

**24-Month STEM OPT Extension Acknowledgement of Responsibility Form**

We must receive the original of this form with the original student signature when the 24-Month STEM OPT Application is submitted to our office. No copies, faxes, or scans will be accepted.

- A. While on a 24-month STEM OPT extension, an F-1 student must
- Send a copy of the STEM OPT EAD card to ISS at [isoemp@lsu.edu](mailto:isoemp@lsu.edu)
  - Work in a paid position for an E-Verify employer at least 20 hours per week
  - Work in a position directly related to the STEM degree
  - Report to Designated School Official (DSO) within 10 days of
    - Legal name change
    - Change in residential or mailing address
    - Changes in employer (Provide employer name, address and other details listed below in section B.)
    - Loss of employment
- B. Every six months starting from the date of the 24-month STEM OPT extension and ending when the student's F-1 status ends, even if there are no changes, an F-1 student must report the following to the DSO:
- Name and address of current employer
  - Current supervisor and supervisor contact information
  - Current job title/position
  - Verification of full-time (20+ hrs.) or part-time (Less than 20 hrs./wk.)
  - Verify if employer is enrolled in E-Verify
  - Start and end dates of job/employment with this employer
  - Full legal name
  - SEVIS ID Number
  - Current mailing and residential address
  - US phone Number
  - Non-LSU email address
- C. If the student starts working with a new employer or multiple employers, the student must fill out a new I-983 Training Plan with each employer and provide it to the DSO. If there is a *material change* to the student's formal training plan (I-983), then the student and employer would have to provide a new I-983 reflecting the changes. (See [this link](#).) These *material changes* could be
- Changes to the employer's EIN due to a change in company ownership or structure
  - Reduction in student compensation that is not tied to reduced hours
  - A significant decrease in hours per week (especially if less than 20 hours per week)
  - Changes to the employer's commitments or student's learning objectives as listed on the I-983 Training Plan
- D. The student must submit a Mandatory Annual Self-Evaluation to the DSO. This step means the student is evaluating their progress to show that their training goals are being achieved. The student would submit the first evaluation within 12 months of the listed STEM OPT start date. At the end of the STEM OPT Extension, the student must conduct the second, final mandatory assessment. These forms are attached at the end of the I-983 Form (Training Plan).

- E. Once approved for the STEM OPT extension, the student must not
- Work in a paid position for any employer that is not an E-Verify employer
  - Have more than 150 days unemployment time during the entire period of post-completion OPT and STEM OPT (12-Month OPT plus 24-Month STEM OPT Extension)

Please report all required information by emailing [isoemp@lsu.edu](mailto:isoemp@lsu.edu).

*DHS grants STEM OPT extensions to eligible F-1 students once per degree level (i.e., Bachelor's, Master's, or Doctorate). A student may participate twice in the STEM OPT extension over the course of their academic career. To participate twice in the STEM OPT extension, a student must earn a second qualifying degree, at a higher education level, and be participating in an initial period of OPT at the time they apply to USCIS for their second STEM OPT extension.*

*I have read and understood the above-listed responsibilities, and I agree to follow all of the above-listed requirements governing my F-1 24-month STEM OPT extension. I understand that I may be terminated for violation(s) and/or denied future immigration benefits if I fail to comply with the requirements during the OPT or STEM OPT authorization period.*

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Student Name (printed)

Student Signature

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Date

LSU ID#

Student's Non-LSU Email Address

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Current Phone Number

Current Residential Address