



## Office for International Students and Scholars

### 24-MONTH STEM OPT REPORTING REQUIREMENTS

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#### **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>

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#### **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](#).'

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### ***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.

<b>Every 6 Months</b>	<b>12 Months into STEM</b>	<b>24 Months into STEM</b>
Report to DSO to confirm the following has not changed: <ul style="list-style-type: none"><li>❖ Legal name</li><li>❖ Residential/ mailing address</li><li>❖ Employer name and address</li><li>❖ Status of current employment</li></ul>	12 months into your STEM OPT start date you must:  Complete and submit the “Evaluation of Student Progress” form on your Form I-983	24 months into the listed STEM OPT start date you must:  Complete and submit a second self-evaluation form.