**STEM OPT Reporting**

\*\*\*\*\*\*PLEASE NOTE: READ ALL INSTRUCTIONS CAREFULLY\*\*\*\*\*\*

Students who graduate with a science, technology, engineering and math (STEM) degree are eligible to remain in the United States for an additional 24-months on an optional practical training (OPT) STEM extension.

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REPORT EMPLOYMENT UDPATES

Students must also use this form to complete mandatory reporting during the STEM OPT employment period, including:

* Starting a new job
* 6-month validation reports
* 12-month and final evaluation reports

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WHAT ABOUT THE SEVP PORTAL?

STEM OPT students must use the SEVP Portal to report any of the following changes within 10 days:

* You have left a job (submit job end date in SEVP Portal and send an updated I-983 and this form to [kimberly.brumbaugh@wright.edu](mailto:kimberly.brumbaugh@wright.edu))
* Your legal name or contact information (phone number, mailing address)
* Your employment address/location
* Your supervisor’s name and contact information.

Log into the SEVP Portal at <https://sevp.ice.gov/opt/>. Contact the UCIE office if you have questions about the SEVP Portal.

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Required \*

1. **How will you use this form today? \***

Mark only one option.

* My STEM extension is pending. I have changed employers and am providing updated employment details. *Skip to question 4*
* I am currently on active STEM OPT and I am starting a new job.
* I am currently on active STEM OPT and I want to submit my 6 or 18 month validation report. *Skip to question 5.*
* I am currently on active STEM OPT and I am submitting my 12-month or final evaluation. *Skip to question 4.*

**Starting a New Job**

First, please provide your employment dates below:

**2. What was the last date of work at your previous employer?**

Example: December 15, 2012

**3. What is the first date of work at your new employer?**

Example: December 15, 2012

**I-983 Requirement**

In order to complete your request, UCIE must review your Form I-983, Training Plan for STEM OPT Students.

**4. \* Must agree to the following:**

* I understand that I must submit this form and my updated I-983 (if applicable) to the UCIE office by emailing the documents to [kimberly.brumbaugh@wright.edu](mailto:kimberly.brumbaugh@wright.edu).

**Provide Your Employment Details**

**5. Student UID \***

**6. SEVIS ID Number \***

**7. My Name \***

**8. My current residence street address \***

Example: 123 Maple St, Dayton OH 45459. If any part of your address is incorrect or missing, your request for STEM OPT will be delayed.

**9. My Phone Number \***

Example: XXX-XXX-XXXX

**Employment Details**

**10. STEM Company Name \***

**11. STEM Employer Address \***

This address must be the **physical location (site)** where you are performing the work - even if this is different from the address on your paycheck. Example: 123 Maple Ave, Dayton OH 45459

**12. Employer EIN (XX-XXXXXXX) \***

An Employer Identification Number (EIN) is a NINE DIGIT number, and is used to identify a business entity. It is also known as a federal tax identification number.

**13. Full time status \***

Mark the option below.

* I hereby certify that I am working full time (20 hours or more) at this employer.

**14. Job Title \***

**15. How is this work related to your field of study? \***

**16. Supervisor Last Name \***

**17. Supervisor First Name \***

**18. Supervisor's Telephone Number \***

**19. Supervisor's Email Address \***

**Important Reminders**

* Please print and email this form and the update I-983 if applicable to [kimberly.brumbaugh@wright.edu](mailto:kimberly.brumbaugh@wright.edu)
* On average, UCIE requires 5-7 business days to process your request.
* UCIE must receive the I-983, where it is required, before updating the SEVIS record and issuing the new I-20.
* You will be notified by email when your updated I-20 is ready for pick-up. If you require your I-20 to be sent to your home, you can request that after receiving that notification.