24 month STEM OPT Extension Workshop
International Student & Scholar Services
University at Albany, SUNY
ISSS@albany.edu | 518-591-8172 | https://www.albany.edu/isss
Disclaimer

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Overview

• We will begin with the **key regulatory components** of the STEM OPT extension, including eligibility requirements and reporting responsibilities.

• We will also cover the **application process** for STEM OPT (how to apply first through ISSS and then through USCIS).

• This presentation is intended as a general overview. Students may still need to consult ISSS and their employers regarding individual circumstances. Students are also still responsible for reviewing any ICE/USCIS related instructions.
What is the 24 month STEM OPT Extension?

• The 24 month STEM OPT extension allows F-1 students who’re currently on an approved post-completion OPT period and currently maintaining that status to apply for an additional 24 months (2 years) of practical training if:
  • They have a STEM eligible degree
  • They have secured a practical training position which fulfills all of the employment requirements for STEM OPT

• How is STEM OPT similar to post-completion OPT?
  • Both post-completion OPT and STEM OPT require that the student obtain an I-20 recommending the practical training from their DSO (i.e. ISSS advisor at UAlbany) first, and then the student may apply for the authorization through USCIS.
What is the 24 month STEM OPT Extension?

• How is it different from post-completion OPT?

  • The STEM extension is intended to provide in-depth training in STEM related fields. As such, you will find that the eligibility requirements-- particularly what types of employment are suitable while on a STEM extension-- to be much more detailed and specific.

  • Students and employers also take on the additional reporting responsibility of maintaining an I-983 training plan.

  • Not all students are eligible for the STEM extension, even if they have earned a STEM degree. All eligibility requirements (including suitable employment) must be met prior to applying, and students must apply before the post-completion EAD expires.

  • Students may apply for up to two STEM extensions during their lifetime. If they earn two STEM degrees the second STEM extension must be based on a degree earned at a higher level than the first (i.e. bachelor’s<master’s<doctorate).

  • The two STEM extensions may not be in immediate succession of each other; each STEM extension must follow a separate approved period of post-completion OPT;

    • For example, you cannot do 1 year of post-completion OPT, apply for a 2 year STEM extension, and then apply for another 2 year extension based on another degree. The extensions must be split between 2 approved post-completion OPTs.
Eligibility Requirements

The following slides will cover the STEM extension eligibility requirements in greater detail. Please note: a student must have secured an employment/training offer which meets all eligibility requirements prior to applying for the extension:

1. Student is currently maintaining status and engaged in post-completion OPT
2. Student has completed an eligible STEM degree
3. Employer is enrolled in E-Verify
4. The employment is at least 20 hours per week (full-time)
5. The compensation is commensurate with U.S. workers
6. The employment directly relates to the STEM degree
7. An I-983 training plan is completed, signed and maintained by the student and employer, between which there is a direct employer-employee relationship.
1. Student is currently maintaining status and engaged in post-completion OPT

- To be eligible, you must be maintaining status on post-completion OPT
- This means your SEVIS record must be active in order for ISSS to produce an I-20 requesting STEM OPT
- If you have been unemployed more than 90 days (cumulatively) while on post-completion OPT, you are considered to have not maintained status
  - This could result in your SEVIS record being auto-terminated.
  - If you aren’t maintaining status your STEM extension could be denied.
  - If you aren’t maintaining status you could be accruing unlawful presence, which can impact future benefits and requests.
2. Student has an eligible STEM degree

• Your STEM extension must be based on a STEM degree

• A STEM degree is determined by the CIP code (the 6 digit number on your I-20). CIP codes are assigned based on major/program, not concentration or minor.

• Sometimes the name of the CIP code does not exactly match what UAlbany calls the major (or what other schools may call the major).

• You can find the DHS STEM Designated Degree list here: https://www.ice.gov/sites/default/files/documents/Document/2016/stem-list.pdf

• While the majority of students base their STEM extension on their most recently earned degree (i.e. the degree they’re currently on post-completion OPT for), it is possible to base it on a prior STEM degree if:
  • The prior degree is in line with the above requirements
  • That degree was conferred within the past 10 years by a U.S. educational institution that is currently accredited
  • You have not previously been granted a STEM extension for that particular degree
  • You are able to provide ISSS and USCIS proof of that degree (such as a transcript and your prior I-20 with the CIP code listed, or a letter from the DSO at the school which awarded the degree listing the CIP code).
3. Employer is Enrolled in E-Verify

- To be eligible, the employer must be enrolled in E-Verify at the time of application.
- ISSS needs to see evidence of the employer being enrolled in E-Verify before an I-20 can be issued:
  - This could be the company’s E-Verify number (5-7 digits)
  - OR a letter from the employer stating they are enrolled in E-Verify (if they prefer to keep the number private)
- Employers may apply to enroll in E-Verify to allow a student to apply for a STEM extension and continue work with them.
Duties, Hours and Compensation

4. The employment must be at least 20 hours per week (full-time)
   • While having multiple employers is not prohibited, every employer must meet every eligibility requirement, so every employment situation must be at least 20 hours per week
   • For this reason, it is rare for students to have multiple employers while on STEM OPT

5. The compensation is commensurate with U.S. workers
   • Unlike post-completion OPT, the position must be paid

6. The employment directly relates to the STEM degree
   • This connection needs to be explained through the I-983 training plan. Students are responsible for coming up with a training plan with their employer that clearly evidences/describes this connection.
   • See: Explaining the relationship between your practical training and your field of study
7. I-983 Training Plan

• An I-983 training plan must be completed, signed and maintained by the student and employer

• There must be a direct employer-employee relationship.
  • This means that the employer signing the I-983 is the employer providing the training
  • For this reason, third-party placements and staffing agencies may draw additional scrutiny from USCIS/ICE, and may not be suitable employment situations for STEM
  • More information regarding the I-983 is provided later on in this presentation

• All signatures on the I-983 must be handwritten; they cannot be electronic/digital signatures
What to Do Before Applying

- Find employment with an employer that meets all eligibility requirements
- Develop an appropriate training plan with employer
- Review the STEM OPT Hub
  - The STEM OPT Hub is a resource put together by SEVP that is helpful to students and employers
  - Please view it carefully, here: https://studyinthesestates.dhs.gov/stem-opt-hub
What to Do Before Applying: Understand the Responsibilities of the Student, Employer, and School

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<thead>
<tr>
<th>Student Responsibilities</th>
<th>Employer Responsibilities</th>
<th>School DSO Responsibilities</th>
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<tbody>
<tr>
<td>- Student must make timely reports to the school/DSO about any changes or updates while on STEM OPT</td>
<td>- Employer is responsible for completing and certifying the form I-983 with the student</td>
<td>- DSO must verify student is eligible before creating an I-20 for the student to request STEM</td>
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<td>- Student must maintain I-983 with employer and submit updated I-983 to school/DSO when anything changes</td>
<td>- Employer is responsible for reviewing student's annual self-evaluations and attesting to its accuracy</td>
<td>- DSO must verify that the I-983 training plan has been completed, signed, and addresses program requirements before issuing the I-20</td>
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<td>- Student must submit 6 month check-ins and annual I-983 self evaluations to the school/DSO</td>
<td>- Employer is responsible for working with student to update any material changes to I-983</td>
<td>- DSO must report changes to employment, material changes to the I-983, and end of employment once the student reports these changes to the school</td>
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<tr>
<td>- Student is responsible for providing documentation to school/DSO which evidences their eligibility for STEM employment</td>
<td>- The employer must notify the DSO when the student's employment is terminated or ends.</td>
<td>- DSO must validate student SEVIS information upon receiving a complete 6 month check-in and/or annual I-983 evaluation from the student</td>
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<td>- The student must notify school/DSO when their employment is terminated or ends</td>
<td>- By signing I-983, employer agrees that they have sufficient resources and supervisory personnel to effectively maintaining the program; that they can provide evidence used to assess wages; and that they agree to site visits by DHS.</td>
<td>- DSO must keep copies of the I-983 for their records (these copies must be provided by the student).</td>
</tr>
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Maintaining the I-983 while on STEM OPT

• The I-983 training plan should clearly and accurately depict the most up-to-date information regarding your STEM OPT employment.

• Students should always have access to current and prior versions of this form in case a copy is requested by a government agency, such as ICE or USCIS.

• The student is also required to ensure that the employer and DSO/school have current copies of the form.

• Uploads of the I-983 to SEVIS may be mandatory in the future. For now, uploading of the I-983 is optional. If your SEVP Portal account displays any alerts related to the I-983 that concern you, please reach out to ISSS for guidance (please include a screenshot).

• ISSS policy is not to upload the I-983 into SEVIS unless it becomes required to do so. ISSS will keep the I-983 on file as currently required.
Maintaining the I-983 while on STEM OPT

**Material Changes**

- If there are any **material changes** to the details on your I-983 you must submit an updated I-983 to ISSS within 5 business days of the change using our STEM OPT Reporting Eform.

- A material change refers to any change in the information originally reported.
  - Examples: change in site location; change in supervisor information; change in compensation; change in duties/responsibilities, etc...

- If there are any material changes, a new I-983 must be kept by the student, the employer, and the DSO.
Maintaining the I-983 while on STEM OPT Evaluations

• If you change employers you must submit a signed final I-983 evaluation for the employer you are leaving and a new I-983 for the employer you’re joining within 10 days to ISSS using the STEM OPT Reporting Eform.
  • If you lose employment that must be reported within 5 days.
• I-983 annual self-evaluations must be completed. The first evaluation is to be done at the end of your first year on STEM OPT. The final evaluation is to be completed at the end of your STEM training employment with that employer (i.e. at the end of the two years, or when the STEM OPT employment terminates, whichever comes first)
• If you’re approved for a change of status you should also submit a signed I-983 final evaluation to ISSS within 10 days.
Limited Unemployment Periods While on STEM OPT

• If you are approved for a STEM OPT extension, you are allowed an additional 60 days unemployment (for a cumulative 150 days combined between the post-completion OPT and STEM OPT periods)

• Students who exceed the allowed unemployment time are considered to have violated status.

• Please note that while on STEM OPT volunteer positions and/or part-time positions (less than 20 hours per week) are not options for employment.

• In order to not violate status, you must either find suitable employment, transfer to begin a new full-time degree program, or depart the U.S. before your unemployment days are up.

• SEVIS will auto-terminate records that exceed the unemployment time allowed.

• Violating status may also have unlawful presence implications for students. You can read more about unlawful presence on our website here.
Employment while the STEM OPT application is pending

• Due to processing times, a student’s STEM OPT application may still be pending with USCIS after the student’s post-completion EAD expires

• If you have a receipted, timely filed STEM OPT application pending with USCIS you may continue work for up to 180 days after the post-completion EAD expires
  • In other words, the STEM OPT application must be pending with USCIS and it must have been received and receipted before your post-completion OPT EAD expires

• If your STEM OPT application is denied, revoked, or withdrawn your work authorization will end immediately if you’re already past the post-completion OPT EAD end date

• If your employer has questions about I-9 completion while a STEM OPT application is pending, they may find this USCIS website useful: https://www.uscis.gov/i-9-central/40-completing-section-2-form-i-9
Changing Employers While on STEM OPT

• Students are allowed to change employers on STEM OPT as long as the new employer meets all eligibility requirements (including being enrolled in E-Verify)

• To change employers, students must report to ISSS by:
  • Completing the STEM OPT Reporting Eform
  • Submitting a signed final evaluation for the employer they are leaving (through the Eform)
  • Submit a signed and completed I-983 form for the employer they’re joining, as well as the new employer’s E-Verify number (through the Eform)

• Students may also change employers while the STEM OPT application is pending with USCIS, however this could result in a delay in their application processing time
Travel while on STEM OPT

• Travel on an approved STEM OPT period is possible if you have the required documentation to return to the U.S.

• While travelling on STEM OPT, you should have:
  • A valid I-20 signed within the past 6 months of the date you’re re-entering
  • A valid passport (with at least 6 months validity remaining)
  • A valid F-1 visa
  • A valid EAD card
  • Proof of ongoing employment

• ISSS does not recommend travelling after your post-completion OPT EAD expires if you do not yet have an approved STEM OPT EAD. If you do choose to travel, please understand that you are assuming responsibility for any additional risks. Be sure to have your I-797 receipt notice for the STEM OPT application.
Reporting Requirements

• Students must continue to abide by all reporting requirements for post-completion OPT, with a few additions

• Students on STEM OPT must also report materials changes to the I-983 to the DSO within 10 days

• Students on STEM OPT must also complete annual I-983 self-evaluations

• Because the student must report employment updates by submitting an updated I-983 training plan to ISSS, students cannot report employment updates directly through the SEVP Portal. They should go through the ISSS/DSO using the STEM OPT Reporting Eform.

• Please read more about your reporting requirements before applying here: https://www.albany.edu/iss/89450.php
Reporting Requirements

• While on STEM OPT, students will still have access to MyUAlbany and must still keep their SEVIS USA address, phone number, and email up to date

• **My UAlbany email is expiring, what do I do?**
  • Back-up anything you want to keep before it expires
  • When the UAlbany expires, ISSS will switch your SEVIS email address to whatever you have listed as the alternate email address in MyUAlbany (this will also update your SEVP Portal address).

• While on STEM OPT, students should use the [STEM OPT Reporting Eform](#) to report changes to ISSS
Application Process for STEM OPT

Like the application for post-completion OPT, the application process for STEM OPT is a 2-step process:

1. Request a new I-20 from ISSS (processing time 5-7 business days) using the STEM OPT Eform (https://www.albany.edu/isss/89496.php)

2. Submit an I-765 application for STEM OPT to USCIS (processing times average between 3-5 months).

   • There are two ways to file your request for STEM OPT with USCIS:
     • By paper mail, or
     • Filing online at uscis.gov (new option since April 2021)
When to Apply

• The earliest a student may apply for a STEM extension is 90 days before the post-completion EAD expires
• USCIS must receive your complete application before the post-completion EAD expires
• USCIS must also receive the STEM OPT application within 60 days of when ISSS printed you a new I-20 requesting STEM OPT
• Failure to submit an application within the time frames outlined is one of the most common reasons for a denial
Step 1. Apply for a new I-20 from ISSS

Students should submit the following documents to ISSS using our Eform. Without all required documents, an I-20 cannot be processed:

1.) STEM OPT Request Eform (instructions and form are available here: https://www.albany.edu/iiss/89496.php)

2.) Copy of your paper I-765 form (if filing by mail to USCIS)
   - Access the form and USCIS instructions here: https://www.uscis.gov/i-765
   - Access detailed suggestions and a visual sample of the I-765 on our STEM OPT website.
   - Remember, on page 3 you should use category code (C) (3) (C) for STEM OPT, and you should enter the employer’s E-Verify number (which is different from the EIN number)

3.) Upload a completed and signed Form I-983
   - For the “DSO Name and Contact Information” please enter “[Name of DSO at UAlbany], 1400 Washington Avenue Albany NY 12222, ISSS@albany.edu, 518-591-8172”
   - Access a visual sample of the I-983 on our STEM OPT website.

4.) Upload a copy of your current EAD card, front and back

5.) Upload a copy for your current I-94 (available at https://i94.cbp.dhs.gov), unless your most recent version of an I-94 is a paper I-94

6.) Upload a copy of your completed USCIS form G-1145 (if filing by mail to USCIS)
   - Access the form here: https://www.uscis.gov/g-1145

7.) If your application is based on a prior degree, you should also upload evidence of that degree to ISSS.
Pro Tip: Save time by ordering your transcript and shipping label while you wait

• While you’re waiting for ISSS to process your new I-20, you can save time by ordering your transcript to prove you earned a STEM degree
  • Order a transcript from the Registrar’s Office: https://www.albany.edu/registrar/ordering-transcripts.php
  • UAlbany diplomas will not work as evidence for USCIS because they only state the level, not the specific STEM degree earned
• Students not living in Albany may choose to have the I-20 sent to them through standard USPS (no fee or tracking number, takes 3-10 business days to arrive) or may request it be tracked and express mailed by ordering an E-Ship label at their expense (instructions available here: https://www.albany.edu/isss/91191.php)
I-20 Delivery Options During COVID-19

While in-person pick-up is not available, students may choose from the following delivery options. You will be asked to select the delivery option when you submit the OPT Request Eform:

• Electronic Delivery- Due to COVID-19 emergency guidance, students may request that an electronic scan of the I-20 be emailed to them. The student is responsible for printing this I-20 out. If you do not have access to a printer, please consider one of the two options below to have a paper I-20 mailed to you

• Standard USPS- this option has no fee, but also no tracking number and may take on average 3-10 business days to arrive. Email ISSS@albany.edu the address you want the document sent to. This option would not be appropriate if you need a paper copy quickly; if it is an EAD card; or for international mailing

• Order an E-Ship Label- use this option if you want the paper document quicker; want it tracked; it is an EAD card; or if you need the document sent internationally. Here are the instructions for ordering an E-Ship Label: https://www.albany.edu/isss/91191.php. Email ISSS@albany.edu to confirm once you have ordered the label.
Step 2: Submit your complete application to USCIS

- There are two ways to file your request for a STEM OPT with USCIS: by paper or online.
- Regardless of how you file, USCIS must receive your request within 60 days of the date the I-20 recommending you for STEM OPT was issued by ISSS and/or before your post-completion EAD end date (whichever date comes first). USCIS processing takes approximately 90 days, and may take longer.
How to Mail Your Application
(Express, Tracked Mail is Recommended)

Students should use the filing address currently listed for the foreign student category on the USCIS website here: https://www.uscis.gov/i-765-addresses. There is usually a different address listed depending on if you send the address via USPS (United States Postal Service) or private service (UPS, FedEx, DHL, etc...). Sometimes, there are different addresses listed depending on which state you live in.

As of an update on January 8, 2021, USCIS has listed the Chicago Lockbox as the filing location for F-1 student I-765 applications:

USCIS Chicago Lockbox

**U.S. Postal Service (USPS):**

USCIS
PO Box 805373
Chicago, IL 60680

**FedEx, UPS, and DHL deliveries:**

USCIS
Attn: I-765 Co3
131 South Dearborn - 3rd Floor
Chicago, IL 60603-5517
What to Send if Filing by Mail

You will need to mail the following documents to USCIS:

• Original Form I-765 with your signature in ink
• Form G-1145
• Photocopy of the new Form I-20 issued for OPT (do not send the original) — Remember to sign your I-20!
• Photocopies of any previous I-20s authorizing CPT or OPT (including CPT/OPT authorizations for prior institutions, degree levels, or SEVIS IDs).
• A photocopy of your most recent I-94 (cardstock version in passport if most recent, or electronic version)
• A photocopy of the photo page (identification page) of your passport. Also include any extra pages that record extensions of the validity of your passport
• A photocopy of the F1 visa page of your passport (even if the visa has expired)
• A photocopy of all previous EAD cards, including current EAD, front and back
• Transcripts and/or Diploma: You must include a photocopy of your transcript or diploma proving that you earned a STEM degree and the date conferred. UAlbany diplomas typically only state the degree level, not the specific degree field, so you should send the UAlbany transcript instead. If you are applying for the STEM OPT based on a prior degree, you must also include the transcript or diploma for your most recent degree for which you are currently on OPT. You can order a UAlbany transcript online here.
• Two passport style photographs. For complete photo requirements, please review this website. We recommend writing your name and I-94 number on the back of the photos in pencil.
• A money order, certified check or personal check made payable to U.S. Department of Homeland Security. The filing fee is $410.
• Optional but Recommended: Official job offer letter on company letterhead with an employer’s signature.
What to Prepare if Filing Online

• To file online, you must first create an account on https://www.uscis.gov/. You must electronically submit your I-765 within 60 days of when the I-20 recommending STEM OPT was issued and/or before your OPT EAD card expires, whichever date comes first. You can see a recording of how to access the online I-765 under Supplemental Forms and Instructions section of the website.

• In addition to completing the form fields on the electronic I-765, you will need to upload the following documents. Please be sure to follow the file requirements and be sure that your uploads are clear and easily readable:
  - Passport photograph meeting all USCIS specifications
  - Copy of your current I-94 (either the screen grab of the electronic form or a photocopy of both sides of the paper I-94).
  - A photocopy of all previous EAD cards, including current EAD, front and back
  - Photocopy of identity pages in passport, including expiration date (optional if uploaded EAD, but highly recommended)
  - Photocopy of F-1 visa stamp (optional if upload passport and/or EAD card)
  - Photocopy of the new Form I-20 issued for STEM OPT— Remember to sign your I-20!
  - Photographs of any previous I-20s authorizing CPT or OPT (including CPT/OPT authorizations for prior institutions, degree levels, or SEVIS IDs).
  - Transcripts and/or Diploma: You must include a photocopy of your transcript or diploma proving that you earned a STEM degree and the date conferred. UAlbany diplomas typically only state the degree level, not the specific degree field, so you should send the UAlbany transcript instead. If you are applying for the STEM OPT based on a prior degree, you must also include the transcript or diploma for your most recent degree for which you are currently on OPT. You can order a UAlbany transcript online here.

Optional but Recommended: Official job offer letter on company letterhead with an employer’s signature.
Filing Fees

• **The filing fee is for the I-765 form is currently $410 (as of June 2021)**
• If you are filing by mail, checks or money orders preferred. USCIS does not accept cash.
  • If using a personal check, please be certain that you have sufficient funds in your account to cover the check at all times – the check could be deposited at ANY time.
  • The check must be payable to U.S. Department of Homeland Security
• If you are filing online, you will be asked to pay the fee at the time you submit the application. USCIS will direct the applicant to pay.gov to pay by credit/debit card or bank account transfer. Your application is only submitted/receipted by USCIS after paying the fee through pay.gov.
• For additional instructions on how to complete the check, click here: [https://www.uscis.gov/fees](https://www.uscis.gov/fees)
Notices from USCIS

- USCIS will mail all official notices to the address you have listed as your mailing address on your I-765.
  - If you file online you will still get paper notices, but you can view the notice electronically online as well
- Most students will receive 3 notices:
  - Receipt Notice (usually arrives 3-4 weeks after filing)
  - Approval Notice (usually arrives 3-5 months after received)
  - STEM OPT EAD Card (usually arrives 1-2 weeks after approval notice)
- Keep all official notices form USCIS for your records, forever
- If you receive a Request for Evidence or Denial notice, contact ISSS immediately for assistance
- If your STEM OPT is denied you may need to depart the U.S. with no grace period. However, please consult ISSS first to obtain advice or a referral to an immigration attorney as needed.
What happens after STEM OPT?

- If you reach the end of your STEM OPT period and have maintained status, you are granted a 60 day grace period
  - Don’t forget to submit your signed I-983 final evaluation
  - During those 60 days you can make arrangement to leave the U.S., transfer to start a new degree program full-time (your new program must start within 5 months of your EAD end date), or possibly apply for a change of status (please consult an immigration attorney regarding any questions pertaining to change of status applications).

- If while on STEM OPT you choose to end the training early and depart the U.S., please notify ISSS
  - Don’t forget to submit your signed I-983 final evaluation

- If while on STEM OPT you choose to begin a new degree program, please notify ISSS to request a SEVIS transfer
  - Your STEM OPT work authorization will end on the transfer release date
  - Don’t forget to submit your signed I-983 final evaluation

- If while on STEM OPT you are approved for a change of status, please notify ISSS and provide documentation of the new status for your record
  - Don’t forget to submit your signed I-983 final evaluation
Additional Resources

- E-Verify Employer Search Tool
- STEM OPT Hub
- MyVisaJobs.com - see which employers have sponsored in the past.

ISSS only provides advise on student visas (F-1 and J-1). If you need advise on other employment based visa categories (immigrant or non-immigrant) we recommend you seek the advice of an experienced immigration attorney. Below are some resources to help you:

- Immigration Art- Arthur Serratelli, Esq. regularly visits the UAlbany campus to provide employment based visa advising to students. You can contact him at immigration.art@gmail.com
  - Also check out his Youtube Channel here: https://www.youtube.com/user/ImmigrationArtVideo
- Search the American Immigration Lawyers Association (AILA) for attorneys: https://www.aila.org/
Questions?
Contact an ISSS advisor!

Email: ISSS@albany.edu
Phone: 518-591-8172

Schedule a Zoom appointment here.

Please take our anonymous evaluation

https://forms.gle/KYqSPZKUfnfqkBtKA