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@utttyler.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)
   o 12th Month: Submit top half.
   o 24th Month: Submit bottom half.
   o 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.