REPORTING REQUIREMENTS

While on STEM OPT extension, there are certain requirements students must follow to remain in legal status. Remember that while on STEM you can no longer use the SEVP Portal to report changes in your employment! You must use the OISS forms.

You must always report if:

1) You change employers

**How:** Complete the 'I Have Changed Jobs' form on our website within 10 days of the change. The documents you will be required to upload are listed on the form. Please note you must submit a ‘Final Evaluation on Student Progress’ any time you leave an employer, regardless of how long you were employed.

2) You lose your job and are no longer employed

**How:** Complete the 'I Am Not Working Right Now' form on our website. You will need a copy of your completed Evaluation on Student Progress section on page 5 of the I-983 form for your previous employment.

3) Any material changes are made to the Form I-983 such as:
   - Your job role or job title changes significantly at your place of employment
   - Any reduction in compensation
   - A decrease in hours worked per week (there is a 20 hour minimum for each job)
   - Change in the employer’s EIN
   - Any changes with the employer’s commitment or with the learning objectives of the student (as laid out in Form I-983)

**How:** Complete the 'I Have Changed Jobs' form on our website within 10 days of the change. The documents you will be required to upload are listed on the form.

4) If there is a case of employer non-compliance. To report employer non-compliance you can:

**HOW:** Contact the Student and Exchange Visitor Program at ICE.gov OR report any violations through the Homeland Security Investigations tip submission form at [https://www.ice.gov/webform/hsi-tip-form](https://www.ice.gov/webform/hsi-tip-form)

6 MONTH REPORTING REQUIREMENT

In addition to the reporting requirements listed above, every 6 months, students on STEM extension must work with their DSO to ensure that the information in their SEVIS record is accurate and contains the following:

- Legal name
- Residential/mailing address
- Employer name and address
- Status of current employment

Reporting is done on our online form 'STEM OPT Reporting.'
**STUDENT SELF-EVALUATIONS**

Finally, in addition to the above requirements, those on STEM extension are required to fill out two self-evaluations 12 and 24 months into their extension. These self-evaluations ensure that you are meeting all of the goals written in the Form I-983 when you first applied for your STEM job.

**At 12 months** into the STEM OPT start date, you must complete and submit the "Evaluation of Student Progress" form on your Form I-983. Students are responsible for collecting the signatures of your employers and uploading it to our form 'STEM OPT Reporting'.

**At 24 months** into the listed STEM OPT start date, you must complete and submit another self-evaluation form. Follow the same procedure as above.

To complete these self-evaluations accurately, students should:
- Assess their overall performance using the measures identified in the agreed upon training plan.
- Evaluate their success in applying and acquiring the new knowledge, skills and competencies that were previously identified in the plan.
- Discuss accomplishments, successful projects, overall contributions, etc., that occurred during the specified review period.
- Address whether there are any modifications to the objectives and goals for projects or new areas for skill and competency development.

**REPORTING REQUIREMENTS SUMMARY**

While on STEM extension, there are certain requirements students must follow to remain in legal status. Listed below are cases in which a student must report employment changes to their DSO.

<table>
<thead>
<tr>
<th>Every 6 Months</th>
<th>12 Months into STEM</th>
<th>24 Months into STEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report to DSO to confirm the following has not changed:</td>
<td>12 months into your STEM OPT start date you must:</td>
<td>24 months into the listed STEM OPT start date you must:</td>
</tr>
<tr>
<td>❖ Legal name</td>
<td>Complete and submit the &quot;Evaluation of Student Progress&quot; form on your Form I-983</td>
<td>Complete and submit a second self-evaluation form.</td>
</tr>
<tr>
<td>❖ Residential/mailing address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❖ Employer name and address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>❖ Status of current employment</td>
<td></td>
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