

# STEM OPT REPORTING REQUIREMENTS

F-1 students and employers must report and verify specific information to the student's designated school official (DSO) when participating in an optional practical training (OPT) extension in science, technology, engineering and mathematics (STEM).

While the responsibility to report most information related to a student's STEM OPT extension rests primarily with the student or employer, the student's DSO remains responsible for maintaining the student's record, updating the student's information in the Student and Exchange Visitor Information System (SEVIS) and providing the Student and Exchange Visitor Program (SEVP) with timely access to both.

Below are the specific actions required of students, employers and DSOs.

ACTION	WHEN	STUDENT	EMPLOYER	DSO
Recommend STEM OPT for eligible students	No more than 60 days before student applies to USCIS for authorization			✓
Apply for STEM OPT	Before regular OPT ends	✓		
Complete and certify the Form I-983, "Training Plan for STEM OPT Students"	Before recommendation of extension for student	✓	✓	
Determine completeness and proper execution by student and employer of student's Form I-983, including confirmation that the form: <ul style="list-style-type: none"> <li>Explains how training is directly related to the qualifying STEM degree</li> <li>Identifies goals for student, including knowledge, skills, techniques, and explains how the goals will be achieved</li> <li>Describes the evaluation process for student</li> <li>Describes methods of oversight and supervision generally applicable to students</li> </ul>	Before recommendation of extension for student			✓
Certify student's degree, as shown in SEVIS or on official transcripts, is of a proper educational level and has a degree code included on the current STEM list	Before recommendation of extension for student			✓
Update student's SEVIS record with DSO recommendation	No more than 60 days before student applies to USCIS for employment authorization			✓
Keep and store the Form I-983 and self-evaluations in the student's record	Within 30 days of submission			✓
Validate information in student's SEVIS record, and report information to DSO within 10 days of the reporting date	Every 6 months	✓		
Complete and sign student's self-evaluation	Annually	✓	✓	
Report to student's DSO any material changes to or deviations from an existing Form I-983	As soon as possible	✓	✓	
Notify DSO and submit new Form I-983 upon change of employer or start of a new practical training opportunity	Within 10 days	✓		
Report a change of student's legal name, residential or mailing address, employer name or address, and/or loss of employment to DSO	Within 10 days	✓		
Update student's record to reflect a change of name or address, or an interruption of employment	Immediately after student reports a change			✓
Report the termination of student's practical training to DSO	Within 5 business days		✓	
Report student's departure (i.e., having the knowledge of student leaving the training opportunity or when student fails to report for the training for five consecutive business days)	Within 5 business days of knowing		✓	
Report noncompliance to the U.S. Department of Homeland Security	As soon as possible	✓	✓	✓

