

F-1 STEM OPT Extension Responsibilities

I, _____, understand that I have the following responsibilities on an F-1 status with a 24- month STEM OPT extension:

- Conditions of employment:**
 - If the application was filed in a timely manner, working is permitted for up to 180 days beyond the expiration date of the current EAD card. If the application is still pending beyond that date, stop working
 - Only work for E-verify employer(s) for a minimum of 20 hours a week in **each** position related to the degree earned under the STEM CIP
 - STEM extension is not applicable for volunteer positions or self-employment

- Notify USCIS** of a mailing address change if STEM OPT is in pending status by completing Form AR-11 online at <https://www.uscis.gov/addresschange>

- Reporting to OIA at oia@jefferson.edu:**
 - Employment Authorization Document (OPT card)- send a copy to OIA
 - Changes in name, mailing address, employer name and address to OIA within 10 days
 - Validation report to OIA every 6 months with the following information:
 - your name
 - current mailing address
 - employer name
 - physical working address
 - Self-Evaluations on I-983 Training Plan (pg. 6-7)
Complete and send self-evaluations at the following periods of STEM OPT:
 - 12-months
 - 24-months
 - Unemployment
Unemployment may not exceed a total of 150 days during the entire 36 months period and must be reported.
 - Changes of employment
Changes must be sent to OIA within 10 days. A final evaluation must be completed and the new employment must include a new I-983 Training Plan and employer offer letter
 - Changes to the Form I-983 Training Plan
Changes must be sent to OIA within 10 days. This includes but is not limited to a reduction in compensation, reduction of hours per week, etc. When in doubt, report it to OIA.
 - Travel outside of the U.S.

Requirements for Traveling Outside of the U.S.

- If there is a gap between the end date of your initial OPT card and your pending 24-month extension, **do not** travel outside the U.S. until you receive your new card
- International travel is permitted while STEM OPT is pending and during STEM OPT with the following documents:
 - 1) Valid F-1 visa stamp to re-enter the U.S. (except Canadian citizens who must still prove non-immigrant intent at the border)
 - 2) Proof of employment (employment offer letter) in order to return to the U.S.
 - 3) A new travel signature from if the one on your I-20 is older than 6 months
- If travelling on an expired F-1 visa, application for a visa renewal must be done at a U.S. consulate. It is at the sole discretion of the consular officer to grant an F-1 visa for you to return to the U.S. and finish OPT. You must be able to successfully prove non-immigrant intent

I understand that failure to maintain the responsibilities as stated in this agreement may result in an investigation of my SEVIS record and its termination. If my SEVIS record is terminated, I will no longer be allowed to work and must depart the U.S. within 15 days.

E-mail: _____ Tel#: _____
(contact information for the next 3-6 months)

Name Signature Date