

STEM OPT Extension Reporting

F-1 students and employers must report and verify specific information to the student's designated school official (DSO) when participating in an optional practical training (OPT) extension in science, technology, engineering and mathematics (STEM).

While the responsibility to report most information related to a student's STEM OPT extension rests primarily with the student or employer, the student's DSO remains responsible for maintaining the student's record and providing the Student and Exchange Visitor Program (SEVP) with timely access to both.

STUDENT'S RESPONSIBILITY

It is the student's responsibility to report any **changes to employment and contact information within 10 days** throughout the duration of approved STEM OPT. Students will utilize the SEVP Portal to update employment and contact information, specifically:

- Physical home address
- Mailing address
- telephone number
- employer information (with some exceptions)

Any data updates students make in the SEVP portal will be sent directly to the SEVP system.

How do I get started in the SEVP Portal?

- 1) Confirm with GEO (geo@samford.edu) that your email address is up to date in SEVIS.
- 2) Read the information provided on the [“OPT PORTAL INTRODUCTION”](#). Complete the steps under “Getting Started” to create your SEVP Portal Account. If you get locked out of your account, a “Password Reset” option is available on the SEVP Portal log in page.
- 3) Other helpful resources found online at Study in the States website:
 - a. [SEVP Portal Help](#)
 - b. [SEVP Portal User Guide](#) -provides screenshots and detailed step-by-step instructions for using the portal
 - c. [SEVP Portal videos](#)

How often am I required to update employment and contact information in the SEVP Portal?

- **Portal updates: Every 6 months to the DSO**

See the [“STEM OPT Reporting Requirements”](#) for more information on specific actions and reporting timelines required of students, employers and DSOs.

You must validate that the information in the SEVP Portal is accurate every 6 months (6, 12, 18 and 24 months).

- Legal name
- Residential or mailing address

- Employer name and address
- Status of current employment

- **Annual Self-Evaluations**
 - Students complete and submit an Annual Self-Evaluation. Must include all 5 pages of the [I-983](#) form including the “Evaluation on Student Progress” on page 5.
 - **How to know when to submit?** Reporting dates are set based on the Actual STEM OPT Extension Start Date. The Reporting & Self-Evaluation requirements are seen when you log in to the portal. Student receive a reminder via email 30 days before the evaluation is due. [I-983](#) must be updated and sent to the DSO within 10 business days of the reporting deadlines.

- **Report to the DSO within 10 days of any change to an existing Form I-983 in the following areas:**
 - Legal Name
 - Residential address
 - Employer name and address
 - Change in status of current employment
 - Loss of employment
 - Change of employment
 - End of employment
 - Change of status to a different visa category
 - Transfer to another F-1 program

- **Final Self-Evaluations**

You must complete and submit a final self-evaluation to your DSO at **completion of the 24-month extension**, effective date of your **change of status to a new visa category**, or the **end of employment**. Complete all 5 pages of the [I-983](#) form including the final self-evaluation on page 5. Must be filled out and signed by you and your supervisor. The DSO must receive the completed evaluation within 10 days of the completion or change of status.