

24 Month STEM OPT Student Responsibilities & Reporting Requirements

Optional Practical Training (OPT) is a self-reported work authorization. Students **must** report any changes to their employment to ISSS within **10 days** to ensure timely updates to their SEVIS record.

Students should submit any employment updates through the [Terra Dotta ISSS portal](#) by using the “**Post Completion or STEM OPT Employer Update**” request button.

After receiving the OPT EAD Card, complete the update form and submit it to IPGE within 10 days. Attach these items to the request:

- A copy of the approved STEM OPT EAD card
- Confirmation of current telephone number
- Confirmation of current Personal Address
- Confirmation of current email address

Reporting an end of employment, complete the update form and submit it to IPGE within 10 days. Attach these items to the request:

- Submit the I983 Training Form Final Evaluation on Student Progress (page 5) completed by the student and employer and signed.
- Confirm the last date of employment

Reporting a new job or “material” changes to my position, complete the update form and submit it to IPGE within 10 days. Material changes may include changes of EIN, compensation, significant decrease of hour (must be 20 minimum), job duties etc. Attach these items to the request:

- Submit a new I983 Training Form completed by the student and employer and signed.
- Submit a copy of the Job Offer letter

Email intlprg@csus.edu to report any changes to personal address, telephone number, or email.

STEM OPT Validation Reports: In addition to regular updates listed above, STEM OPT students must submit a validation report every 6 months (6 month, 1 year, 18 month and 24 month reports). Students will submit a “24 Month STEM OPT Validation Reports and Updates” request through the [ISSS portal](#). A self-evaluation of the training program must be submitted prior to the 12 month and 24 month reporting deadlines. Failure to submit a validation report may result in termination of your SEVIS record.

Please see *example* below of validation reporting timeline:

Student’s STEM OPT authorization period is from January 1, 2026 to December 31, 2028

6 month Report due in June 2026 *Submit the validation report request in ISSS portal.*

1 year Report due in December 2026 *Submit the validation report request in ISSS portal and I-983 Training Form Evaluation of Student Progress (top half of page 5).*

18 month Report due in June 2027 *Submit the validation report request in ISSS portal.*

2 year Report due in December 2028 *Submit the validation report request in ISSS portal and I-983 Training Form Evaluation of Student Progress (top half of page 5).*

Reporting other updates: Please notify IPGE of any changes to your immigration status. Such updates may include:

- Approval for a change of status
- Departure from the US permanently
- Admission to a new degree program requiring a SEVIS transfer

International Travel: Please submit a Travel Signature request through the [ISSS portal](#) for any international travel. The following documents are required for re-entry to the U.S:

- I-20 Endorsed for Travel
- Valid, unexpired passport and F1 visa
- STEM OPT EAD card
- Evidence of employment (offer letter, paystubs, etc.)

U.S. Presidential Travel Ban Policy: Students subject to a travel ban may not be able to re-enter the US if they travel abroad without a valid visa. Seek guidance from a DSO before you travel if you are subject and are considering international travel. Details on the policy can be found on the [NAFSA page](#).

NOTE: It is not advised to travel internationally while your STEM OPT application is pending with USCIS, as the [new USCIS photo policy](#) may require your physical presence in the U.S. to attend a biometrics appointment. Additionally, you must have your STEM OPT EAD card in hand for re-entry.

Documentation: OPT policy guidance recommends students keep accurate documents as evidence of their employment including all I-20s, I-983 Training Plan forms, evidence of positions held, employment dates, position descriptions, contact information, and hours worked.

Unemployment During STEM OPT: Students are required to obtain a training opportunity at least 20 hours per week in a position directly related to their major STEM field of study with a qualified employer. In addition to the 90 days of unemployment during Post Completion OPT, students on the 24 Month STEM OPT are allowed an additional 60 days of unemployment. Total unemployment may not exceed 150 days for the full 36 month period. **SEVIS automatically terminates students' records for exceeding the unemployment limit or failure to report. This results in loss of status and accrual of Unlawful Presence in the US.** It is critical students update IPGE with employment data to ensure all employment is recorded.