

## Mandatory Reporting Requirements Summary

Requirement	When to Report	How & What to Report or Validate
<b>On-Going Reporting Requirements</b>	<b>Report any changes within 10 days</b>	<p><b>Use the STEM OPT Employment and Address Update Form:</b></p> <ul style="list-style-type: none"> <li>▪ Change of address</li> <li>▪ Change of contact information</li> <li>▪ Change of employer</li> <li>▪ Termination of employment</li> <li>▪ Material changes to Form I-983</li> <li>▪ End of STEM OPT</li> </ul> <p><b>Use Form I-983:</b></p> <ul style="list-style-type: none"> <li>▪ Material changes to your training plan including new employers.</li> </ul>
<b>Validation Reports</b>	<p><b>Every 6 Months from the start of STEM OPT and within 10 days of due date. You will have:</b></p> <p><i>6-Month Validation Report</i></p> <p><i>12-Month Validation Report</i></p> <p><i>18-Month Validation Report</i></p>	<p><b>Use STEM OPT Employment and Address Update Form to validate information such as:</b></p> <ul style="list-style-type: none"> <li>▪ Legal Name</li> <li>▪ Residential or mailing address and contact info.</li> <li>▪ Employer name and address</li> <li>▪ Current employment status</li> </ul>
<b>Evaluation on Student Progress</b>	<p><b>1<sup>st</sup> Self Evaluation on Student Progress</b> (After 12 months from the start of 24-Month STEM OPT)</p> <p><b>Final Evaluation on Student Progress</b> (After 24 months on the 24-Month STEM OPT Extension <b>AND</b> whenever you terminate employment)</p>	<p><b>Use Form I-983 (page 5) &amp; STEM OPT Employment and Address Update Form</b></p> <ol style="list-style-type: none"> <li>1. The student must evaluate his or her progress towards the training goals.</li> <li>2. The supervisor must sign the evaluation.</li> <li>3. The student must submit the evaluation to the DSO.</li> </ol>

**Failure to report within the reporting period will result in the auto termination of the student's SEVIS record due to "Failure to Report while in OPT".**