



EAST TENNESSEE STATE
UNIVERSITY

International Enrollment & Services

STEM OPT Request Form Tutorial



Acceptable File Formats

Files **cannot** be encrypted or password protected and must be in the following file formats:

- .PDF
- .DOCX
- .DOC
- .JPG
- .JPEG

DO NOT send files via .ZIP or Cloud Service, such as Sharepoint, Google Drive, etc.



Required Documents

Before starting the STEM OPT Request, you must have the following documents ready to upload:

- Copy of your current OPT EAD card (front/back)
- Copy of your current OPT I-20
 - digital or electronic student signatures **are not** accepted
- Completed Form I-983
 - See sample Form I-983 on the [website](#)
- Copy of your Transcripts
 - See next slide regarding Degree Completion



Special Note About Degree Completion

- USCIS expects you to be able to show your current diploma in your STEM OPT application.
- It is our interpretation that students must finish their most recent degree to be eligible to apply for the STEM extension. This is true **even** for students applying based on a previous degree at another level.
- If you applied for OPT based on coursework completion, you are expected to complete **all** of your degree requirements (defense, revisions, paperwork, etc.) **prior** to your OPT expiring.
- Failing to finish all degree requirements **prior** to the end of your OPT-authorized employment period could result in your losing the STEM opportunity.



Accessing the Form

Step 1: Select [STEM OPT Request Form](#)

Step 2: Select Log In or Create New Account

Log In

Sign in to complete the STEM OPT REQUEST form as requested by East Tennessee State University.

User Name or Email Address

Password

[Create New Account](#) [Forgot Your Password?](#)



Create Account

Step 3: Create Your Account

- Be sure that you meet the Password Restrictions

Create Account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

Please complete all of the information below

Username *

Username restrictions:

- Must be at least 8 characters long
- Must contain at least one letter.

Password *

Confirm Password *

Password restrictions:

- Must be at least 8 characters long
- Must contain each of the character types below:
 - upper case letters
 - lower case letters
 - numbers
 - special characters: @ & \$

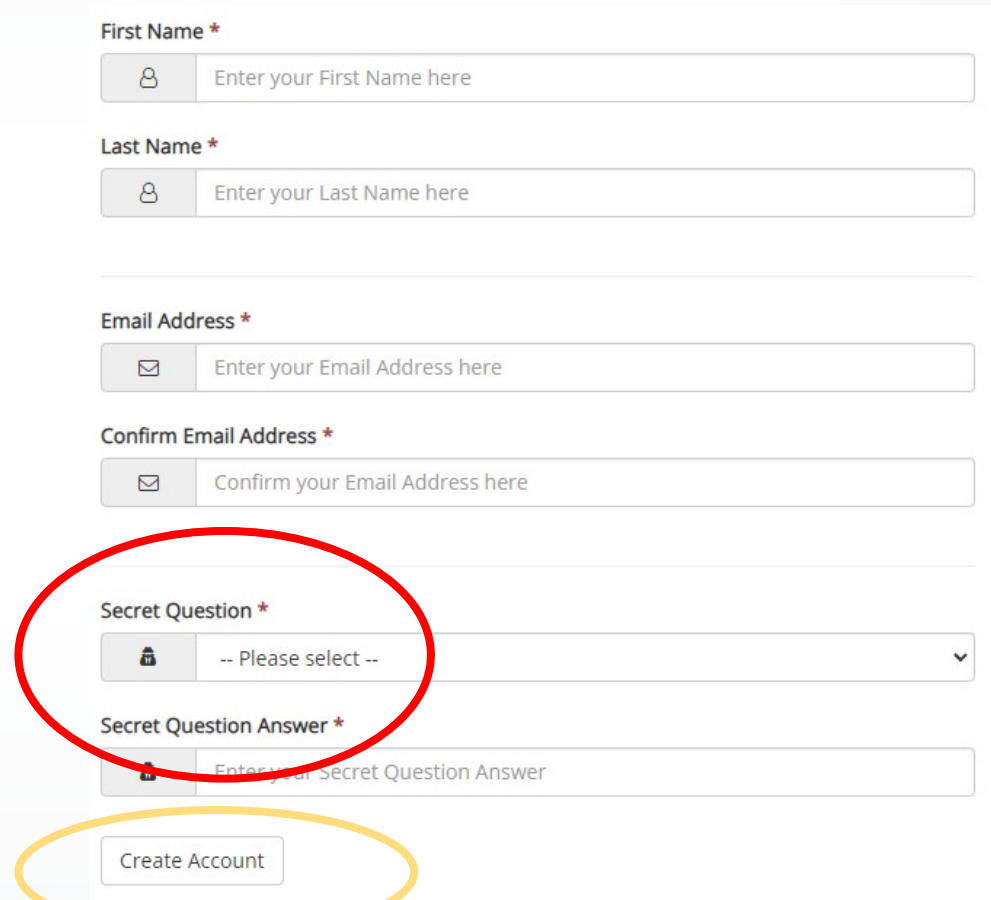


Create Account

Step 3: Create Your Account Continued

- Your name should match what is listed on your I-20
 - **DO NOT** use an alternative name (i.e., a shortened version of your name or a nickname, etc.)
- Use the same personal email address listed in SEVIS
- Be sure to select a **Secret Question** and response that you will remember, as you will need this when verifying your account

Then select **Create Account**



The screenshot shows a web form for account creation. It includes fields for First Name, Last Name, Email Address, and Confirm Email Address. Below these are fields for Secret Question and Secret Question Answer. A red circle highlights the Secret Question dropdown menu, and a yellow circle highlights the 'Create Account' button at the bottom.

First Name *

Enter your First Name here

Last Name *

Enter your Last Name here

Email Address *

Enter your Email Address here

Confirm Email Address *

Confirm your Email Address here

Secret Question *

-- Please select --

Secret Question Answer *

Enter your Secret Question Answer

Create Account



Verify Email

Step 4: Verify Your Email

Verify your email

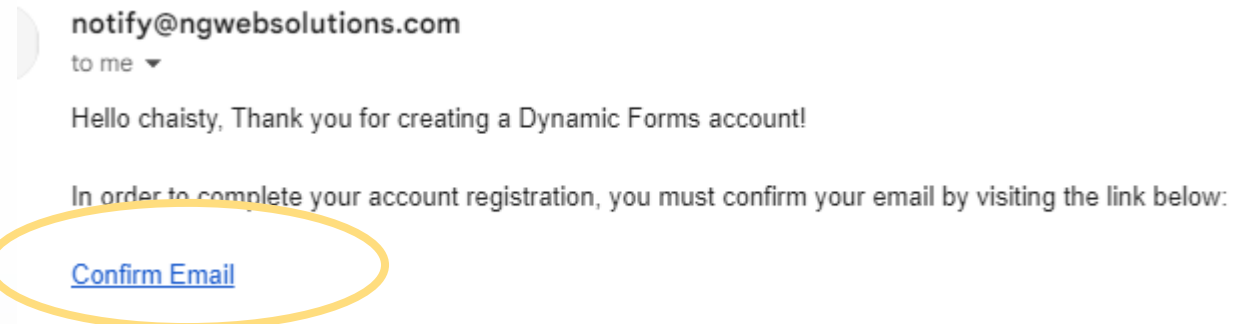
We sent an email to your inbox

Please visit the link provided in that email to confirm your email address and activate your account.

NOTE: If you do not receive the confirmation email in your inbox, please check your junk and/or spam folders.

Step 5: Go to your email and Confirm Email

- Then, Log in to your Dynamic Forms account



Account Activated

Congratulations, you have successfully confirmed your email and activated your account.

Log in to Dynamic Forms



Log In Screen

Step 6: Security Question

- Enter your security response and login

Log In

Welcome back. As an additional security step, we require you to answer your security secret question or receive a code to your email/phone.

What is your mother's maiden name?

Having trouble with your security question? [Click here for more options.](#)

This is my device
By selecting this option you will not have to answer a security question for any further logins from this device. Please unselect this option if you are currently on a public or shared device.

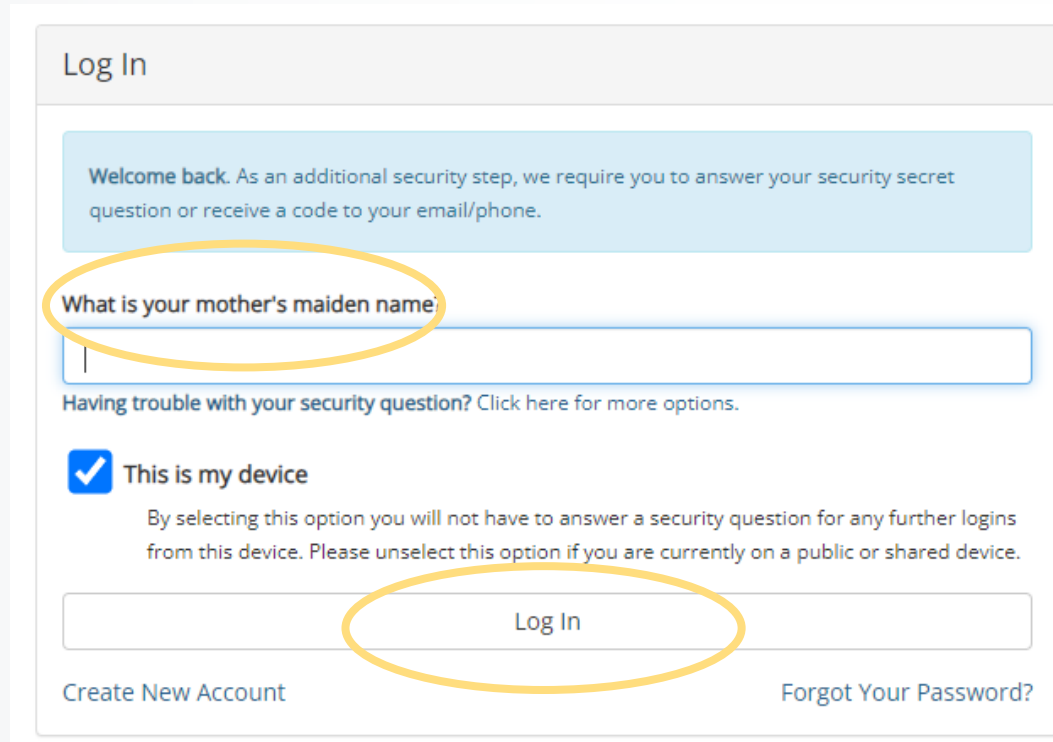
[Create New Account](#) [Forgot Your Password?](#)



Login Screen

Step 7: Security Question

- You will be prompted to enter your security question response
- Select Log In




The screenshot shows a login interface with a grey header containing the text "Log In". Below the header is a light blue message box that reads: "Welcome back. As an additional security step, we require you to answer your security secret question or receive a code to your email/phone." Underneath this is a text input field with the placeholder text "What is your mother's maiden name?". Below the input field is a link: "Having trouble with your security question? Click here for more options." There is a checked checkbox labeled "This is my device" with the subtext: "By selecting this option you will not have to answer a security question for any further logins from this device. Please unselect this option if you are currently on a public or shared device." At the bottom of the form is a "Log In" button, which is circled in yellow. In the bottom left corner, there is a link "Create New Account" and in the bottom right corner, there is a link "Forgot Your Password?".

Step 8: Complete Form

Welcome to Dynamic Forms

Let's get started, chaisty.

The STEM OPT REQUEST form needs to be completed.

 Complete This Form

You can check back here anytime to view your Pending / Draft Forms and r

Thank you for using Dynamic Forms!



STEM OPT Request e-Form

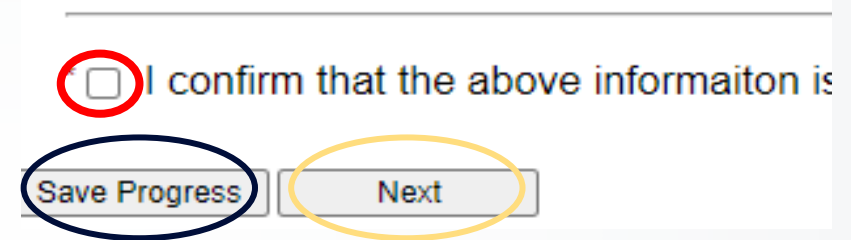
Step 9: Complete the STEM OPT Request e-Form

- See slides 14-15 for additional instructions

***Select Save Progress**

Review the form for **completeness and accuracy**, then select Next

Note: fields marked with '*****' are required and will prevent you from submitting the form if left blank



A screenshot of the e-form interface showing a confirmation step. At the top, there is a text prompt: "I confirm that the above information is" followed by a red circle around an unchecked checkbox. Below this, there are two buttons: "Save Progress" and "Next". The "Save Progress" button is circled in blue, and the "Next" button is circled in yellow.



Electronic Signature

Step 9: Sign Electronically


- Be sure that you type your name correctly, or the form will be rejected
- Check the I'm not a robot box
- Select Sign Electronically

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Jane <input type="text" value="Jane"/>	Doe <input type="text" value="Doe"/>
<input checked="" type="checkbox"/> I'm not a robot  reCAPTCHA Privacy - Terms	
<input type="button" value="Previous"/>	<input type="button" value="Sign Electronically"/>




Submission Confirmation

After signing, you will receive a **Thank You** message and a submission **confirmation email**

The international advisors will send you an email **once** the updates are made to your SEVIS record

Thank you! Your form has been submitted.

 [View Form PDF](#)

STEM OPT REQUEST Submission Sent Inbox x

notify@ngwebsolutions.com

to me ▾

Dear chaisty,

Thank you for your submission. We will receive this request on the following business day and process it in the order it was received. We will work as quickly as possible to review your submission.

Sincerely,
IES Office



Personal Information

Your name should match what is listed on your OPT I-20

- **DO NOT** use an alternative name (i.e., a shortened version of your name or a nickname, etc.)

We **will update** SEVIS with the contact information you provide in this section.

- Address: this should be your current physical address & should match the I-983 and upcoming I-765
- Email: this should match the personal email listed in SEVIS & this is the email that will be used for your SEVIS portal



Attestation & Digital Signature

Please read this section thoroughly before marking the boxes

- **ALL** fields in this section are required

