



Post-completion OPT and STEM-OPT

INTERNATIONAL STUDENTS AND SCHOLARS

309 Wes Watkins Center

405-744-5459

8/30/2023

CAUTION

Do **NOT** file the **I-765** application without the OPT recommended I-20 from the ISS office.

Your I-765 application will be **denied** or **rejected** by USCIS if you file without the OPT recommended I-20.

What is Post-completion Optional Practical Training (OPT)?

- Defined as “temporary employment for practical training directly related to the student’s major field of study”

Eligibility for OPT

- Post- completion OPT authorization is based on completion of coursework for students.
- An F-1 student in a good academic standing:
 - No “I” (Incomplete) grades
 - Undergraduate GPA: 2.0 Graduate GPA: 3.0
- Must have been lawfully enrolled on a full-time basis at an SEVP approved school for one academic year.
- Post- completion OPT is available after the completion of each educational level – BS, MS, PhD

In Preparation for Post-completion OPT

Is this semester your final semester?

- o Confirm with academic advisor
- o The **student** and **academic advisor** need to complete and sign the Final Semester Verification Form
- o Before the OPT submission to Canvas, **Graduate College** also needs to sign on the Final Semester Verification Form if you are a graduate student.

Final Semester Enrollment

- o Per immigration regulations, students that are in their final semester are **not** required to take a certain number of credit hours.
- o If you are a Master's or PhD student with an assistantship, please consult the Graduate College for requirements in order to keep your assistantship.

Caution: Under-enrollment and failure to graduate can result in loss of OPT

In Preparation for Post- completion OPT

1. Fill out the [OPT Registration form](#) to participate the online OPT session through Canvas.

2. ISS will review your qualification for OPT. If you are eligible, you should be invited to Canvas to take the session and the OPT quiz.

3. You must successfully complete the quiz and score 70% or above in order to pass the quiz.

[PowerPoint presentation is available for your reference.](#)

(#4-5 on next slide)

In Preparation for Post-completion OPT

4. After passing the quiz, follow the instructions in Canvas to upload required OPT packet to Canvas.
5. Upon receipt of Canvas uploads by ISS, a DSO will review your application and issue the OPT recommended I-20.
6. Submit your application* to USCIS.
Do NOT file the I-765 application without the OPT recommended I-20 from the ISS office !

* ISS office reviews your OPT packet to issue your OPT I-20 but does **NOT** send the application to USCIS for students.

Post-completion OPT Requested Dates

- o File up to **90 days before** the end date of the degree program
- o File no more than **60 days after** the end of the degree program
- o Students who have a GPA requirement in order to graduate may choose to apply during the 60-day grace period
- o Students who are missing the thesis deadline during the semester may choose to wait until final grades are posted

Post-completion OPT Requested Dates

- o **Requested OPT start date** cannot be more than 60 days after the program end date
- o **Requested OPT end date** cannot be more than 12 months after start date
- o **EAD start date** will be the requested date or the date of approval, whichever comes later
- o If **approved after the requested start date**, the approved end date will be extended to reflect that (up to 14-month)
- o 14-month limit = 60-day grace period + 12-month of OPT

Post-completion OPT Timeline

Apply up to
90-day
before
program
end date

Program end date/
Commencement

- If you are working on campus, you **cannot** work beyond your program end date.
- You might **jeopardize** your immigration status if you work on-campus past your program end date. It could result in the denial of your H-1B or Permanent Resident application in the future.



Request OPT start date to begin on any day within 60-day after your program end date

After Receiving OPT I-20 from ISS

You have two options,

1. You can file I-765 application with USCIS online

1-a. You can get an immediate application receipt notice

1-b. Application fee can be paid by credit/debit card

1-c. No delays by mailing issues

OR

2. You can file I-765 application with USCIS by mail

2-a. Traditional method with hard copy documentation

2-b. In case the internet fails!

2-c. Payment by check, money order, cashier's check, but no cash

Do **NOT** file the I-765 application without the OPT recommended I-20 from the ISS office !

Filing OPT Online

Who Can Submit Form I-765 Online?

Initial release of online I-765 is limited to students in these categories:

- o (C)(3)(A) Pre-Completion OPT
- o (C)(3)(B) Post-Completion OPT
- o (C)(3)(C) STEM Extension

All other categories ***must submit a paper*** form I-765

The benefits
of filing online

The Benefits of Filing Online

Filing OPT Online

To file Form I-765 online, eligible F-1 students must first visit my.uscis.gov to create a USCIS online account.

Quick Tips

- Online form is the same as paper version
- USCIS automatically save your answers so you can work at your own pace
- Draft forms are saved for 30 days from the last time you worked on your form
- Applicants must be in U.S. to apply online.



How to Create a USCIS Online Account

Filing OPT Online



Filling out the Form-Formats

- Photos: JPG, JPEG, or PNG
- Documents: JPG, JPEG, PDF, TIF or TIFF
- Foreign language documents must have English translation
- Maximum size: 6 MB per file
- The only characters allowed in document file name are: English letters, numbers, spaces, periods, hyphens, underscores, parentheses
- Do NOT use special characters

Filing OPT Online

Filling out the Form – Applicant’s Declaration/Certification & Paying the fee

- o Sign digitally
- o Review your entire entries before you pay
- o After you agree to the applicant statement, you will be directed to pay.gov, a secure government portal
- o When you hit “Continue” to pay the fee, your form will be submitted
- o Once you submit payment, you **CANNOT** make corrections
- o Click on “Go to my cases” to see your case card and receipt notice.

The top screenshot shows the USCIS I-765 payment selection screen. It features the Pay.gov logo in the top right corner. The title is "USCIS I-765" and the instruction is "Please select a payment method:". There are two radio button options: "I want to pay with a withdrawal from a checking or savings account (ACH)" (unselected) and "I want to pay with a debit or credit card" (selected). Below the second option are logos for VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, and DEBIT. There are "Cancel" and "Continue" buttons at the bottom.

The bottom screenshot shows the "Review and submit payment" screen for USCIS I-765. It includes the Pay.gov logo and the title "USCIS I-765". Below the title is the instruction "Review and submit payment" and a note "* indicates required fields". The form displays the following information: Agency Tracking ID: LNUT31CK7SQ1KH, Payment Amount: \$410.00, Payment Method: Plastic Card, Account Holder Name: Lee Smith, Card Type: VISA, Card Number: **** * 1111, Billing Address: 20 Ninian Street, Billing Address 2: City: Springfield, Country: United States, State/Province: LA, and ZIP/Postal Code: 39248. At the bottom, there is a checked checkbox for "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement." and "Previous", "Cancel", and "Continue" buttons.

OPT Filing Packet (By Mail)

A list to apply for I-765, Application for Employment Authorization (EAD)

- o \$410.00 Application fee. Check or Money order.
 - * Please check on USCIS official website for the latest [filing fee](#).
- o Two passport style photos
- o Completed and signed I-765 – **Item #27 (C) (3) (B)**
- o Form G1145 - Electronic notification (for mail filers only)
- o I-20 copy with OPT Notation
 - * OPT application must be filed within **30 days** of the date the DSO enters the recommendation for OPT in the SEVIS system.
- o I-20 copies of all previous OPT and CPT I-20s
- o Copy of previous EAD, if applicable
- o I-94 copy
- o Valid visa page (Colored copy of visa)

Filing location: mail filers submit the applications to the USCIS Chicago Lockbox, at:

U.S. Postal Service (USPS):

USCIS
PO Box 805373,
Chicago, IL 60680

FedEx, UPS, and DHL deliveries:

USCIS
Attn: I-765 C03
131 South Dearborn - 3rd Floor,
Chicago, IL 60603-5517

Mail filers only

Mark N/A on text fields that don't apply

According to the I-765 form, Application for Employment Authorization

If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print "N/A" unless otherwise directed.

If your answer to a question which required a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None" unless otherwise directed.

▶ **START HERE - Type or print in black ink.** Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print "N/A" unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None" unless otherwise directed.

Part 1. Reason for Applying

I am applying for (select **only one** box):

- I.a. Initial permission to accept employment.
- I.b. Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error in the What is the Filing Fee** section of the Form I-765 Instructions for further details.

- I.c. Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Part 2. Information About You

Your Full Legal Name

- I.a. Family Name (Last Name)
- I.b. Given Name (First Name)
- I.c. Middle Name

Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in **Part 6.**

Additional Information.

- 2.a. Family Name (Last Name)
- 2.b. Given Name (First Name)
- 2.c. Middle Name
- 3.a. Family Name (Last Name)
- 3.b. Given Name (First Name)
- 3.c. Middle Name
- 4.a. Family Name (Last Name)
- 4.b. Given Name (First Name)
- 4.c. Middle Name

ISS do **NOT** recommend to enter "N/A" under Middle Name. USCIS might mistakenly use NA as your middle name on your EAD card. If you do not have a middle name, then leave it blank.

Both for mail and online filers

Use ISS Address as Mailing Address on I-765 form

Part 2. Information About You (continued)

Your U.S. Mailing Address [\(USPS ZIP Code Lookup\)](#)

5.a. In Care Of Name (if any)

5.b. Street Number and Name

5.c. Apt. Ste. Flr.

5.d. City or Town

5.e. State 5.f. ZIP Code

6. Is your current mailing address the same as your physical address? Yes No

NOTE: If you answered “No” to **Item Number 6.**, provide your physical address below.

Both for mail and online filers

Previous OPT, CPT & SEVIS ID#

I-765 Form, Page 7, Part 6

Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.

1.a. Family Name (Last Name)

1.b. Given Name (First Name)

1.c. Middle Name

2. A-Number (if any) ▶ A-

3.a. Page Number 3.b. Part Number 3.c. Item Number

3.d. Current SEVIS ID# N00012345678.
Master's degree;
Previous CPT:
Full-time 05/20/2017 - 08/15/2017

4.a. Page Number 4.b. Part Number 4.c. Item Number

4.d. Previous SEVIS ID# N00222333555.

Bachelor of Science

Previous CPT:

Full-time: 05/14/2015-08/15/2015

Previous OPT:

Post-Completion: 05/21/2016-08/20/2017

SAMPLE

Mail filers only

How to Track Your OPT Application

o Online tracking after you obtained the OPT receipt number

- o USCIS.gov
- o USCIS Case Status Service Online
- o Check processing times – 90 days plus
- o 1-800-375-5283 National Customer Service Center

- [Check My Case Status](#)
- [Sign-in to My Account](#)
- [Sign-up for Case Updates](#)
- [Check Processing Times](#)
- [Change Of Address Online](#)
- [e-Request](#)
- [Office Locator](#)

My Case Status

[Para tener acceso a este sitio en Español.](#)

Your Current Case Status

Enter your receipt number

Check Status

Employment Authorization Document (EAD)

- o USCIS authorizes employment with the approval of the EAD (normal processing time is 90- to 120-day)
- o I-765 receipt does **NOT** authorize employment
- o **Only** the EAD card authorizes employment
- o Official dates of employment are verified on the EAD



Employment Authorization Document (EAD)



IS THIS
YOUR
PHOTO
?

Do **NOT** start employment before the Start Date indicated on your EAD card.

- Documents needed for international traveling during OPT**
- Valid passport and F-1 visa,
 - Recently endorsed I-20,
 - Valid EAD card
 - Job offer,
 - Limit your time out of the U.S.

If you work at OSU while on OPT, you will need to obtain a professional staff work permit from **Human Resources**.
Please contact elizabeth.scott@okstate.edu

Periods of Unemployment

The **maximum** period of unemployment is 90 days.

- o The unemployment days are 90 consecutive days. It is important that you report in your SEVP portal any volunteering or employment within the 90 days.
- o Students must work or volunteer in the current field of study at least 20 hours per week to be considered employed.

Periods of Unemployment

- o **Consequences of exceeding the period of unemployment**
 - Your SEVIS record might be terminated by the system automatically.
- o Keep records of employment / volunteering
- o Prior to reaching **the limit of authorized unemployment**, prepare to:
 - Transfer,
 - change educational level,
 - complete change of status,
 - or depart the U.S.

Types of Employment

- o Regular paid employment (multiple employers)
- o Short-term multiple employers (gigs)
- o Work for hire – 1099 employment (contractual relationship)
- o Self-Employed – prove proper licenses
- o Agency or consulting firm: must work at least 20 hours a week. Caution: employee and employer relationship.
- o Volunteers or unpaid internships in your field of study (12-month OPT only–not available for STEM-OPT)

If you need a Social Security Card

o If the Social Security Administration (SSA) already officially issued a Social Security card to you, then skip to the next slide.

o If the Social Security Administration (SSA) has never officially issued a Social Security card to you, then you may request one when filing the I-765 application.

You may refer to [I-765 official instructions](#), especially regarding page 2, part 2, items 13.a.-17.b.

Or see the [ISS I-765 sample - needs SSN](#)

Volunteering & Unpaid Internships

- o Student may work as a volunteer or unpaid intern in your field of study, where this practice does not violate labor laws
- o At least 20 hours per week
- o Be able to provide evidence acquired from the employer to confirm 20 hours a week of employment
- o ISS does **not** need verification of the volunteering.
- o It is your responsibility to enter the volunteering information in SEVP (Student and Exchange Visitor Program) portal.
- o Dept of Labor (Fact Sheet #71: Internship Programs Under the Fair Labor Standards Act)- must not violate any labor laws.

Employment Reporting Requirements

SEVP PORTAL—only students have access.

- o SEVP will send the portal activation link to you a few days after your OPT start date (the actual date listed on the current EAD).
- o Email will come from this SEVP email address: do-not-reply.sevp@ice.dhs.gov
- o **Be sure ISS has your correct email address at the time of OPT application.**
- o More information related to SEVP portal:
https://studyinthestates.dhs.gov/assets/sevp_portal_student_user_guide.pdf

Employment Reporting Requirements

- o SEVP Portal – allows F-1 students to report information directly to SEVP to fulfill legal reporting requirements.
 - o Report new employment or other changes within **10 days**
 - o SEVP Portal will allow you to:
 - View your post-completion OPT
 - Report changes – address, phone, & employer information
 - View and update your employers
 - All updates go directly to SEVP
- Locked due to password difficulties – As of February 13, upgrade allows you to request a reset of the portal password

SEVP PORTAL - Add Employer

Self Employed

Employer Name: Required

Enter the legal name of the company that hired you.

Employer Address: Required

Address:

Enter the address where you work. Enter the street address in the top line. Use Address 2 line for the name of the building, if it is normally part of the address. See <https://studyinthestates.dhs.gov> for more details.

Address 2: *Optional*

City:

State:

Zip Code:

Job Title:

Enter the title of your job for the company that hired you.

Full/Part-time: Required

Employment Start Date: Required

Enter the start date for your job with the company that hired you. This date cannot be before your OPT start date.

Month Day Year

Employment End Date:

If your job offer has an end date, enter this date. Leave this field blank if you do not know when your job will end.

Month Day Year

Relation to Field of Study: Required

Explain how this job relates to the degree that qualified you for this OPT.

See example
on next slide

Delete Employer

Add Employer

SEVP PORTAL - Add Employer

Relation to Field of Study :

- o Explain how the employment is related to student's field of study
- o **Example:**
I studied Management Information Systems and now work for a Software company using data mining, analytics, big data skills, and programming languages (hadoop, R, SAS) which is knowledge gained during my **MS/PHD** study.
- o Watch out for character limits

In Case of Portal Failure, Report via ISS Webpage

ISS reporting link: <https://lcl.okstate.edu/iss/forms.html>

OPT/ STEM OPT

- [Update your 12 month OPT Employment Information here](#)
- [OPT STEM Extension Employment](#)

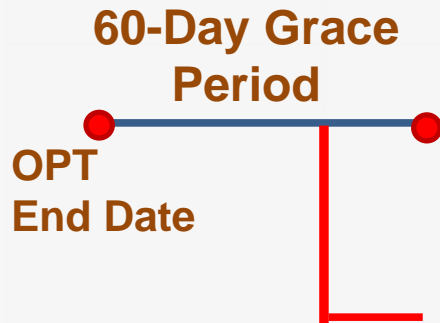
- ❖ You only need to use the ISS reporting link if you have a problem with the SEVP Portal.
- ❖ Keep all documentation of your OPT employment.
- ❖ In the future, you may be asked to provide proof that your employment is related to your field of study.

EAD Delivery Procedure

- o ISS will notify you through your OSU email upon ISS receipt of the EAD card
- o You can either pick up your EAD (**in person**) in the ISS office or order eShip for your EAD delivery by express mail only (FedEx, UPS, DHL)
- o E-Ship: <https://study.eshipglobal.com>.
 - ↳ Create an account, enter your name, CWID, & request packet from the ISS office as the sender

After OPT Completion

You have a **60-day grace period** following your OPT end date. You must choose one of the following:



- ❖ Depart the U.S. by the end of the 60 days
- ❖ Change of educational level at OSU for a different degree
- ❖ Transfer out to another university and start your new program no later than 5 months from the date your OPT expires
- ❖ Or, complete change of status

FAQs

Q1. Do I need to provide a completed and signed form I-765 to ISS if I am applying online?

A1. Yes. ISS needs the information to issue your OPT I-20.

Q2. Do I need to send my dependent(s) F-2 I-20(s) along with my OPT application to the USCIS?

A2. No. Just F-1 OPT I-20 will be needed

Q3. How do I prove that OSU is a SEVP certified institution?

A3. Your I-20 page 1 indicates OSU's certification and SEVIS school code

FAQs

Q4. Do I need to have an SSN before applying for OPT?

A4: No. You may refer to [I-765 official instructions](#), especially regarding page 2, part 2, items 13.a.-17.b.

Q5: Can I travel internationally after applying for OPT?

A5: We do not recommend travelling internationally prior to receiving the EAD unless there is a compelling reason.



STEM OPT

**(Science, Technology, Engineering,
Mathematics)**

STEM OPT

◦ OPT STEM Extension

- 24 months after 12-month post-completion OPT
- USCIS Webpage for [STEM-OPT](#)

STEM OPT Eligibility

- o Must be engaging in an unexpired post-completion OPT that was granted (successfully completed) a BS, MS, or PhD degree listed on the DHS STEM Designated Degree Program List
- o Must have a **current** or **previous** degree in an eligible STEM major from a U.S. SEVP certified institution of higher education
- o Each degree has an assigned CIP code—check to see if your degree is eligible for [STEM degree](#)
- o Have a **full-time** job offer for **paid employment** from an [E-Verified](#) employer who is willing and able to meet the STEM-OPT reporting requirements
- o STEM OPT is available for two per lifetime

STEM OPT Filing Parameters

- o **Must file STEM OPT within 90-days of the current OPT expiration date but may NOT apply after the OPT expiration date.**
- o Student and employer must complete and sign the Form I-983 (Training Plan for STEM OPT Students) and submit it to the [ISS website](#). The job offer must be a **full-time** and **paying** job.
- o See the [official I-983 guidelines](#) on how to complete the form I-983
See the [I-983 Form overview](#) on Study in the States.gov
- o USCIS must receive the application within **60 days** of the STEM OPT I-20 issuance.
- o **A student who files the application timely may continue employment while the extension application is pending, until a final decision is made, or for 180 days. Please contact USCIS if processing time is over 180 days.**

Previously Obtained STEM Degrees

- o F-1 student participating in 12-month OPT based on a non-STEM degree can use prior STEM-OPT qualified degree for STEM-OPT application
- o If you have a prior degree is eligible for STEM-OPT, on the I-983, page 1, question “Based on prior degree?” Check “yes” - if the application is based on your prior degree.
- o Employment must be related to the previous STEM degree
- o Degree must be received within 10 years
- o Student must send the official transcript of prior degree to ISS (DSO) to verify

STEM OPT Employer-Employee Relationship

- o Must have a bona-fide employer-employee experience
- o No volunteer positions
- o Start up businesses & self-employment do not qualify for the STEM-OPT option.

STEM OPT Filing Packet (By Mail)

A list to apply for I-765, Application for Employment Authorization (EAD)

- o \$410.00 Application fee. Check or Money order.
 - * Please check on USCIS official website for the latest [filing fee](#).
- o Two passport style photos
- o **Completed I-765 – Item #27 (C) (3) (C)**
- o Form G1145 - Electronic notification (for mail filers only)
- o I-20 copy with STEM OPT Notation
 - * OPT application must be filed to the USCIS Lockbox within **60 days** of the date the DSO enters the recommendation for STEM OPT in the SEVIS system.
- o I-20 copies of all previous OPT and CPT I-20s
- o Copy of EADs
- o I-94 copy
- o Valid visa page (Colored copy of visa)
- o **Copy of official transcript or diploma** - showing the completion of your degree

Filing location: mail filers submit the applications to the USCIS Chicago Lockbox, at:

U.S. Postal Service (USPS):

USCIS
PO Box 805373,
Chicago, IL 60680

FedEx, UPS, and DHL deliveries:

USCIS
Attn: I-765 C03
131 South Dearborn - 3rd Floor,
Chicago, IL 60603-5517

Previous OPT, CPT & SEVIS ID#

I-765 Form, Page 7, Part 6

Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.

1.a. Family Name (Last Name)

1.b. Given Name (First Name)

1.c. Middle Name

2. A-Number (if any) ▶ A-

3.a. Page Number 3.b. Part Number 3.c. Item Number

3.d. Current SEVIS ID# N00012345678.
Master's degree;
Previous CPT:
Full-time 05/20/2017 - 08/15/2017



4.a. Page Number 4.b. Part Number 4.c. Item Number

4.d. Previous SEVIS ID# N00222333555.

Bachelor of Science

Previous CPT:

Full-time: 05/14/2015-08/15/2015

Previous OPT:

Post-Completion: 05/21/2016-08/20/2017

STEM OPT Periods of Unemployment

- o Unemployment is cumulative and counted in consecutive days (including weekends & holidays)
- o 24-month STEM OPT are given an additional 60 days of unemployment after post-completion OPT:
 - o Total possible 150 days Unemployment days
 - = whatever remains of the 90 days from post-completion OPT
 - + 60 days during STEM-OPT
- o Must report the termination of employment within 10 days of the event

STEM OPT

Employment Reporting

- o **studyinthestates.gov: SEVP Portal Help**
- o In the Portal, STEM OPT students are unable to add a new employer or change the start date of their new employer due to the Form I-983 (Training plan)
- o For **employment change** during STEM OPT, submit a Form I-983 to the ISS (DSO) **within 10 days** of the start date of the new STEM OPT employment. An updated I-20 will be issued. Please request eShip for it.
- o STEM OPT – When an employer end date changes you will receive an email reminder to complete an evaluation. Student and employer need to complete and sign on Final Evaluation on Student Progress on page 5 of I-983 form. Submit it to ISS (DSO) **within 10 days** of the job end date.
- o **Form I-983 will be uploaded in your SEVIS record by ISS**

Material Changes with One Employer

- o **Changes in employment status**
 - Termination
 - Resignation
 - Departure

- o **Material changes to Form I-983.** Submit an updated I-983 to ISS (DSO) within **10 days** of any material changes below:
 - Change in employer's EIN
 - Compensation and reduction of work hours
 - Significant decrease in hours per week
 - Changes in learning objectives or employer's commitment

STEM OPT Reporting SEVP PORTAL

- o You **must** go through an ISS DSO to report **new employment** with **completed & signed** Form I-983 and the ISS form - [STEM OPT Employment Update Request](#)
- o You **cannot** edit employer information to work for another employer.
- o You will **not** be able to change read-only portions
- o SEVIS will push the updates into the SEVP portal (within a few days)

Regular Participation Reporting During 24-month STEM-OPT -every six month

OPT STEM REPORTING REMINDER FROM SEVP PORTAL

As of February 13, 2019
SEVP Portal will provide you
with reminders of when you
are expected to report.

See **example** of
the reminder email
from SEVP

Your STEM OPT Reporting Deadlines

While on STEM OPT, you must give your designated school official (DSO):

1. Validation reports to confirm that your address and employer information in SEVIS is correct. These are due every six months.
2. Two Evaluations of Student Progress (page 5 of the Form I-983). These are due:
 - a. 12 months after your STEM OPT starts and
 - b. 24 months after your STEM OPT starts.
3. Evaluation of Student Progress (page 5 of the Form I-983) when you stop working for a STEM employer before your STEM OPT authorization ends. These are due within 10 days after you stop working for the employer.

Your reporting deadlines:

Date	What is Due?
Feb 9 2019	Validation report for address and employer information
Aug 9 2019	Validation report for address and employer information Evaluation of Student Progress (page 5 of Form I-983)
Feb 9 2020	Validation report for address and employer information
Aug 9 2020	Validation report for address and employer information Evaluation of Student Progress (page 5 of Form I-983)

Missing these deadlines may affect the state of your SEVIS record.

For more information, go to the STEM OPT Hub (<https://studyinthestates.dhs.gov/stem-opt-hub>) pages on the Study in the States website.

Regular Participation Reporting During 24-month STEM-OPT -every six month

6- and 18-month Participation Reporting

Student is responsible for reporting the following information to the ISS website:

- *legal name*
 - *current address*
 - *name and address of current employer*
 - *job title*
 - *supervisor information*
 - *and end date of employment*
-
- o Submit your 6-month participation reporting to ISS website [here](#)
 - o Submit your 18-month participation reporting to ISS website [here](#)

Regular Participation Reporting During 24-month STEM-OPT -every six month

I-983 Form, Page 5

EVALUATION ON STUDENT PROGRESS
Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.

Range of Evaluation Dates: From (mm-dd-yyyy): _____ To (mm-dd-yyyy): _____

Signature of Student (Sign in ink): _____
Printed Name of Student: _____ Date (mm-dd-yyyy): _____
Signature of Employer Official with Signatory Authority (Sign in ink): _____
Printed Name of Employer Official with Signatory Authority: _____ Date (mm-dd-yyyy): _____

FINAL EVALUATION ON STUDENT PROGRESS
Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.

Range of Evaluation Dates: From (mm-dd-yyyy): _____ To (mm-dd-yyyy): _____

Signature of Student (Sign in ink): _____
Printed Name of Student: _____ Date (mm-dd-yyyy): _____
Signature of Employer Official with Signatory Authority (Sign in ink): _____
Printed Name of Employer Official with Signatory Authority: _____ Date (mm-dd-yyyy): _____

If you leave a company, you must fill out this section

o 12-month STEM-OPT reporting

from the STEM-OPT start date, student must complete the Evaluation on Student Progress on page 5 of the I-983 form.

o Final or 24-month STEM-OPT reporting

from the STEM-OPT start date, student must complete the FINAL Evaluation on Student Progress on page 5 of the I-983 form.

o Collect the required **signature** from employer and upload the I-983 to, [Link](#) for STEM-OPT 12-month reporting [Link](#) for STEM-OPT final or 24-month reporting

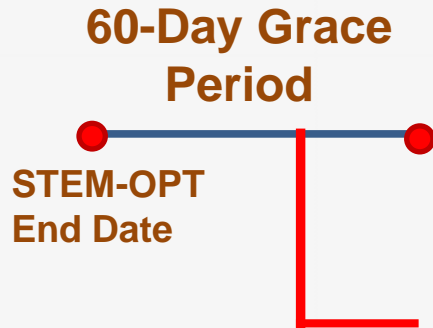
o ISS will **upload** the I-983 in SEVIS. It is suggested that you keep a copy for your records.

OPT STEM EAD Delivery Procedure

- o Please use your own physical address as mailing address on the I-765 form, page 2, part 2, 5.a.-5.f.
- o Do **NOT** move after filing I-765 application for STEM-OPT. If you must move, then use ISS address as mailing address on your Form I-765 and inform ISS.
- o USCIS mailing is not forwarded to another address. If the EAD not delivered successfully, then it will be returned to USCIS.
- o If you must change your address after filing, contact the National Customer Service number: **(800) 375-5283**. There is a risk involved in changing your address after filed the I-765 application.

After Completion of STEM OPT

You have a **60-day grace period** following your STEM OPT end date. You must choose one of the following:



- ❖ Depart the U.S. by the end of the 60 days
- ❖ Change of educational level at OSU for a different degree
- ❖ Transfer out to another university and start your new program no later than 5 months from the date your STEM OPT expires
- ❖ Or, complete change of status

Questions!

