

## STEM OPT EXTENSION Application and Acknowledgement of Responsibilities

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I understand that while I am engaged in the 24-month STEM OPT Extension period:

I am required to report to the Office of International Programs (OIP) any change of address or other contact information within 10 days of the change.

I am required to report any '[material changes](#)' to my I-983 (for example, change in employer name, employer address, supervisor, duties, etc.) to OIP by submitting a revised I-983.

I am required to notify OIP if my job ends by submitting the Final Evaluation (bottom of page 5 of the I-983) for that employment.

I understand that any and all employment during the STEM OPT period must meet [USCIS' requirements](#)

I am required to report any new employment to OIP by submitting a new I-983 within 10 days of beginning that employment.

I am required to submit a 'Data Validation' Report to OIP every 6 months during my STEM OPT period (6 months from the EAD start date, 12 months, 18 months and 24 months).

I am required to submit an annual 'Performance Evaluation' to OIP (page 5 of the I-983) at 12 months (top of page 5) and 24 months (bottom of page 5) during my STEM OPT period.

I understand that my F-1 status is dependent on employment. I cannot exceed 150 days of unemployment over the 36-month period (*Post-Completion OPT + STEM Extension*)

I will share the [Employer Reporting Obligations](#) with my supervisor.

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**STEM OPT EXTENSION  
Application  
(Employment Details)**

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Employer's Name: \_\_\_\_\_

Employer's EIN (Employment Identification Number): \_\_\_\_\_

Employer's E-Verify Number: \_\_\_\_\_

Worksite Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor's Email and Phone Number: \_\_\_\_\_

Start Date with Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

**Troubleshooting:** If you have any questions about or problems with your STEM OPT paperwork, please call or email Jennifer Glass at [jsglass@meredith.edu](mailto:jsglass@meredith.edu) and (919) 760-8397.