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# EAST TENNESSEE STATE UNIVERSITY

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## International Enrollment & Services

### STEM EXTENSION REPORTING REQUIREMENTS AND IMPORTANT REMINDERS

#### Reporting Requirements

- I must submit a new Form I-983 & STEM OPT Employment Reporting Form to my International Student Advisor (ISA) for every new employment/training experience that I accept during my 24-Month Extension.
- I may use the 24-Month Extension twice over the course of my entire academic career.
- I must report to my ISA, using the STEM OPT Employment Reporting Form, within 10 days of: Legal name changes; Changes of address, email or phone number; Changes of employer or employment information (including I-983 self-evaluations); and loss of employment.
- I must report my employment via the STEM OPT Employment Reporting Form every six months from the start date listed on the STEM OPT EAD card.
  - I must submit the I-983 self-evaluation completed by me and signed by my employer, at the following times:
    - twelve months after the STEM EAD card begins;
    - at the end of the 24 month period;
    - and/or upon leaving any employment.

#### Timeline

- The application for the 24-Month Extension must reach the USCIS **before** the end date of post-completion OPT EAD.
- The application for extension can be filed up to 90 days prior to the end date of the OPT EAD.
- The start date of my STEM OPT will be the day after the end date of the current OPT.
- Students on the 24-Month Extension still have a 60-day grace period at the end of the extension.
- As long as I file timely (prior to the expiration of the current EAD card) for a 24 Month Extension I may continue employment while the application is pending (**up to 180 days**) until a final decision from USCIS.

#### Employment

- Approved extensions allow me to remain working for the E-Verify employer on the new EAD. If denied, I must make preparations to depart the country or transfer to another school to continue studying.
- I must work more than **20 hours a week** for an **E-Verify employer** and I **cannot** be self-employed.
- Volunteer work **does not** qualify for the 24 Month Extension and employment must be paid.
- I can work for multiple employers, but I must work more than 20 hours per week for **each** employer, all employers must be enrolled in E-Verify.
- During any initial 12-month period of post-completion OPT, I cannot be unemployed for an aggregate of more than 90 days. If a STEM student receives a 24-Month Extension, the limit on unemployment is raised to an aggregate of 150 days, applied to the entire 36-month period on which the student is on post-completion OPT.
- My STEM OPT authorization ends when I commence another degree program, change to another status, my EAD expires, or if a 24-Month Extension request is denied.
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