OPT REPORTING REQUIREMENTS

The ISO is required to report this information to DHS through the Student and Exchange Visitor Information System (SEVIS). Students must begin reporting this information by the start date of their OPT and report changes or interruptions in employment (within 10 days) during of all periods of post-completion of OPT. Keep a receipt copy of the web site each time you report a change.

12-Month OPT Reporting Requirements

Update your address and employment information on OPT Reporting form.
Report every 6 months (even there are no changes of your employment)

The information you enter on this submission page will be stored at ISO and is used only for reporting to SEVIS, as mandated by federal regulations.

60-Day Grace Period After OPT

You are allowed a 60-day grace period following your OPT expiration date to leave the U.S., change your status, or transfer your F-1 to a new school or program. Please keep your address information updated during this period as well (you are not allowed to work during the grace period).

24-Month STEM Extension OPT Reporting Requirements

Any changes to STEM employment or student personal information must be reported within **10 days** of any change.

Change in STEM Employer

1. Submit OPT Reporting Form

2. Upload Offer Letter

3. Upload a copy of your STEM EAD.

4. Upload a new I-983 of the new employer

5. Upload the Final Evaluation from I-983 of your *previous employer.*

Material Changes to I-983 STEM Employer

They are not limited to:

- Any change of the employer's EIN number, resulting from a change in the employer's ownership or structure.
- Any reduction in student 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.

6-Month Validation Reports & 12-Month Evaluations

Be advised that your F-1 record will be terminated for failure to submit these required updates.

- Students on OPT 24 Month STEM must also submit a **"Validation Report" every 6 months** through OPT Reporting Form. Starting from the date the extension starts and ending when the student's F-1 status ends or the extension ends, whichever is first.
- OPT 24 STEM Students must also submit a **12 and final, 24-month Evaluation Report** (page 5 of the I-983 Form). A final validation is also required if a student leaves an employer. Submit your annual evaluations through OPT Reporting Form.
- **For students on a regular 24-Month STEM Extension**, the 6 and 12-month clock begins on the start date of your STEM EAD.
- You should complete your Check-in/Validation no more than 15 days before and no later than 10 days after it is due.

It is your obligation to report this information. If you fail to report OPT activity/employment information to the ISO, you could be considered in violation of your F-1 immigration status by the Department of Homeland Security.

Employer's Reporting Requirements

If your employment is terminated for any reason, your employer is required to notify ISO within 5 days. You must inform your employer of the reporting requirements at the end of your employment. Ask them to email ISO (ISO@itu.edu) with the following text in the subject line of the

email: "*OPT Employment Termination*." Your name, your SEVIS ID number and the start and end date of the STEM employment must be included in the email message.

Employer's Offer Letter-OPT (Sample)

Important: This letter must be completed on company letterhead

Date:

To Whom It May Concern:

This is to verify that {first name, last name} has been offered employment/is currently employed by (company name) as a {position title} in {department/lab} effective {employment start date}.

{Insert job description/duties (3-5 sentences) and how it relates to current degree program. State whether it is full-time or part-time, the salary, and the location where employment will take place}.

The employer contact information is as follows:

Employer contact information:

Employer Identification Number (EIN) xx-xxxxxxx: **9 digits**

Employer Telephone Number:

Student's immediate supervisor information:

I agree to comply with the reporting requirements for students on authorized Optional Practical Training (OPT). I agree to report the student's termination or departure to ISO within 5 days of termination or resignation from employment.

Sincerely,

(Signature)

Employer/Supervisor's name and title