Reporting Requirements Guide

Pre- and Post-Completion OPT

F-1 students on approved Post-Completion OPT are required to report employment every 6 months **(even if there are no changes in employment/information)** and all changes through the SEVP Portal with a valid username and password.

Post-Completion 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.

OPT STEM Extension

Government regulations require F-1 students on approved OPT 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**.

OPT STEM Extension Employment Conditions:
- Employment must be compensated (cannot be unpaid).
- Employment must be a minimum of 20 hours per week.
- Employment must be directly related to your STEM field of study.
- Employment must have a direct supervisor-supervisee training relationship.
- Employers must be enrolled in E-Verify and complete a Form I-983 Training Plan.
- Multiple employers are permitted but all employers must meet the above requirements.
- Must complete, sign, and submit OPT Employment Verification Form.

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

OPT STEM Extension

Submit an OPT Employment Verification Form with an Updated Form I-983 Within 10 Days of Any Change in the Following:

- Employer name and address
- Change in your compensation
- Reduction in hours worked to less than 20 hours a week
- Employer's EIN
- Termination of employment
- Change of employers:
  - You and your old employer will need to update your existing I-983 form by filling out the final evaluation, and you and your new employer must complete a new I-983 form.
- The first 12 months on the OPT STEM Extension (i.e. 12 months from the start date of your OPT STEM Extension, not the start date of your current employment):
  - You must submit your updated I-983 with the first self-evaluation. The section titled "Evaluation on Student Progress" on page 5 of the I-983 form needs to be filled out and signed by you and your supervisor.
- The completion of the 24-month extension period, the effective date of your change of status to a new visa category, or the end of employment:
  - You must submit your updated I-983 with the final self-evaluation. The section titled "Final Evaluation on Student Progress" on page 5 of the I-983 form needs to be filled out and signed by you and your supervisor.

OPT STEM Extension

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 OPT STEM Extension start date.

When 12 Month Reporting and First Self-Evaluation is Due:

- OPT STEM Extension 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 OPT STEM Extension participant and the employment supervisor.

When 24 Month Reporting and Final Self-Evaluation is Due:

- OPT 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 OPT 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.