REPORTING REQUIREMENTS FOR STEM OPT

While on STEM OPT, you are responsible for reporting information to your Designated School Official (DSO) at various times during your STEM OPT and ensuring we have current, accurate information on you and your STEM OPT activities. The information below aims to tell you about your responsibilities so that you and I can work together to maintain your lawful F-1 status and help you have a successful STEM OPT experience. Note, STEM OPT participants must have an employer enrolled in USCIS' E-Verify program.

Please report employment or a change in employment within 10 days in the following manner:

Situation	Report to ISSS
New Job	1. Form I-983 – completed by employer 2. Confirm your current mailing/physical address 3. Job title 4. Employer's information: name of employer, address 5. Start date of employment
Ending of a job	1. Form I-983 – completed by the Student and the Employer. Please include page 5 "Evaluation of Student Progress and Final Evaluation on Student Progress."
Multiple short-term performing gigs in one period with less than 10 days between gigs	1. Report at the beginning of the first gig and indicate "Multiple short-term gigs."
Work for hire – Contracted (when starting)	1. Indicate "Self-employed work for hire" 2. Indicate the start date of the contract
Work for hire (more than 10 days between the end of one contract and the beginning of another contract/new job)	1. Indicate "Self-employed work for hire" 2. Indicate you have no current contract 3. The ending date of the last contract worked
More than 10 days of unemployment	1. Indicate "unemployed" 2. Ending date of the last job
Self-employed business owner (when starting)	1. Indicate "Self-employed business owner" 2. Indicate the date when you went into business
Self-employed business owner (end)	1. Indicate "Self-employed business owner" 2. Indicate the date the business closed or the student no longer worked for the business full-time
Not currently employed	1. Students may not accrue a total of more than 90 days of unemployment 2. Students granted an OPT STEM extension may not accrue an aggregate of more than 150 days of unemployment during the total 36-month OPT period.
Student decides to exit the United States and complete his/her F-1 status before the end date of STEM OPT	1. Indicate "Completing OPT and exiting the United States" 2. Date of exit
Other activities you should report to your DSO	1. Change your residence 2. Change your name 3. Adding dependent(s) 4. Change your immigration status while in the U.S.

6- & 18-Month Reporting Form

Personal Information			
Student Name		SEVIS ID#	
Aggie ID#		Phone #	
Field of Study		Degree Level	
Address			
E-mail			

Employment Information
Are you currently employed?   Yes   No   If no, please list the start date of the unemployment _____

If you are currently employed, please provide the following information about your current position:	
Employer Name	
Employer EIN	

Full time: more than 20 hr/wk	Part-time: 20 or less hr/wk

*Working less than 20 hours will count as unemployment unless you have another job. Students working at multiple jobs must submit a reporting form for each position. *

Check One:	Paid Employment	Volunteer Position	**Self-Employed

**Employment must be paid for students who have been approved for STEM extension. **

Employer Address	
Job Title	
Start Date of Employment	

Brief explanation of your job description and how this job is related to your program of study:

Supervisor Information			
Last Name		First Name	
Phone #		Email Address	

I verify that I have read and understood the information on this form and confirm that the information I provided is accurate. I agree to submit an OPT Reporting Form to ISS again every six months or within 10 days of any changes.

Student Signature:	Date:

Please return this form to:
International Student & Scholar Services
Opt/stemopt@nmsu.edu