

Reporting Requirements on OPT

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.

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

STEM Extension OPT: When is reporting due?

When 6 Month and 18 Month Reporting is Due

- STEM Participants are required to submit the OPT Employment Verification Form 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 OPT Employment Verification Form along with Page 5 of Form I-983 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 OPT Employment Verification Form along with Page 5 of Form I-983 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.