

## Ukubona – Response to Recap (August 21, 2025)

### 1. Acknowledgement

Thank you for sharing the recap and for the clarity provided. I've gone through the details carefully and noted my understanding, a few clarifying points, and proposed next steps to ensure alignment.

### 2. Role Framing (What / Why / How)

- **WHAT:** Unpaid Internship Analyst Role ( $\geq 20$  hours/week, degree-related).  
Title: *Unpaid Internship / Volunteer Analyst Role*
- **WHY:** Stops further OPT unemployment accrual (once reported in SEVIS) while supporting Ukubona's objectives.
- **HOW:** Research, analysis, and reporting in energy systems, sustainability, and health–energy intersections, aligned with my M.S. in Engineering Management.

### 3. Immediate Post-Completion OPT Compliance

- **My responsibility:** Report role in SEVIS to stop unemployment-day accrual.  
Current Status: 51 of 90 unemployment days already accrued (July 1–Aug 21).
- **Ukubona's responsibility:** Provide confirmation letter (Employer name & address with role title, hours/week) and duties/duty summary linked to my field of study.
- **Action:** With Ukubona's confirmation (employer info, role title, start date, duty summary), I will enter details into GW's ISO Gateway to stop the unemployment clock.

### 4. STEM OPT (Forward-Looking)

- STEM OPT begins after the initial 12-month OPT.
- Requires Form I-983 (training plan).
- Forward-looking: not immediate, but we should keep in view for mid-2026.

STEM OPT will later require paid employment, Form I-983, and E-Verify participation. The current unpaid role is sufficient for now but must evolve before July 2026.

### 5. Next Steps

- **Ukubona:** Confirmation letter: Ukubona to confirm role framing (employer info, role title, duty summary).
- **Edward:** Report role in SEVIS immediately upon receiving letter.
- **Both:** Maintain ongoing communication to ensure compliance and clarity.

### 6. PhD & Grant Planning (Future)

- Forward-looking for 2026+, revisit after OPT is secured.

### 7. Request

Please confirm if the framing above matches your expectations. Once I receive the confirmation letter, I will proceed with SEVIS reporting.

## **Appendix (Optional Employer Reference)**

This page is for quick clarity/reference only, no immediate action required.

### **Post-Completion OPT (12 months – Year 1)**

- Unpaid internships (≥20 hrs/week) can qualify if directly related to the degree.
- Employer provides role info, duty summary, start date, and hours.
- Student reports employer info in SEVIS within 10 days to stop unemployment accrual.
- No Form I-983 required; maximum 90 days unemployment allowed.

Actions required:

- Student (me): Report employment in SEVIS, stop unemployment accrual, maintain ≥20 hrs/week.
- Employer (Ukubona): Provide role confirmation letter with duties/hours.

### **STEM OPT Extension (24 months – Years 2–3)**

- Requires paid employment, employer E-Verify enrollment, and Form I-983.
- Role must be directly tied to STEM-designated field (**CIP 15.1501 confirmed**).
- Student must submit I-983 and I-765, complete 6-month check-ins, and annual evaluations.
- Unemployment maximum extended to 150 days in total.

Actions required:

- Student (me): File I-765, prepare and submit Form I-983 training plan, maintain reporting.
- Employer (Ukubona): Complete and sign Form I-983, commit to training/supervision, notify of material changes.