

Reporting Requirements While on OPT/STEM OPT

International Student, Scholar & Faculty Services (ISSFS)
Office of International Programs
The University of Texas at Tyler
3620 Varsity Drive • Tyler, TX 75701 • 903.565.5960 • intladvising@uttyler.edu



[Jump to fillable Employment Report](#)

OPT & STEM OPT Reporting Requirements

In accordance with Department of Homeland Security regulations, F-1 students on OPT and STEM OPT must check in by email with their international advisor within 10 days of a change to any of the following:

- Employment status
- Mailing or residential address

The OPT/STEM OPT Extension Employment Report form appears on the next page. Use this form to report all employment to date for your current OPT level. (In other words, report all and only positions worked during STEM OPT if you are on STEM OPT.) Make sure to answer every applicable question. For clarity, note 'N/A' where a question does not apply. The form has space for 4 positions. Additional positions may be reported on a new form, which you may download at uttyler.edu/oip/files/opt-employment-report.pdf.

Email the completed form directly to your assigned advisor. Your SEVIS record will be updated within 5 business days. No new I-20 will be issued unless you specifically request one. If so, state your desired mode of I-20 delivery: by scan, USPS first-class (no tracking but free), USPS Priority, or DHL/FedEx/UPS through eShipGlobal.

STEM OPT Reporting Requirements

In addition to the above, students on STEM OPT Extension need to meet the requirements below to validate existing employment information:

- Every 6 months, using this form, report current employment status and employer name(s) and address(es), as well as current residential and mailing addresses.
- Within 10 days of switching employers, submit to your international advisor a new Form I-983.
- If you've taken up a new role with the same company (with or without a change to your previously reported job title) which entails substantially different responsibilities, you must provide your international advisor with a revised I-983 reflecting these changes.
- After first 12 months, have employer(s) sign your self-evaluation on the progress of your training experience in the top half of p. 5 of Form I-983; at 24th month, they'll do the bottom half.
- Within 10 days of terminating employment, report the termination and complete your self-evaluation, even if your employment ended or will end before the 12th or 24th-month interval.

Further Questions and Concerns on OPT Requirements

Consult our webpage on post-graduation optional practical training: uttyler.edu/oip/issfs/students/opt-post.php. Questions about any of the requirements in this document may be directed to your assigned advisor, as determined by your last name:

International Advisors

Mr. Torrey WANG (Student Last Names A – L)	Mr. Daoming CHEN (Student Last Names M – Z)
intladvising@uttyler.edu	intladvising@uttyler.edu
903.565.5682	903.566.7479

OPT/STEM OPT Extension Employment Report

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Note: Your completed report is required for all employment update requests, including to obtain a new I-20.

Student Contact Information

Family/Last Name	Given/First Name	Student ID
Residential Street Address	Apartment/Suite No.	
City	State	Zip Code
Phone	Email	

EAD Employment Authorization Period (As Printed on EAD)

OPT EAD Authorization Start Date: ____/____/____ End Date: ____/____/____
STEM OPT Extension EAD Authorization Start Date: ____/____/____ End Date: ____/____/____

OPT or STEM OPT Extension Employment History

List all relevant employment below, paid or unpaid (unpaid for OPT only). SEVIS will count gaps as days of unemployment. List only employers for your current OPT period--i.e., OPT or STEM OPT, but not both.

Employer 1: _____ Job Title: _____
Employer Address: _____
At least 20 hrs/week? (Check one): Yes No Start Date: _____ End Date: _____
Employer Identification Number (EIN) - Required to report new STEM OPT ext. job: _____
Supervisor: _____ Phone: _____ Email: _____
Job Offer Letter Attached?: Yes No New I-983 attached? - Required to report new STEM OPT ext. job: Yes No

Employer 2: _____ Job Title: _____
Employer Address: _____
At least 20 hrs/week? (Check one): Yes No Start Date: _____ End Date: _____
Employer Identification Number (EIN) - Required to report new STEM OPT ext. job: _____
Supervisor: _____ Phone: _____ Email: _____
Job Offer Letter Attached?: Yes No New I-983 attached? - Required to report new STEM OPT ext. job: Yes No

Employer 3: _____ Job Title: _____
Employer Address: _____
At least 20 hrs/week? (Check one): Yes No Start Date: _____ End Date: _____
Employer Identification Number (EIN) - Required to report new STEM OPT ext. job: _____
Supervisor: _____ Phone: _____ Email: _____
Job Offer Letter Attached?: Yes No New I-983 attached? - Required to report new STEM OPT ext. job: Yes No

Employer 4: _____ Job Title: _____
Employer Address: _____
At least 20 hrs/week? (Check one): Yes No Start Date: _____ End Date: _____
Employer Identification Number (EIN) - Required to report new STEM OPT ext. job: _____
Supervisor: _____ Phone: _____ Email: _____
Job Offer Letter Attached?: Yes No New I-983 attached? - Required to report new STEM OPT ext. job: Yes No

- Bottom section reserved for ISSFS use only -

Received By: _____
ISSFS Advisor Name

Report Receipt Date: _____
SEVIS Record Entry Date:

All Docs Rec'd Date: