Instructions to Access the OPT STEM Extension Request e-Form

**Step 1:** Set-up your computer to log into the Clemson Virtual Private Network, instructions are provided at the links below:

Instructions for Windows OS - [http://www.clemson.edu/ccit/help_support/solution_guides/](http://www.clemson.edu/ccit/help_support/solution_guides/)

Instructions for Mac OS - [http://www.clemson.edu/ccit/help_support/solution_guides/](http://www.clemson.edu/ccit/help_support/solution_guides/)

* The new VPN client must be run from the 32-bit version of Internet Explorer to install properly. Users running 64-bit IE will still need to use the old VPN service or the native Windows VPN client.

**Students who are unable to access the portal due to expired Clemson accounts should read the following:**

CCIT is able to reactivate former students’ accounts for 2 business days to allow them access to the Sunapsis e-portal to complete the necessary e-form. You can begin the process by sending an email to is@clemson.edu which includes your Clemson University username. For example, the username for the International Services email address listed above is outlined and highlighted in green below:

is@clemson.edu

Once we have received your Clemson University username we will contact CCIT and request the account to be reactivated. When your record has been re-activated, you will receive an email from us and you will then have 48 hours to complete the required e-form.

**Step 2:** Using Internet Explorer as your browser, log-in to istart.app.clemson.edu

**Step 3:** Register your portal by providing your XID and date of birth

**Step 4:** On the left-hand list of forms, select “F-1 Practical Training,” and complete the OPT STEM Extension Request e-form

Please allow 10 business days for processing, you will receive an email notifying you when your updated I-20 has been issued and is available for shipping. The email will include instructions on how to request shipping of the documents. If you have any questions regarding the e-form, please contact International Services, is@clemson.edu.