

24 Month STEM OPT Student Responsibilities & Reporting Requirements (submit to IPGE)

For the duration of the OPT / STEM OPT period, IPGE is still responsible for updating student's SEVIS records with contact information and employment details. Please use the **24 Month STEM OPT Extension Update Form** to report the following information within 10 days of receiving the EAD and within 10 days of changes.

After receiving the OPT EAD Card, complete the update form and submit it to IPGE within 10 days:

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

Submit a new form to report any changes of personal address, telephone number or email.

Reporting an end of employment: complete the update form and submit it to IPGE within 10 days:

- Submit the I983 Training Form Final Evaluation on Student Progress page 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. A new I20 will be issued after the SEVIS record is updated and mailed to you:

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

6 Month STEM 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). A self-evaluation of the training program must be submitted prior to the 12 month and 24 month reporting deadlines. Failure to submit a 6 month report may result in termination of your SEVIS record. Input your report deadlines below (MM/DD/YY)

- **6 month Report due on** Submit the update form.
- **1 year Report due on** Submit the update form and the I983 Training Form Evaluation of Student Progress
- **18 month Report due on** Submit the update form.
- **2 year Report due on** Submit the update form and the I983 Training Form Final Evaluation of Student Progress.

Reporting other updates: Please notify IPGE to report relevant to your time / status in the US. 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
- Travel out of the US temporarily with employer and IPGE permission. Documents required for re-entry:
 - I-20 Endorsed for Travel
 - Travel letter from employer
 - Valid passport and F1 visa
 - STEM OPT EAD card

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.

I agree to submit a copy of my STEM OPT EAD card to IPGE and confirm my contact information. During my STEM OPT I agree to update IPGE with all changes of address, employment, status etc. within 10 days of the change. I agree to submit my STEM report every 6 months.

Name (Printed) _____ Signature: _____ Date _____