



Northwestern State University

International Student Resource Center
227 Russel Hall, 125 Central Avenue, Natchitoches, LA 71497
Phone: (318) 357-5939, E-mail: international@nsula.edu
Web: www.nsula.edu/international/

24-Month STEM Extension Request Form

After you submit the request form to the ISRC, allow 7-10 business days for it to be processed. USCIS must receive your complete STEM OPT Extension Application within 30 days of the new STEM OPT Extension I-20 being issued.

Student Information:

Passport Name: _____, _____ CWID: _____
Family Name/Surname First/Given Name

Date of Birth: _____ Phone Number: _____ E-mail: _____
Month/Day/Year Please put the email address you will continue to use after graduation.

SEVIS #: _____ Major(s): _____

Mailing address: _____
Street number and name Apt # City State ZIP code

(If you might move, consider giving the ISRC address, we will let you know when your EAD is ready for pick up, or we will mail it to you).

Employer Information:

Employer Name: _____

Address: _____
Street number and name City State ZIP code

Job Title: _____

How is your employment directly related to your major field of study? (1 short paragraph)

Degree Information:

Are you requesting a STEM Extension based on your most recent degree at NSU, or a past degree at another institution?

Most recent NSU Degree. No additional degree information needed.

Past degree from other institution.

If past degree, complete the following information about the institution where your STEM degree was awarded and submit the required documents.

1. School Name: _____
2. Degree Level: _____
Bachelor's Master's Doctorate
3. Major: _____
4. CIP code: _____ . (See I-20 from previous school)
5. Submit OFFICIAL transcript and copy of I-20 from previous school showing degree awarded.

Required Reporting While on STEM OPT Extension

It is important to understand the reporting requirements while on STEM OPT. The below requirements are your responsibility as an F-1 student and failure to comply may result in the termination of your OPT eligibility by USCIS or SEVP.

- 1. Update your contact information within 10 days of any change.** This includes your address, email and phone number.
- 2. Update your employer information within 10 days of any change (examples: new employer, adding second employer, leaving employment, etc.)** If you decide to leave the US and abandon your OPT, you must notify ISRC. You may not be unemployed for a cumulative period of more than 150 days total for post-completion and OPT Extension. SEVIS will terminate a record with more than the maximum days of unemployment allowed.
- 3. Submit a new Form I-983 completed and signed by your new employer to the ISRC within TEN days of beginning the new employment.**
- 4. Provide your 6-month update to the ISRC within 10 days of the end of 6th, 12th, and 18th month of STEM OPT Extension.** SEVIS tracks these 6-month updates and will terminate the SEVIS record/immigration status if the reports are not made by the deadlines.
- 5. Report Material Changes to your STEM Extension OPT Training Plan within 10 days by submitting new Form I-983.** You are required to report any material changes or deviations from your initial Form I-983 formal training plan to the ISRC. These changes may include, but are not limited to:
 - Any change of the employer's EIN (Employer Identification Number).
 - Any reduction in student compensation that is not tied to a reduction in hours worked.
 - Any significant decrease in hours per week.
 - Changes to the employer's commitments or student's learning objectives.
- 6. Report any change of immigration status (category) immediately.** If you receive a change of status approval notice (US permanent resident, H-1B, etc) please email a copy of the approval notice to the ISRC so that your F-1 SEVIS record can be ended properly.

Student Statement of Understanding

I have read and understand these requirements, and I understand that the consequences of a failure to comply may include a SEVIS record termination, the immediate loss of my OPT authorization, and having to depart the U.S.

I understand the ISRC plans to use its website as the main source information for students participating in OPT. I will refer to the ISRC OPT information for updates, forms, and reporting tools.

I understand that because ISRC's role is to advise students, the ISRC office is not able to provide advice to employers. Employers that have concerns about their responsibilities regarding STEM OPT extensions should consult their own legal advisors before making a decision.

Signature: _____.

Date: _____.

(Month/Day/Year)