



International Services

24-Month STEM OPT Reporting Requirements

CHANGES IN YOUR EMPLOYMENT

While on STEM OPT extension, there are certain requirements students must follow to remain in legal status. Listed below are cases in which a student must report employment changes to Webster's International Services office.

You must always report if:

1) You change employers.

How: Submit the following documents to International Services **within 10 days** of your job change, using the online [OPT & STEM OPT Reporting Form](http://www.webster.edu/iris/important_forms.html) found on our website: http://www.webster.edu/iris/important_forms.html:

- A final evaluation for the employer you are leaving, including an end date.
- Application for OPT/STEM Extension Employment Update
- A new Form I-983 Mentoring and Training Plan
- A copy of your STEM extension EAD
- An employment offer letter

2) You lose your job and are no longer employed.

How: Complete and submit final evaluation for the employer you are leaving, including an end date. Submit the evaluation **within 10 days** of the end of employment via our online [OPT & STEM OPT Reporting Form](http://www.webster.edu/iris/important_forms.html) found on our website here: http://www.webster.edu/iris/important_forms.html

3) Any material changes are made to the Form I-983 such as:

- Your job role or job title changes significantly at your place of employment
- Any reduction in compensation
- A decrease in hours worked per week (there is a 20-hour minimum)
- Change in the employer's EIN
- Any changes with the employer's commitment or with the learning objectives of the student (as laid out in Form I- 983)

How: Submit the following documents to International Services via our [OPT & STEM OPT Reporting Form](http://www.webster.edu/iris/important_forms.html) **within 10 days of your job change:**

- Application for OPT/STEM Extension Employment Update
- A new Form I-983 Mentoring and Training Plan

4) If there is a case of employer non-compliance.

How: To report employer non-compliance, you can contact the Student and Exchange Visitor Program at ICE.gov OR report any violations through the Homeland Security Investigations.

• *Please see second page for additional reporting requirements* •

6-MONTH REPORTING REQUIREMENT

In addition to the reporting requirements listed above, **students on STEM extension must report to International Services every 6 months** to ensure that the information in their SEVIS record is accurate and contains the following:

- Legal name
- Residential/ mailing address
- Employer name and address
- Status of current employment

How: Complete the [OPT Reporting form](http://www.webster.edu/iris/important_forms.html) on our website: http://www.webster.edu/iris/important_forms.html

STUDENT SELF-EVALUATIONS

Finally, in addition to the above requirements, those on STEM extension are required to fill out two self-evaluations 12 and 24 months into their extension. These self-evaluations ensure that you are meeting all of the goals written in the Form I-983 when you first applied for your STEM job.

At 12 months into the STEM OPT start date, you must complete and submit the “Evaluation of Student Progress” form on your Form I-983. Students are responsible for collecting the signatures of your employers and returning the form to your DSO.

At 24 months into the listed STEM OPT start date, you must complete and submit another self-evaluation form. Follow the same procedure as above.

To complete these self-evaluations accurately, students should:

- Assess their overall performance using the measures identified in the agreed upon training plan.
- Evaluate their success in applying and acquiring the new knowledge, skills and competencies that were previously identified in the plan.
- Discuss accomplishments, successful projects, overall contributions, etc., that occurred during the specified review period.
- Address whether there are any modifications to the objectives and goals for projects or new areas for skill and competency development.

REPORTING REQUIREMENTS SUMMARY

While on STEM extension, there are certain requirements students must follow to remain in legal status. Listed below are cases in which a student must report employment changes to their DSO.

Every 6 Months	12 Months into STEM Extension	24 Months into STEM Extension
Report to DSO to confirm the following has not changed: <ul style="list-style-type: none">• Legal name• Residential/ mailing address• Employer name and address• Status of current employment	12 months into your STEM OPT start date you must: Complete and submit the “Evaluation of Student Progress” form on your Form I-983	24 months into the listed STEM OPT start date you must: Complete and submit a second self-evaluation form.

How: Submit the report via our online [OPT & STEM Reporting form](http://www.webster.edu/iris/important_forms.html) on our website: http://www.webster.edu/iris/important_forms.html