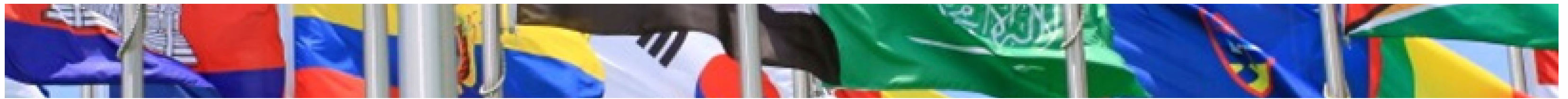




University of  
New Haven

# UIS Bulletin

October 1, 2023



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**BIG NEWS!**

UIS will be migrating student request forms from the Mach Forms platform to the Slate platform where you will have a student portal to upload and retrieve documents. Look for an email with log-in credentials to your new portal. We anticipate this will allow us to serve you more efficiently. Links to forms on the new platform will be available in your portal and on the UIS myCharger pages. Remember, your inquiry or request can be serviced more quickly by submitting a form than by emailing UIS.

**If the program end date on your I-20 is December 31, 2023:**

Students completing coursework in December 2023 can apply for Optional Practical Training (OPT) from October 3, 2023 until February 29, 2024. Do the required Canvas Course on OPT Preparation and prepare the I-765 application packet. Then submit the OPT I-20 Request Form to UIS. **DO NOT SUBMIT THE ONLINE I-765 WITHOUT THE OPT REQUEST I-20.**

If you are completing your coursework but you can't find the OPT Preparation Course on your Canvas dashboard, check the program end date on your I-20. If the date is beyond December 2023, you must submit a Shorten Program form. If you are not completing coursework in December, please contact UIS about extending your I-20. Extensions are not permitted by SEVIS after the program end date on the I-20.

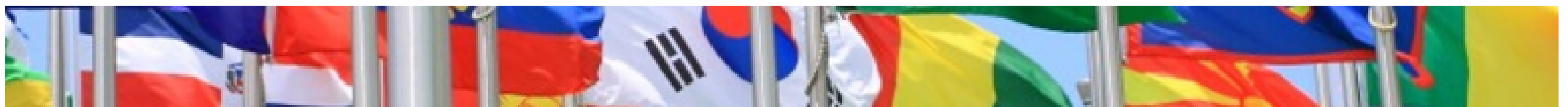
**If Spring 2023 is your last semester** and you have fewer credits remaining to complete all requirements, you must request from UIS an authorization to be less than full-time. We recommend you submit your request as soon as you know your Spring 2023 courses.

YES, WE DO CELEBRATE YOUR CULTURES ON CAMPUS. CHECK OUT INTERNATIONAL HOLIDAY EVENTS THIS FALL ON THE OGISL INSTAGRAM FEED AND THE MONDAY MUSE NEWSLETTER. @unewhaven\_ogisl

**For the month of October we are doing:**

- OPT Requests for students completing coursework in December 2023. Shorten Program requests are also needed if the I-20 program end date is beyond December 2023.
- CPT Requests for Fall internships. Please note that you must be able to complete required internship hours by the end of the fall term, or you will need to retake the course in the Spring term. Find the instructions and information about CPT [here](#).
- Personal information updates. Local addresses within a commuting distance are required for currently enrolled students. Changes in address must be reported in SEVIS. Use the Personal Information Update form. Please also maintain up to date contact information in Banner SSB.
- General I-20 needs for new and continuing students.
- General immigration advising
- Reduced courseload requests for who are finishing their required coursework in Spring 2023 and have fewer credits remaining than required by the F-1 visa status. Shorten Program requests are also needed if the I-20 program end date is beyond May 2024. Advisor Approval is required.
- OPT and STEM OPT employment updates for first time job acquisition and changes in employment. Upload to and submit the OPT/STEM Update form.
- STEM Extension Applications can be submitted to USCIS online up to 90 days before but no later than the end date on the EAD card. Request the STEM Request I-20 from UIS at least two weeks in advance of EAD expiration. STEM Extension Applications require an [I-983](#) form approved by the supporting employer. Find information in the OPT Handbook on the UIS webpage and on the [Study in the States](#) website.
- STEM OPT reports for 6-, 12-, 18-, and 24-month reports. 12- and 24-month reports require page 5 of the I-983 form. Upload to and submit the OPT/STEM Update form.
- SEVIS Transfer Requests should be submitted after the end of the fall term and before the start of the spring term.

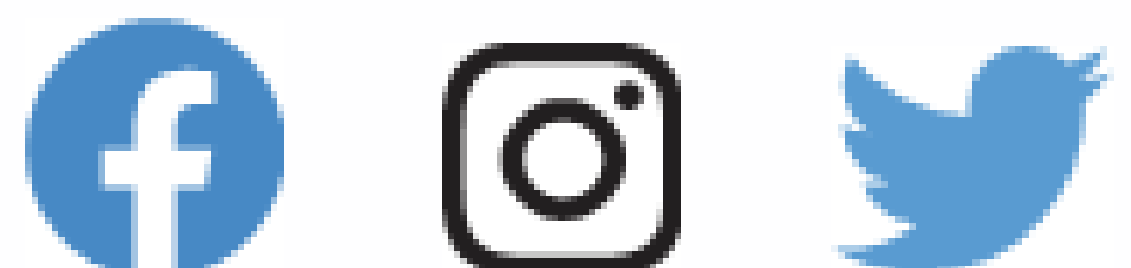
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There is much bad information out there, so get good information from UIS. Office hours are Tuesday, Thursday and Friday 8:30 am to 4:30 pm. Mondays and Wednesdays 8:30 to 6:00. Make an appointment in Navigate or walk in. Find many self-help services on our myCharger pages. From the buttons in the Services and Resources Menu, you can find topics to cover most all your questions and needs.



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University Immigration Services

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