new OPT card; at those check-ins, confirm your mailing address, your employer’s name and address, and confirmation that your employment continues without any material change.
- _____ 10. Your OPT will end if you accrue a total of 150 days of unemployment (counted from the start of your total OPT period), or if you transfer to another school.

_____ 11. You understand that you must have employment with an employer with a direct 'employer-employee' supervisory relationship, and that your employment cannot be as a volunteer or self-employed. Your supervisor must be an employee of your employing company and be located at the same worksite.

_____ 12. You understand that during OPT and STEM OPT you will need a valid travel signature from the IA Office **every 6 months** to travel out of/back into the U.S., as well as a valid passport with valid F-1 visa, your EAD card, and proof of employment.

_____ 13. You understand and agree that the following dates are your 6-month and 12-month reporting dates and you will provide the required reporting no later than these dates (calculate the dates 6 months out from the start of your OPT):

_____	6-month reporting
_____	12-month reporting and I-983 self-evaluation
_____	18-month reporting
_____	24-month reporting and final I-983 self-evaluation

_____ 14. In the event of new STEM OPT employment, you must submit the final self-evaluation (signed by you and your employer) for each employment you finish.

I affirm that I understand the information provided to me on this application form and on the supplemental "OPT STEM Extension Information" sheet, and I agree to the conditions set forth as described by these documents.

_____	_____	_____
Print Name	Sign Name	Date

STEM OPT EMPLOYMENT INFORMATION (must match your I-983):**

Employer: _____

Employment Address: _____

EIN: (_____) (_____)

E-Verify: _____

Job Title: _____

Supervisor and contact info: _____

SEND THIS COMPLETED FORM, YOUR COMPLETED I-983 AND ALL OTHER REQUIRED MATERIALS TO international@uccs.edu TO REQUEST YOUR STEM OPT I-20.

****REMEMBER, DURING YOUR STEM OPT ANY OF THIS INFORMATION THAT CHANGES WILL REQUIRE AN UPDATE TO YOUR I-983.**