

Post-Completion OPT Recommendation Process

1. log in to the ISSS Gateway Portal here – https://isssgateway.mst.edu/_portal/.
2. Go to the Request Center Tab #4 (appears as shown below):

- **4** Request Center - Do Not Duplicate Requests

3. Select the OPT Recommendation Request Icon (appears as shown below):



OPT Recommendation
Request

4. Follow the instruction to the \$200 Post Completion OPT Fee from [Marketplace](#). Once you have submitted a request for an OPT or STEM OPT Recommendation in your ISSS Gateway Portal, no refunds will be provided. Be sure to select the appropriate fee.
5. Answer all required questions and upload your Post Completion OPT Fee for \$200 using the file upload on the request as shown below:

4 OPT Receipt Confirmation (File Upload)
Required *

Document Type *
OPT Receipt Confirmation

Description
Once the \$200 OPT Recommendation fee has been paid. Upload the confirmation receipt which will be emailed.

or drag a file here

6. Enter your Academic Advisor's Name and Email Address in the Approver Form. Example shown on next page:

Approval

Approver Name *	Approver Email *
Approver Title	Approver Organization
Approver Phone	Approver Role 200 characters remaining

7. Submit the request. This will be automatically sent to your academic advisor based on the email in which you have entered. Once your academic advisor approves the request, it will then be sent to your International Advisor for review. Note that your academic advisor and international advisor are not the same person. Academic advisors are assigned by your academic department or by the advising center. Your international advisor is assigned by your last name and can be found here - <https://international.mst.edu/international-student-services/advising-services/>.

NOTE: DO NOT LIST YOUR INTERNATIONAL ADVISOR AS YOUR ACADEMIC ADVISOR.