

# STEM OPT 24-Month Extension Recommendation Process

1. log in to the ISSS Gateway Portal here – [https://isssgateway.mst.edu/\\_portal/](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 STEM OPT Recommendation Request (appears as shown below):



STEM OPT Recommendation  
Request

4. Follow the instructions for the \$300 STEM OPT 24-Month Extension Fee from [Marketplace](#). Once you have submitted a request for 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 the Form I-983 and —your \$300 STEM OPT 24-Month Extension Fee Payment Receipt using the file upload on the request as shown below:

Document Type \*  
Form I-983

Description  
Upload the completed Form I-983 from your employer.

Note that in the 6 and 18-month reporting sections, if no changes have been made. Please upload the previous I-983 used from the previous reporting time.

Browse  
or drag a file here

Document Type \*  
OPT Receipt Confirmation

Description  
Once the \$300 STEM OPT Recommendation fee has been paid. Upload the confirmation receipt which will be emailed.

Browse  
or drag a file here

6. Submit the request.