

STEM OPT Reporting Form

For students on the 24-month STEM OPT extension

This form must be completed each time there is any change in your US address, email address, phone number, or employment (including termination of employment) AND every six months upon starting the STEM OPT regardless of whether any change occurs. The form should be submitted to the International Center within 10 days of any change or reporting date. The form can be scanned and emailed to immigration@uakron.edu. All employers must be E-Verify. Please attach a copy of your Employment Authorization Document ("EAD" card) if not previously submitted. Please be advised that the number of unemployment days for the total 36 months of OPT may not exceed 150 days. After 150 days of unemployment, your SEVIS record will be subject to auto-termination and you may be denied future immigration benefits that rely on valid F-1 status.

Today's Date

Last Name,

First Name

UA ID#

Phone #

Email

Your Current Address (include city, state, and zip code)

STEM OPT EAD Starting and Ending Dates (attach a copy of the EAD if not previously submitted)

You are reporting:

Six-month report (no change in employment) Employer _____
Comments _____

New Employment:
The company's name and address _____

Job title _____ Start date _____ EIN Number _____

Short description of how your employment relates to your degree _____

Supervisor's name, phone, and email _____

End date of previous employment (if applicable) _____

Termination of employment or currently unemployed:
Date of termination _____
Comments _____

I certify that the information above is accurate as of today's date. I understand that failure to provide up-to-date information is a violation of my F-1 status.

X _____
Signature

_____ Date

STEM OPT Reporting Requirements

A student must report the following to the International Center.

Within 10 days: a student must report the following:

- Employment information: the date of starting or changing employment, employer's name and address, and loss of employment
- Change in any of the following: the student's legal name, the student's residential or mailing address, the student's e-mail address or phone number

Six month report. Every six months starting from the start date of STEM OPT. Use our STEM OPT reporting form. Must be submitted within 10 days before or after the due date. Include:

- The student's full legal name
- Current mailing and residential address
- Name and address of the current employer
- Employment start date for the current employer

'Evaluation on Student Progress' due after the first year of the OPT extension (see page 5 of [Form I-983](#), Training Plan for STEM OPT Students)

'Final Evaluation on Student Progress' due after the second year of the OPT extension (see page 5 of [Form I-983](#), Training Plan for STEM OPT Students)

Material Changes or Modifications to I-983. A new I-983 must be completed with the employer and submitted to the International Center at the earliest available opportunity. If a material change to or deviation from the training plan described in the I-983 occurs, the student and employer must sign a modified I-983 and submit it to the International Center at the earliest available opportunity. Examples of such changes are a change in Employer Identification Number, reduction in compensation not tied to a reduction in hours worked, any significant decrease in hours per week the student is working, any decrease in hours below 20 hours per week, or any deviation that renders the information on the I-983 inaccurate.

The employer must report the following to the International Center:

The employer must notify the school when the student's employment is terminated. The employer must send an email to the International Center (immigration@uakron.edu). The email must include the student's name and the date of termination. The report must be sent within 5 business days upon termination. ***The student must inform the employer about this requirement.***

If a student changes employers while on the STEM extension, please do the following:

Submit the following documents to the International Center:

- STEM OPT Reporting Form with details regarding your new employment and end date of previous employment
- New I-983 completed with new employer
- Regarding your previous employment, submit the following:
 - o 'Final Evaluation on Student Progress', see page 5 of the I-983
 - o Ask employer to email immigration@uakron.edu within 5 days of termination of employment, including student name and date of termination.