

STEM OPT EXTENSION REPORTING & ACKNOWLEDGEMENT FORM



LAST (FAMILY) NAME	FIRST (GIVEN) NAME	BENTLEY STUDENT ID

LOCAL (US) ADDRESS: Write in the address where you are currently living. Report future address changes via email to GA_ciss@bentley.edu .		
STREET ADDRESS: _____		APARTMENT NUMBER: _____
CITY: _____	STATE: _____	ZIP CODE: _____
PHONE NUMBER: _____	NON-BENTLEY EMAIL ADDRESS: _____	

STEM OPT regulations require students to submit regular reports at specified dates during their STEM OPT period. Failure to submit the required reports is a violation of F-1 status and will result in the automatic termination of your SEVIS record and employment authorization. Submit all reports via email to ga_ciss@bentley.edu.

WHAT, WHEN, AND HOW TO REPORT

WHAT: VALIDATION REPORT

WHEN: due 6, 12, and 18 months after your STEM OPT extension start date

HOW: Fill out a validation form on the STEM OPT section of our website:

<http://www.bentley.edu/forms/stem-opt-employer-validation-form>

WHAT: FORM I-983 SELF-EVALUATION REPORT

WHEN: due 12 months and 24 months after your STEM OPT extension start date

HOW: scan and email the completed, signed Report to CISS. Write "STEM OPT Self-Evaluation" in the subject line.

- Use pages 6 and 7 of the Form I-983 Training Plan to complete your self-evaluation (download Form I-983 here: studyinthestates.dhs.gov/form-i-983-overview).
- The self-evaluations must be signed by both you and your employer.

WHAT: CHANGES IN YOUR INFORMATION

WHEN: within 10 days of a change in any of the information listed below

HOW: report any changes in the information below to CISS. Write "STEM OPT Information Change" in the subject line.

- Your legal name, US address, or home country address
- When you stop working for an employer
- When you start working for a new qualifying employer
- When there has been a material change to the Form I-983 Training Plan (i.e. your job description changes)

STEM OPT REPORTING DATE CALCULATOR

Reports are due within 10 days of the reporting dates you calculate below. You must submit each required report to CISS even if your information has not changed.

Current OPT authorization end date + 1 day ➔ ➔ _____ = STEM Extension Start Date

STEM OPT extension start date + 6 months ➔ ➔ _____ = 6-Month Validation Report Due Date

STEM OPT extension start date + 12 months ➔ ➔ _____ = 12-Month Validation Report AND
Initial Self-Evaluation Report Due Date

STEM OPT extension start date + 18 months ➔ ➔ _____ = 18-Month Validation Report Due Date

STEM OPT extension start date + 24 months ➔ ➔ _____ = Final Self-Evaluation Report Due Date

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STEM OPT REGULATIONS

The following are the immigration regulations and reporting obligations that apply to F-1 visa holders during a STEM OPT extension period. **Read carefully** to understand how to maintain your F-1 status during your STEM OPT extension period.

- APPLICATION DEADLINE:** USCIS must receive your STEM OPT application package before the expiration of your current post-completion OPT, and no later than 60 days from the issue date of your new STEM OPT I-20.
 - If your STEM OPT extension application is still pending with USCIS after the expiration of your current post-completion OPT authorization, you are authorized to continue working for up to 180 days after your Post-Completion OPT expiration date (as shown on your EAD).
- TRAVEL:** F-1 regulations allow travel and re-entry to the US during your STEM OPT extension period. The following documents are required for re-entry:
 - Valid passport and valid F-1 visa
 - Valid I-20 with STEM OPT extension dates on page 2, **signed for travel every six (6) months**
 - EAD card showing the STEM OPT dates, and proof of employment (such as a letter from your employer)
 - You may travel and re-enter the US even if your STEM OPT extension application is pending with USCIS. Carry all of the documents listed above; however, instead of the EAD, bring a copy of the Notice of Receipt issued by USCIS for the STEM OPT extension application.
- EAD:** If you enter your US address on the Form I-765, provide CISS with a copy of your STEM OPT EAD as soon as you receive it. Scan and email it to GA_ciss@bentley.edu.
- EMPLOYMENT: STEM OPT authorization is job-specific.**
 - Your employer must be enrolled in E-Verify and have an IRS Employment Identification Number (EIN).
 - Your job must be paid, and you must work for at least 20 hours per week.
 - Self-employment or employment through a contractor/staffing agency is not permitted.
 - If you have more than one job, you must work a minimum of 20 hours per week at *each job*.
 - Any changes in employment must be accompanied by an updated I-983 training plan.
- UNEMPLOYMENT TIME** is limited to a total of 150 days for your entire OPT period (initial 12-month post-completion OPT authorization + 24-month STEM extension). You are responsible for keeping track of your unemployment time, and you will accrue unemployment time if you delay or fail to report your employment information.
- REPORTING:** STEM OPT regulations require students to submit regular reports at specified dates during their STEM OPT period. Failure to submit the required reports is a violation of F-1 status and will result in the automatic termination of your SEVIS record and employment authorization. Refer to the STEM OPT Extension Reporting Form on the reverse of this page.
- GRACE PERIOD:** You are allowed to stay in the US for 60 days after your EAD expiration date. You may not work during this grace period unless your immigration status changes to a visa category that permits employment.
- SEVIS TRANSFER:** You may transfer your SEVIS record to another school between your OPT start and end dates or within the 60-day grace period after your EAD expiration date. You must stop working on the date that your SEVIS record is transferred to the new school or on your EAD expiration date, whichever is sooner.

STUDENT SIGNATURE

My signature below is confirmation that I have read this form and I agree to follow the regulations and submit required reports to CISS. I know that failure to comply could result in the loss of valid F-1 status, cancellation/loss of OPT, and could negatively affect my eligibility for any type of US visa in the future. I understand that failure to submit the required reports is a violation of my F-1 status and will result in the automatic termination of my SEVIS record and employment authorization

SIGNATURE: _____

DATE: _____