REPORTING REQUIREMENTS

For Pre- and Post-Completion OPT

Government regulations require F-1 students on approved post-OPT to report employment and all changes through the SEVP Portal with a valid username and password.

OPT Participants must also complete and submit the OPT Employment Verification Form within 10 days of a change or beginning new employment.
These updates include:

- Change of U.S. Residence Address
- Change of Phone Number
- New Employment
- End of Employment
- Number of hours (Part-Time or Full-Time)

SEVIS Record Withdrawal/Completion Form to be submitted for the following reasons:

- Change of Status Approved
- No longer using OPT benefit and returning to home country
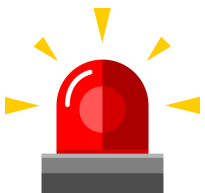
NOTE: Failure to comply with government employment reporting requirements could jeopardize your F-1 visa status and other future benefits.

REPORTING REQUIREMENTS

For STEM Extension OPT

Government regulations require F-1 students on approved STEM Extension to report their current employment information, U.S. residence address, biographical changes, and changes to the I-983 training plan within 10 days of a change. The **OPT Employment Verification Form** must be completed and submitted to ISSS every 6 months even if there are no changes.

STEM Employment Requirements:
- Must be employed full-time for a minimum of 20 hours per week
- Must be paid employment (no volunteer or unpaid positions)
- Employment must be related to STEM Degree
- Employer must be E-Verified
- Must complete, sign, and submit **OPT Employment Verification Form**

When to Submit a New I-983:
- Change of Supervisor and Contact Information with Current Employer
- Change of Address with Current Employer
- Change of EIN
- Change of Employment Site

SEVIS Record Withdrawal/Completion Form to be submitted for the following reasons:
- Change of Status Approved
- No Longer Using OPT Benefit and Returning to Home Country

REPORTING REQUIREMENTS
For STEM Extension OPT
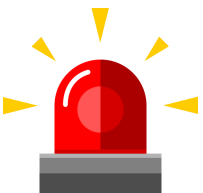
When 6 Month and 18 Month Reporting is Due

- STEM Participants are required to submit the <u>OPT Employment Verification Form</u> even if there are no changes to report. This will be due 6 months and 18 months after the approved STEM start date.

When 12 Month Reporting and First Self-Evaluation is Due

- STEM Participants are required to report the <u>OPT Employment Verification Form</u> along with Page 5 of <u>Form I-983</u> with the completed self-evaluation section signed and dated by the STEM participant and the employment supervisor.

When 24 Month Reporting and Final Self-Evaluation is Due

- STEM Participants are required to report the <u>OPT Employment Verification Form</u> along with Page 5 of <u>Form I-983</u> with the completed final evaluation signed and dated by the STEM participant and the employment supervisor.

NOTE: Failure to comply with government employment reporting requirements could jeopardize your F-1 visa status and other future benefits.