Optional Practical Training
24-Month STEM Extension Tutorial

International Student and Scholar Services
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STEM OPT Reporting Requirements

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.
STEM OPT Reporting Requirements

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 jeopardizes 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.

• See ISSS Employment Update Report form for guidance.

• 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 a
  • 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 OPT status may be terminated.
Resources

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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