Prepare the following documents and mail them with your STEM OPT Request Form to ISSO:

- $410 Check or money order payable to "U.S. Department of Homeland Security"
- $200 check, money order or cash payable to Clark University
- 2 Passport-Style Photos, taken within past 30 days with your name and date of birth on back of each photo lightly in pencil. Photo specs here.
- Completed Form I-765 (original form, signed in blue ink):
  
  Select “Renewal of my permission to accept employment”
  Question 3 (enter ISSO’s address):
  Clark U ISSO 950 Main St
  Worcester, MA 01610
  Question 9a: Check “Yes” if you have already applied for an SSN, “No” if you have not
  Question 9b: Enter your SSN if you answered “Yes” to 9a
  Question 10 – 13b: Answer these if you answered “No” to 9a and would like to apply for an SSN in conjunction with your STEM OPT application.
  Question 14: The is the admission number on your most recent I-94 information
  Question 15: Answer if you have done OPT before. Information comes from previously issued EAD card
  Question 20: For the STEM OPT extension, enter (c)(3)(C)
  Question 21: Enter the STEM degree you earned, employer name and E-Verify number. The E-Verify number must come from your employer and is 5 – 7 digits.

- Completed Form I-983: Training Plan for STEM OPT Students. Form I-983 can be found online. Form I-983 instructions can be found on Study in the States.
- Photocopy of ALL previously issued I-20s
- Photocopy of previously issued EAD (Employment Authorization Document) for OPT
- Photocopy verification of your STEM degree--submit one of the following: Official Transcript or Copy of diploma showing level/program of study and date degree awarded
- Photocopy of passport photo page, current/most recent visa, and most recent entry stamp
- Photocopy of most recent I-94
ISSO will evaluate the documents that you submit and will contact you with any questions or if any additional information is needed.

Once your application package has been reviewed, ISSO will issue a new I-20 with the STEM OPT extension request on P. 2. Your ISSO advisor will send you the new I-20 for your signature and give you instructions for how to return it to ISSO so it can be added to your application package.

Once you have returned the signed I-20 to ISSO, the completed application package will be mailed to the USCIS on your behalf.

Please remember the following Reporting requirements while you are on STEM OPT:

- You must report to ISSO within 10 days of any change of:
  - Student’s name (also include Clark ID # and SEVIS #)
  - Current residential U.S. address
  - Employer name and worksite address
  - Date the student began working for the current employer
  - Loss of employment
- In some cases, a new/updated Form I-983 Training Plan must be submitted to ISSO within 10 days of the change:
  - Any material changes to current employment (this may include but is not limited to salary changes, change in hours, supervisor, job duties, training goals)
  - Any new employment will require submission of a new Form I-983
- If you change employers, you must submit a final evaluation (bottom half of P. 5 of Form I-983) signed by the employer that you are leaving. This must be submitted within 10 days of your last day at that employer.
- You must validate your information with ISSO every six months beginning the date the extension begins and ending when your F-1 status ends, when you change educational levels at the same school, when you transfer your SEVIS record to another school, or when the 24-month extension of your OPT ends, whichever is first. ISSO must validate your name, residential address and employment information.
- At months 12 and 24 after your STEM OPT extension begins, you must complete and submit the “Evaluation of Student Progress”. The 12-month evaluation is on the top half of P. 5 of the Form I-983. The 24-month evaluation is on the bottom half of P. 5 of the Form I-983.
- Failure to report as outlined above may result in termination of the SEVIS record.

International Students & Scholars Office
950 Main Street • Worcester MA 01610 • 508-793-7362 • Phone • 508-421-3732 • Fax • isso@clarku.edu • clarku.edu/offices/isso

Updated 10.05.2017