TOPICS COVERED IN THIS WORKSHOP

1. STEM OPT Eligibility

2. STEM OPT Employer Eligibility

3. When to Apply

4. Application Process: Form I-983, Form I-765, Documentation Checklist, Submit Application to USCIS

5. Reporting Requirements

6. International Travel

7. Resources

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STEM OPT Extension Overview

1

Review the STEM OPT Online Workshop

2

Submit the *STEM OPT Extension Request* e-form in ISSS Link

3

Obtain I-20 with STEM OPT recommendation from ISSS

4

Submit STEM OPT application to USCIS and wait about 90-100 days for EAD to arrive in the mail

5

Meet STEM OPT reporting requirements by submitting the following in ISSS Link:

- changes to your contact and employer information
- validations and self-evaluations

STEM OPT Eligibility

STEM OPT Eligibility

You are eligible for STEM OPT extension if you:

Are currently in F-1 student status

Are currently participating in post-completion OPT
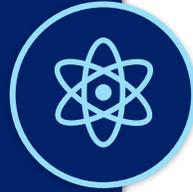
Have a STEM-designated degree from an SEVP-certified, accredited US college or university

Are working for a STEM OPT eligible employer

STEM OPT Eligibility

"*You are currently in F-1 Status*"

- This means you have maintained your F-1 status during your period of post-completion OPT.

- You have maintained status if you:
  - Reported changes to your employment and contact information
  - Worked in a position(s) directly related to your field of study
  - Not exceeded 90 days of unemployment

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STEM OPT Eligibility

> **"*You are currently participating in post-completion OPT*"**

- USCIS will accept your STEM OPT extension application **up to 90 days** before the end date of your post-completion OPT period.

- USCIS **will not** accept your application for STEM OPT extension after your post-completion OPT period ends.

- ***Tip:*** Look at your EAD card and determine your post-completion OPT end date.

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STEM OPT Eligibility

> **"You have a STEM-designated degree from an SEVP-certified, accredited US college or university."**

- Your major is listed on the [DHS STEM Designated Degree Program List](#).
  - Designation is determined by the **CIP code** assigned to your major.
    - At Emory, codes are assigned by your academic department and the Office of the Provost.
- Your STEM degree may be your recently earned Emory degree or a previously earned degree.
- You may be eligible for STEM OPT **up to two times**.
- *Tip:* Find your major's CIP code on page 1 of your I-20 next to the name of your major.

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STEM OPT Eligibility

"*You are working for a STEM OPT eligible employer*"

- This means that you have a job or a job offer with an employer that:
  - Is registered in E-Verify
  - Agrees to complete the I-983 Training Plan with you
  - Agrees to comply with the USCIS employer reporting requirements and site visits

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STEM OPT EMPLOYER ELIGIBILITY

STEM OPT Employer Eligibility

During STEM OPT, your employment must be:
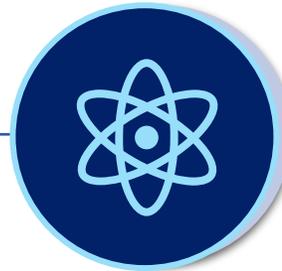
Directly related to your STEM degree

Paid and working at least 20 hours per week

Bona-fide employer-employee relationship

STEM OPT Employer Elibility

Volunteer or unpaid positions, and self-employment **do not qualify as valid STEM OPT employment.**

You may work for **more than one employer**, but all jobs **must be** at least 20 hours per week, paid, and directly related to your STEM degree.

Third Party Employers and Staffing Agencies: Your I-983 training plan must be signed by the E-Verify employer that is providing your practical training. A placement or staffing agency cannot complete your I-983 *unless you will be working directly for such an agency and that agency is providing your training.*

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WHEN TO APPLY

WHEN TO APPLY

You can submit your STEM OPT application to USCIS **up to 90 days** before the end date of your post-completion OPT period.

USCIS **will not** accept your STEM OPT application **after** your post-completion OPT period ends.

USCIS takes approximately **90 to 100 days** to process

- You can continue working **up to 180 days** after your post-completion OPT ends while your application for STEM OPT is pending with USCIS.

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STEP 1: BEFORE BEGINNING THE APPLICATION PROCESS

Confirm you have reported all your post-completion OPT employment in ISSS Link

Review the whole STEM OPT Extension Online Workshop

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STEP 2: PREPARE THE I-983 TRAINING PLAN

- Download the Form I-983 from the [Study in the States' website](#)

- Fill out the form electronically by following our [I-983 step-by-step instructions](#) and the [Study in the States' I-983 instructions](#)

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COMPLETING FORM I-983: PAGE 1, SECTION 1

SECTION 1: STUDENT INFORMATION (Completed by Student)

Student Name (Surname/Primary Name, Given Name):
DOOLEY, James

Student Email Address:
jdooley@emory.edu

Name of School Recommending STEM OPT:
Emory University

Name of School Where STEM Degree Was Earned:
Emory University

SEVIS School Code of School Recommending 3-digit suffix):
ATL214F00135000

Designated School Official (DSO) Name and Contact Information:

Student SEVIS ID No.:
N000XXXYYY

STEM OPT Requested Period (mm-dd-yyyy):
From: MM-DD-YYYY
To: MM-DD-YYYY

Qualifying Major and Classification of Instructional Programs (CIP) Code: Epidemiology – 26.1309

Level/Type of Qualifying Degree: Master's

Date Awarded (mm-dd-yyyy): 05-14-2018

Based on Prior Degree? ☐ Yes ☒ No

Employment Authorization Number: XXXXXXXXX

Annotations:

- Select "No" if you are applying for STEM OPT based on your most recently earned degree from Emory.

- Select "Yes" if you are applying based on a previously earned STEM degree.

Enter your ISSS advisor's name, email address, and phone number. Visit isss.emory.edu to find your ISSS advisor

Your SEVIS school code and SEVIS ID number are located on your I-20.

- *From:* Enter the date after current EAD end date
- *To:* Enter 2 years from the requested start date
- Example: from 06-15-2021 to 06-14-2023

The program end date listed on your I-20

Your CIP code is located on page 1 of your I-20, next to the name of your major.

This is the USCIS# located on your post-completion OPT EAD card.

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COMPLETING FORM I-983: PAGE 1, SECTION 2

SECTION 2: STUDENT CERTIFICATION

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

I certify that:

1. I have reviewed, understand, and will adhere to this Training Plan for STEM OPT Students ("Plan");

2. I will notify the DSO at the earliest available opportunity if I believe that my employer is not providing me with appropriate training as delineated on this Plan;

3. I understand that the Department of Homeland Security (DHS) may deny, revoke, or terminate the STEM OPT of students whom DHS determines are not engaging in OPT in compliance with the law, including the STEM OPT of students who are not, or whose employers are not, complying with this Plan;

4. My practical training opportunity is directly related to the STEM degree that qualifies me for the STEM OPT extension; and

5. I will notify the DSO at the earliest available opportunity regarding any material changes to or deviations from this Plan, including but not limited to, any change of Employer Identification Number resulting from a corporate restructuring, any nontrivial reduction in compensation from the amount previously submitted on the Plan that is not tied to a reductio n in hours worked, any significant decrease in hours per week that I engage in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this rule.

Signature of Student: _____

Printed Name of Student: _____ Date (mm-dd-yyyy): _____

Review the certification and affirm the statements by signing your name.

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COMPLETING FORM I-983: PAGE 2, SECTION 3

EIN is not the same as E-Verify number. EINs are 9 digits long and can be obtained from the HR representative of your STEM OPT employer.

SECTION 3: EMPLOYER INFORMATION (Completed by Employer)

Employer Name: Emory University
Street Address: 201 Dowman Dr.
Suite:

Employer Website URL: www.emory.edu
City: Atlanta
State: GA
ZIP Code: 30322

Employer ID Number (EIN): 00-0000000
Number of Full-Time Employees in U.S.: 00000
North American Industry Classification System (NAICS) Code: 00000

OPT Hours Per Week (must be at least 20 hours/week): 40

Start Date of Employment (mm-dd-yyyy): 06/01/2019

Compensation:

A. Salary Amount and Frequency: $3500/monthly

B. Other Compensation (Type and Estimated Amount or Value):
1. Fringe benefits

Search your industry NAICS code at: https://www.census.gov/naics/

For most students, this is your STEM OPT requested start date in page 1 of the I-983. This date should not be during your post-completion OPT period—even if you are currently working for the same employer. If you are completing I-983 due to change in employer during the STEM OPT period (i.e. material change), enter the start date with new employer

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COMPLETING FORM I-983: PAGE 2, SECTION 4

SECTION 4: EMPLOYER CERTIFICATION

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

I certify on behalf of the employer that this Training Plan for STEM OPT Students ("Plan") is approved and that:

1. I have reviewed and understand this Plan, and I will ensure that the supervising Official follows this Plan;

2. I will notify the DSO at the earliest available opportunity regarding any material changes to this Plan, including but not limited to, any change of Employer Identification Number resulting from a corporate restructuring, any reduction in compensation from the amount previously submitted on the Plan that is not tied to a reduction in hours worked, any significant decrease in hours per week that a student engages in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this rule;

3. Within five business days of the termination or departure of the student during the authorized period of OPT, I will report such termination or departure to the DSO (*Note*: business days do not include federal holidays or weekend days; and an employer shall consider a student to have departed when the employer knows the student has left the practical training opportunity, or when the student has not reported for practical training for a period of five consecutive business days without the consent of the employer); and

4. I will adhere to all applicable regulatory provisions that govern this program *(see 8 CFR Part 214)*, which include, but are not limited to, the following:

   a. The student's practical training opportunity is directly related to the STEM degree that qualifies the student for the STEM OPT extension, and the position offered to the student achieves the objectives of his or her participation in this training program;

   b. The student will receive on-site supervision and training, consistent with this Plan, by experienced and knowledgeable staff;

   c. The employer has sufficient resources and personnel to provide the specified training program set forth in this Plan, and the employer is prepared to implement that program, including at the location(s) identified in this Plan;

   d. The student on a STEM OPT extension will not replace a full- or part-time, temporary or permanent U.S. worker. The terms and conditions of the STEM practical training opportunity—including duties, hours, and compensation—are commensurate with the terms and conditions applicable to the employer's similarly situated U.S. workers or, if the employer does not employ and has not recently employed more than two similarly situated U.S. workers in the area of employment, the terms and conditions of other similarly situated U.S. workers in the area of employment; and

   e. The training conducted pursuant to this Plan complies with all applicable Federal and State requirements relating to employment.

Note: DHS may, at its discretion, conduct a site visit of the employer to ensure that program requirements are being met, including employer possesses and maintains the ability and resources to provide structured and guided work-based learning experiences consistent with this Plan.

Signature of Employer Official with Signatory Authority:

Printed Name and Title of Employer Official with Signatory Authority:

Date (mm-dd-yyyy): _____ Printed Name of Employing Organization:

Employer Official reviews the certification and affirms the statements by signing their name.

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Completing Form I-983: Page 3, Section 5

SECTION 5: TRAINING PLAN FOR STEM OPT STUDENTS (Completed by Student and Employer)

Student Name (Surname/Primary Name, Given Name):
DOOLEY, James

Employer Name:
Emory University

EMPLOYER SITE INFORMATION

Site Name:	Site Address (Street, City, State, ZIP):
Rollins School of Public Health	1518 Clifton Rd, Atlanta, GA 30322

Name of Official:	Official's Title:

Official's Email:	Official's Phone Number:

Note: for the remaining fields in this section, employers who already have an internal/pre-existing training plan in place may fill in the details based on that plan.

Student Role: Describe the student's role with the employer and how that role is directly related to enhancing the student's knowledge obtained through his or her qualifying STEM degree.

Goals and Objectives: Describe how the assignment(s) with the employer will help the student achieve his or her specific objectives for work-based learning related to his or her STEM degree. The description must both specify the student's goals regarding specific knowledge, skills, or techniques as well as the means by which they will be achieved.

Enter the address of the physical location where you will be working. It may be different from the employer address listed in section 3.

This section should describe how your STEM OPT training opportunity relates to your STEM degree.

This section should describe how your training duties relate to your learning goals.

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Completing Form I-983: Page 3, Section 5

Employer Oversight: Explain how the employer provides oversight and supervision of individuals filling positions such as that being filled by the named F-1 student. If the employer has a training program or related policy in place that controls such oversight and supervision, please describe.

This section should describe how your STEM OPT employer will oversee and supervise your training and progress toward your goals.

Measures and Assessments: Explain how the employer measures and confirms whether individuals filling positions such as that being filled by the named F-1 student are acquiring new knowledge and skills. If the employer has a training program or related policy in place that controls such measures and assessments, please describe.

This section should describe how your STEM OPT employer will assess your progress.

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COMPLETING FORM I-983: PAGE 4, SECTION 6

SECTION 6: EMPLOYER OFFICIAL CERTIFICATION

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Employer Official with Signatory Authority - I certify that:

1. I have reviewed, understand, and will follow this Training Plan for STEM OPT Students (Plan);

2. I will conduct the required periodic evaluations of the student;*

3. I will adhere to all applicable regulatory provisions that govern this program *(see 8 CFR Part 214.2(f)(10)(ii))*; and

4. I will notify the DSO regarding any material changes to or material deviations from this Plan at the earliest available opportunity, including if I believe the student is not receiving appropriate training as delineated in this Plan.

Signature of Employer Official with Signatory Authority:

Printed Name and Title of Employer Official with Signatory Authority:

Date (mm-dd-yyyy):

Employer Official reviews the certification and affirms the statements by signing their name.

COMPLETING FORM I-983: PAGE 5, SELF-EVALUATION

EVALUATION ON STUDENT PROGRESS

Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.

Range of Evaluation Dates: From (mm-dd-yyyy): _____   To (mm-dd-yyyy): _____

Signature of Student: _____
Printed Name of Student: _____   Date (mm-dd-yyyy): _____
Signature of Employer Official with Signatory Authority: _____
Printed Name of Employer Official with Signatory Authority: _____   Date (mm-dd-yyyy): _____

Leave this section blank. You will complete this section **AFTER** the first 12 months of your STEM OPT start date.

FINAL EVALUATION ON STUDENT PROGRESS

Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.

Range of Evaluation Dates: From (mm-dd-yyyy): _____   To (mm-dd-yyyy): _____

Signature of Student: _____
Printed Name of Student: _____   Date (mm-dd-yyyy): _____
Signature of Employer Official with Signatory Authority: _____
Printed Name of Employer Official with Signatory Authority: _____   Date (mm-dd-yyyy): _____

Leave this section blank. You will complete this section at the end of your STEM OPT period or if you leave a STEM OPT employer before your STEM OPT period ends.

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International Student and Scholar Services

STEP 3: COMPLETE FORM I-765

- Download the Form I-765 from the USCIS website

- Fill out the form electronically by following our step-by-step instructions
  - Leave the "Applicant's Signature" field blank

- Print your Form I-765 and sign your name in **blue ink** within the "Applicant's Signature" field

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STEP 4: COMPLETE E-FORM

Submit the *STEM OPT Extension Request* e-form in ISSS Link

- Located under the "F-1 Practical Training"
- Allow up to **5 business days** for your e-form to be processed

Once your STEM OPT Extension request is approved, you will receive an e-mail notification that your I-20 with STEM OPT recommendation is ready.

STEP 5: GATHER DOCUMENTATION

Gather all the documents for the application:

1) I-765 application filing fee paid by personal check, cashier's checks, money order, or credit card

2) 2 US passport photos

3) Form G-1145 (optional)

4) Completed Form I-765

5) Copy of signed STEM OPT I-20

6) Official transcript of your STEM-eligible degree

7) Copy of post-completion OPT EAD (front and back)

8) Copies of any other previous EADs

9) Copy of most recent I-94

10) Copy of the biographical page of your passport, plus any extension pages

11) Copy of current F-1 visa stamp (except citizens of Canada and Bermuda)

12) Copies of all previous I-20s

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STEP 6: SUBMIT STEM OPT APPLICATION TO USCIS

1) Prepare your STEM OPT application once you have obtained your I-20 with the STEM OPT recommendation and gathered the other required documentation

- *Note: USCIS must receive your OPT application within 60 calendar days of the OPT recommendation date and before the end date of your post-completion OPT period.*

2) Submit application to USCIS by shipping and confirming delivery, or creating a USCIS account and filing it online

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I-765 APPLICATION FILING FEE (IF SHIPPING APPLICATION)

- Pay the I-765 application filing fee with a personal check, cashier's check, money order, or credit card
  - Personal check or cashier's check are recommended as these forms of payment can be tracked and are more secure
  - **Do not** use a starter check

- Make checks and money orders payable to: *US Department of Homeland Security*
  - Write your I-94 number in the memo section of your check

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HOW TO WRITE A CHECK (IF SHIPPING APPLICATION)

Gregory L. Dooley
100 Hamill St.
Oxford, GA 30354

___Date___

Pay to the order of: _____**US Department of Homeland Security**_____

$410.00 *

_____**Four hundred ten and 00/100** _____ Dollars

Your Bank's Name
Your Bank's Address

Memo:_____**Write your I-94 number here**_____

_____*Gregory L. Dooley*_____

*Check uscis.gov for the current I-765 filing fee

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US Passport Photos (if shipping application)

- Photos should be less than 30 days old
- Photos cannot be the same photo used for passport, visa, or previous EAD
- Photos must be 2 inches by 2 inches
- White background only
- Neutral expression only
- Eyes and ears must be visible
- No glasses or eyewear

*Visit US Department of State website for the further details on the US passport photo requirements

50 mm (2 inches)

25mm (1 inch) to 35 mm (1³/₈ inches)

50 mm (2 inches)

28 mm (1¹/₈ inches) to 35 mm (1³/₈ inches)
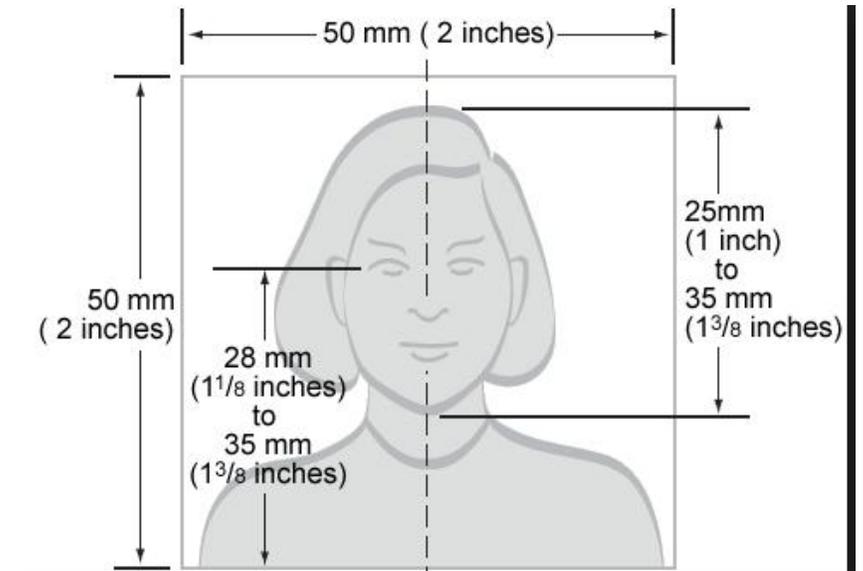
Lightly write your full name and I-94 number on the back of each photo.

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APPLICATION PACKET REMINDERS (IF SHIPPING APPLICATION)

- Copies included in your STEM OPT application packet should be **single-sided**

- **Do not** staple your documents
  - *Exception:* Staple your check for the I-765 application filing fee to page 1 of your Form I-765.

- Proofread your Form I-765

- Remember to **sign** your STEM OPT I-20 and your Form I-765 in **blue ink**

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SUBMIT STEM OPT APPLICATION (IF SHIPPING APPLICATION)

- Find the address where you should mail your packet on the USCIS Website. There are two USCIS address options:
  - One address is for packets mailed through *United States Postal Service*
  - Another address is for packets mailed through *FedEx, UPS, or DHL*.

- *Note:* USCIS must receive your packet **within 60 days** of the issue date of your STEM OPT I-20 and **before** the end date of your post-completion OPT period.

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STEP 7: AFTER USCIS RECEIVES APPLICATION

USCIS will mail an *I-797C, Notice of Action* to the mailing address listed on your I-765 to notify you that your I-765 application for STEM OPT was *received*

- This notice should arrive within approximately **4 to 6 weeks** after USCIS receives your I-765.

- **Receipt Date** – Your I-797C will list the date USCIS received your I-765. The estimated 90-to-100-day processing time for your I-765 begins on this date.

- **Receipt Number** – This is a 13-digit number listed on your I-797C that you can use to track the status of your I-765 application on the USCIS website.

- *Tip:* Confirm that the spelling of your name and date of birth are correct on your I-797C. Call the USCIS Contact Center if a correction is needed.

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STEP 7: AFTER USCIS RECEIVES APPLICATION

USCIS may mail an *I-797, Notice of Approval* to the mailing address listed on your I-765 to notify you that your I-765 application for STEM OPT was *approved*

- This notice should arrive within approximately **90 to 100 days** of the receipt date listed on your I-797C, Notice of Action.

- Your EAD for STEM OPT extension should arrive within approximately **2 weeks** after your I-797, Notice of Approval.

- Remember these are approximations. Actual notification and approval times may be longer or shorter.

- *Tip:* Confirm the spelling of your name and other information is correct on your EAD. Call the USCIS Contact Center if a correction is needed.

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STEP 7: AFTER USCIS RECEIVES APPLICATION

Occasionally USCIS will mail a *Request for Evidence (RFE)* if additional information is needed to process an I-765 application

- What to do if you receive an RFE:
  - Note the date that a response is due to USCIS
  - Notify your ISSS advisor by e-mail and [schedule an appointment](#) with your advisor if you would like advice
    - Prior to the appointment, upload a copy of the RFE through the *Submit New Documents* e-form in [ISSS Link](#).

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STEP 7: AFTER USCIS RECEIVES APPLICATION

Complete the *Submit New Documents* e-form in ISSS Link

- Upload copies of all the following documents to ISSS Link after you receive them:
  - I-797C, Notice of Receipt
  - I-797, Notice of Approval
  - Request for Evidence (if applicable)
  - EAD for STEM OPT – front and back

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REPORTING REQUIREMENTS

REPORTING REQUIREMENTS OVERVIEW

To maintain legal F-1 status during STEM OPT, you must regularly report the following information through ISSS Link:

- Contact Information Updates
- 6-Month Validations
- Self-Evaluations
- New Employment
- Changes to Current Employment
- End of Employment
- Employer Noncompliance

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CONTACT INFORMATION UPDATES
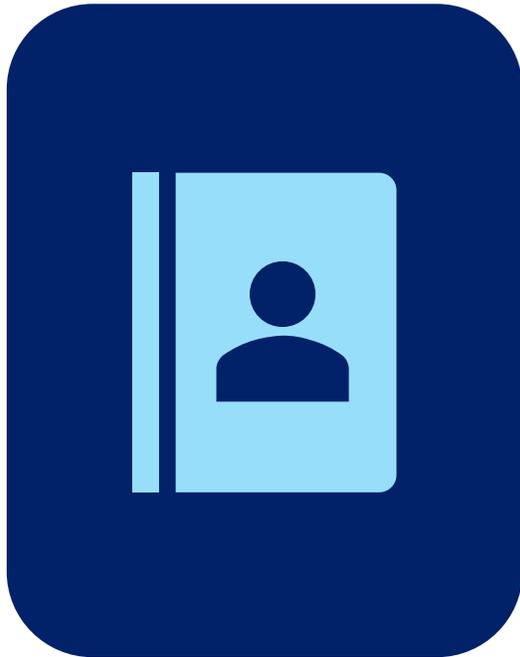
- Report any of the following changes within **10 calendar days** by submitting the *STEM OPT Validation and Reporting* e-form in ISSS Link:

  - US residential address
  - E-mail Address
  - US local phone number

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6-MONTH VALIDATIONS

- Submit the *STEM OPT Validation and Reporting* e-form in ISSS Link **every six months** to confirm the following information :

  - Legal name
  - Residential or mailing address
  - Employer name and address
  - Status of current employment

- ***Note:*** ISSS will send a reminder e-mail with further instructions.

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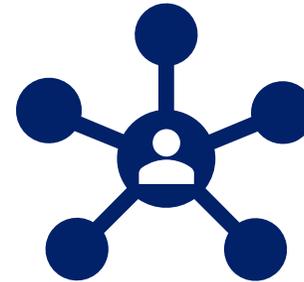
Self-Evaluations

- You must complete at least **two self-evaluations** during your STEM OPT period:
  - **12-Month Self-Evaluation**
    - This evaluation is due 12 months after the start date with your STEM OPT employer
  - **24-Month or Final Self-Evaluation**
    - This evaluation is due if you leave your STEM OPT employer before your STEM OPT period ends or at the end of your 24-month STEM OPT period

Self-Evaluations

- Submit all evaluations through the *STEM OPT Validation and Reporting* e-form in [ISSS Link](#) and **within 10 calendar days** after the end of each reporting period.

- *Note:* ISSS will send a reminder e-mail with further instructions for the 12-month and 24-month self-evaluations.

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CHANGES TO CURRENT STEM OPT EMPLOYER

- Report any of the following material changes within **10 calendar days** by uploading an **updated I-983** through the *STEM OPT Employment Material Change Reporting* e-form in [ISSS Link](#):
  - Change of the employer's EIN (i.e. you are working for the same employer, but that employer's EIN has changed)
  - Reduction in salary that is not tied to a reduction in hours worked
  - Change to the number of hours worked per week
  - Change to duties or learning objectives (as documented on the Form I-983)
  - Change to employer's address or your work location
  - Change in supervisor
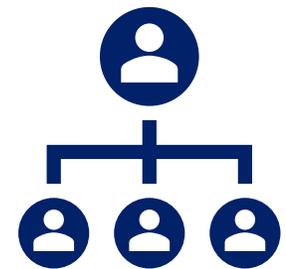
END OF EMPLOYMENT

- When you leave an employer, you must submit the following information in [ISSS Link](#) within **10 calendar days:**
  - The last date of employment
  - A completed I-983 Final Self-Evaluation for the previous employment
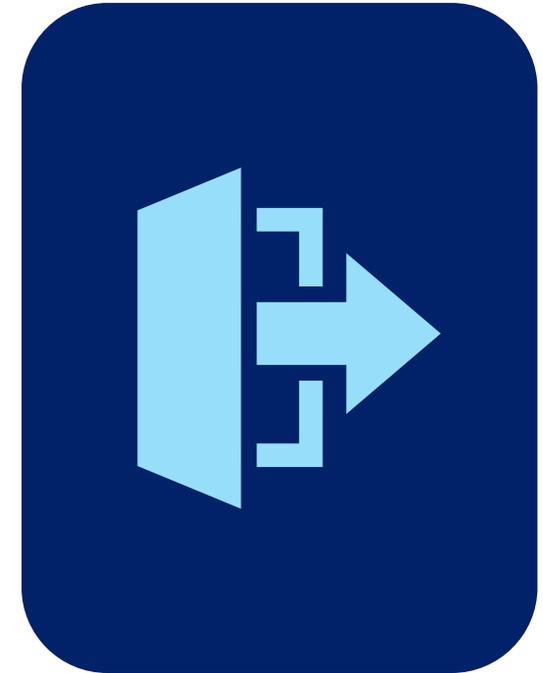
END OF EMPLOYMENT (UNEMPLOYMENT ALLOWANCE)

- STEM OPT allows an additional **60 days** (which includes weekends and holidays) of unemployment.

- Any **unused 90-day unemployment** allowance from your initial period of post-completion OPT rolls over to your STEM OPT period for a potential combined **total of 150 days of allowed unemployment**.

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NEW EMPLOYMENT

- At least **10 calendar days prior to beginning work with a new employer**, submit the following information through the *STEM OPT Employment Material Change Reporting* e-form in ISSS Link:

  - New employment start date and employer details
  - Completed I-983 for your new employment

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EMPLOYER NONCOMPLIANCE

- If you believe that your STEM OPT employer is not complying with the terms and conditions of the 24-month STEM OPT extension regulations, the Form I-983 instructions, and the completed Form I-983 on file with ISSS, you may:

  1. Contact the Student and Exchange Visitor Program at the U.S. Immigration and Customs Enforcement (ICE) by following the instructions found on www.ICE.gov

  2. Report violations through the Homeland Security Investigations tip submission form

Employer Noncompliance

- The [Department of Homeland Security](#) advises students to leave a noncompliant employer and report their unemployment to their [ISSS advisor](#).

- A period of unemployment caused by an employer's failure to comply with program requirements on its own will not affect your F-1 status as long as you report changes in employment status and adhere to the overall unemployment limits.

Employer Reporting Requirements

In addition to your reporting requirements, your *STEM OPT employer* must report the following information within **5 business days** by e-mailing isss@emory.edu:

- Any voluntary or involuntary end to your employment

- Any unapproved absence from work for five consecutive business days

*Your employer must also work with you to complete an updated I-983 if there are any changes to your STEM OPT employment.
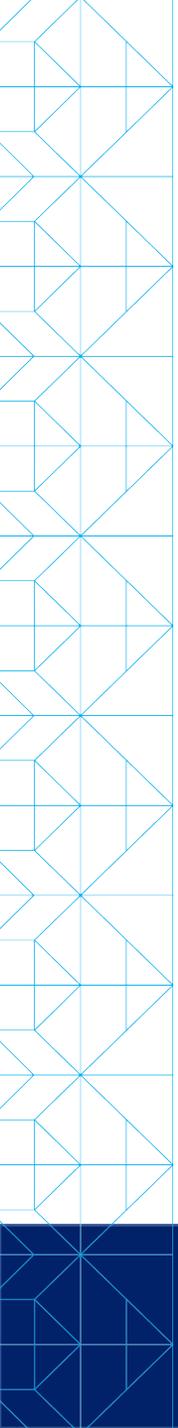
INTERNATIONAL TRAVEL

INTERNATIONAL TRAVEL

- To travel outside the US and re-enter as an F-1 student on STEM OPT, prepare these documents before departing the US:
    - Valid passport
    - Valid F-1 visa (except citizens of Canada and Bermuda)
    - I-20 with a valid travel signature
    - STEM OPT EAD card
    - Proof of employment or job offer letter

- *Note:* ISSS advises against traveling outside the US after your post-completion OPT end date and while your I-765 for STEM OPT is still pending with USCIS.

INTERNATIONAL TRAVEL

- Report your international travel plans to ISSS by completing the *Travel Information Update* e-form in ISSS Link

  - Must submit e-form at least **5 business days prior to departing the US**
  - Must complete e-form regardless if you need a travel signature

- Travel signatures are valid for **6 months** from the date it is issued

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RESOURCES

RESOURCES

1. Emory's International Student and Scholar Services 🌏
   - https://isss.emory.edu/
   - Find information about ISSS Link, your ISSS advisor, STEM OPT FAQs, and international travel.

2. DHS Study in the States STEM OPT Hub 🖥
   - https://studyinthestates.dhs.gov/stem-opt-hub
   - Find detailed information about completing the I-983, your reporting requirements, and information to assist STEM OPT employers.

RESOURCES

3. STEM Designated Degree Program List ⚛

   - [2024 DHS STEM Designated Degree Program List (ice.gov)](https://ice.gov)
   - Find the Department of Homeland Security's current list of STEM OPT-eligible degree program CIP codes.

4. E-Verify Employer Search Tool 🔍

   - www.e-verify.gov/about-e-verify/e-verify-data/participating-employers
   - Find employers who are currently enrolled in E-verify.

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