F-1 STUDENTS
24-month STEM OPT EXTENSION WORKSHEET

Last name _____   **First name** _____

MIT ID # _____   **SEVIS ID # N** _____

MIT alumni/ae E-mail address _____

Alternate E-mail address   _____

Your Current U.S. Telephone number   _____

Your Current Residential Address in the U.S.A. _____

_____

STEM Degree received from MIT _____

Prior STEM Degree from previous U.S. Institution _____

Validity Dates of Current OPT Employment Authorization Document (EAD Card)
Start date _____   **End date** _____   **(Please attach copy of current EAD card)**

Note: The start date of the 24-Month STEM OPT Extension is the following day after the currently approved STEM OPT end date on your current STEM OPT EAD card.

Name and Address of STEM OPT Employer _____

_____

Name of on-site supervisor   _____

Supervisor E-mail _____**Supervisor Telephone number** _____

____ **I will pick up the I-20 form at the ISO**

____ **Send the I-20 form via regular mail**

____ **Send the I-20 form via express mail**
Personal check or money order payable to MIT for $20.00 is required.
Please do not mail cash. Without the check or money order, the I-20 form will be mailed to you via regular U.S. Postal Service.

Mailing Address to which the new I-20 form should be sent:

____ **Same as Residential Address**

____ **Other Mailing Address** _____

(continued on reverse)

Requirements for Students on STEM OPT Extension

Students pursing a period of STEM OPT Extension must **not**:
- Work in a paid position for any employer that is not an E-Verify employer
- Have more than 150 days of unemployment time during the entire period of post-completion OPT (regular post-completion OPT and STEM OPT Extension).

Students must **report to the ISO within 10 days of:**
- A change of legal name
- A change in residential or mailing address
- Changes in employer*
- Loss of employment (**within 5 business days**)

How to Report:
Please send e-mail to **iso-help@mit.edu** with the subject line: "STEM OPT Updates, MIT ID#".

*How to report a change of E-Verify employer during STEM OPT Extension:
You must submit **a letter** from your new employer and **an updated and signed Form I-983**, so we can update your SEVIS record and re-issue your Form I-20 to reflect correct employer information. E-mail us the letter on company letterhead signed by your employer verifying the following:
- That the employer is enrolled in E-Verify (provide E-Verify number if possible)
- Employer's name and complete address (including zip code)
- Supervisor's name, e-mail address and telephone number
- Employment start date
- Position title and description of how the employment is directly related to your primary field of study

Please e-mail the new letter AND the updated Form I-983 to **iso-help@mit.edu** with the subject line: "STEM OPT, New employment, MIT ID#".

Send a **Validation Report every six months** starting from the date the STEM OPT Extension starts and ending when the student's F-1 status ends or the STEM OPT extension ends, whichever is first.

The Validation Report must include the student's:
- Full legal name
- SEVIS identification number
- Current mailing and residential address
- Current U.S. telephone number
- Current e-mail address
- Name and address of the current employer
- Current Position Title
- How your position relates to your field of study
- Supervisor's name, e-mail address, and telephone number
- Date you began activity with the current employer
- Number of days of unemployment

Send a **Self-Evaluation Report** on page 6 or 7 of the Form I-983 **every twelve months,** starting from the date the STEM OPT Extension starts and ending when the student's F-1 status ends or the STEM OPT extension ends, whichever is first.

Please e-mail the Validation Report and Self-Evaluation Report to the ISO advisor for your MIT academic program/department. You can find your ISO advisor at http://web.mit.edu/iso/about/student-advisor.shtml

I certify that I have read the ISO instructional webpage on 24-month STEM OPT Extension, complied with all the requirements for the 24-month STEM OPT Extension, and that I have read and understand my reporting responsibilities through out my OPT status as outlined above. I also understand that failure to comply with these requirements will result in loss of benefits and immigration status.

I understand that any employment or activity during 24-month STEM extension of Optional Practical Training must be directly related to my primary field of study.

_____

Signature   Date

EC 04/29/16