

OPT & STEM OPT Reporting Requirements

I. What & When to Report

A. Basic OPT & STEM OPT Reporting Requirements

F-1 students on initial post-completion OPT *and* STEM OPT Extension are required by federal regulation to keep their information in SEVIS up-to-date at all times by reporting any changes to the following information *within 10 days of the change*:

1. Physical address and/or mailing address
2. Legal name
3. Employment status
4. Employer

B. Additional STEM OPT Reporting Requirements

5. SEVIS Validation: At the **6th**, **12th**, and **18th** month mark, send a validation email to oip@uttyler.edu to confirm your SEVP Portal account is up-to-date and reflects your current name, address, employer name and address, and accurate employment start and end dates for all STEM OPT employment.
6. **Form I-983**: Within *10 days* of starting a new position while on STEM OPT, complete and email pages 1-4 of
7. Self-Evaluation (page 5 of current Form I-983)
 - 12th Month: Submit top half.
 - 24th Month: Submit bottom half.
 - Or both halves at the end of a period of employment lasting less than 12 months, and the bottom half if less than 24 months.

To ensure you are following the most up-to-date requirements at all time, you are responsible for periodically consulting an official source, such as [Study in the States](#).

II. How to Report

A. Students on OPT

Students on initial post-completion OPT have the ability to report all changes to the above including their employment information through their [SEVP Portal](#) account.



SEVP Portal account registration links expire 14 days after being sent. If you do not register your account within that timeframe, you will need to [email](#) us to have your SEVP Portal access reset, after which you will receive a new registration link. For help with other SEVP Portal issues, consult the [User Guide](#).

B. Students on STEM OPT

The SEVP Portal does not currently provide those on STEM OPT the ability to add new employment; editing functionality is limited strictly to general reporting fields that do not require DSO verification for STEM Program compliance—adding an end date to an existing employment record, items 1-3 in section IA above, etc.

To report new employment while on STEM OPT, fill out and submit the DocuSign [STEM OPT Employment Report](#).