



Reporting Requirements



Optional Practical Training 24-Month STEM Extension Tutorial

International Student and Scholar Services

- General Information on Reporting Requirements
- Changing Employers while on STEM OPT
- Material Changes to Form I-983
- 6-Month Validation Report
- Annual Self-Evaluation
- Helpful Resources

Reporting Requirements

Click [here](#) for Study in the State's STEM OPT Reporting Requirement handout.

- Submit employment information using ISSS online [Employment Update Report Form](#). You may use the SEVP portal to add/edit phone number, mailing/physical address, view employment information but not add or change their employer information during the extension period.
- You must **report any changes to your name, address, or employment within 10 days**.
- While on STEM OPT extension, provide a **validation report** (confirming name, address, employment info) every 6 months even if there are no changes.
- Form I-983 **Annual/Final Evaluation of Student Progress** are due at 12 and 24 months.
- Report any material changes to or deviations from Form I-983 to ISSS. You may be required to submit another Form I-983.
- Inform ISSS if you want to return to school full-time; transfer to another school; begin new degree program; change status to another visa category; or departing the U.S., leaving early prior to STEM OPT end date.

Changing Employers while on STEM OPT extension

- The **new employer** must be enrolled in **E-Verify** before the student begins to work for pay.
- Submit a **new Form I-983** completed by **new employer** to ISSS within 10 days of starting new practical training opportunity.
- Submit a **final evaluation** or assessment of practical training with the **previous employer** to ISSS within 10 days of concluding the training opportunity.
- Not submitting a final evaluation is considered a violation of the terms of the Form I-983 and may jeopardize your F-1 status.

Material Changes to an Existing Form I-983

Material changes or deviations from the original Form I-983 may include, but not limited to:

- Any change to the employer's EIN;
- Any reduction in compensation that is not tied to a reduction in hours worked;
- Any significant decrease in hours per week that a student engages in a STEM training opportunity;
- Changes to the employer's commitments or student's learning objectives as documented on the Form I-983.

Submit a revised Form I-983, based on material change(s), to ISSS within 10 days. So long as the student and employer meet the regulatory requirements, the modified Form I-983 meets the specified requirements, the student's employment authorization will not cease based on a change of plan.

6-Month Validation

- STEM OPT students must submit a **validation report every six months** starting from the date the 24-month extension begins.
- Use ISSS [Employment Update Report](#) form.
- A total of four validation reports to be submitted over the 24-month STEM OPT extension period.
- Check your STEM OPT EAD start date, mark your calendar for each 6 month interval for your reporting deadlines. (Example: if STEM OPT starts on January 1, 2019, validation reports are due July 1, 2019, January 2020, July 2020.)
- If you fail to submit a 6-Month validation report your F-1 status may be terminated.

Annual Self-Evaluation

- Submit your assessment to ISSS for the stated periods:
 - **Initial:** 12 months after the STEM OPT start date, and
 - **Final assessment** that recaps the training and knowledge acquired during the complete 24-month training period.
- A final assessment is due within 10 days, any time the employment ends, e.g. change of employer situation.
- Self-evaluations must be signed by the student and the employer. Assessments are kept in the student's record, must be available to a DHS official upon request.
- If you fail to submit a final evaluation your F-1 STEM OPT status may be terminated.

Helpful Links

Government

- [Study in the States STEM OPT Hub](#)
- [USCIS OPT for STEM Students](#)
- [STEM Designated Degree Program List](#)
- [Form I-983, Training Plan for STEM OPT students](#)
- [Form I-983 instructions](#)
- [Employers and Form I-983](#)
- [Form I-765, Application for Employment Authorization](#)
- [Instructions for Form I-765](#)
- [Direct Filing Addresses for Form I-765](#)

SJSU ISSS

- [ISSS Sample I-983](#)
- [ISSS Sample I-765 Completion Guide](#)
- [ISSS 24-month STEM OPT Request Form](#)

Contact Information

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