



STEM OPT REPORTING

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You are required to report the following events to our office within 10 days of the change:

- Adding an employer
- Leaving an employer
- Any material changes to the I-983
- Validation reports

How do I report these changes? → OPT reporting request in the IIC portal!

Changing Employers:

1. Using the IIC portal, you will submit an **OPT reporting request** with your employer's information and the following documents:
 - a. **New employer's offer letter**
 - b. **New I-983, filled out and signed by your employer**
2. If you are leaving your previous employer, you will need to also provide:
 - a. **Previous employer's I-983 - the "Final Evaluation on Student Progress" on the last page must be filled out and signed by you and your employer**
 - b. Without the previous employer's I-983, I cannot add the end date to your record



Updating a Current Employer:

- Any updated information about a current employer can also be reported with an **OPT reporting request**, but you will need to submit an updated form I-983 for us to update your SEVIS record!
- Changes to the I-983 include but are not limited to:
 - Site address
 - Supervisor information
 - Pay increase or decrease

Common Mistakes with the I-983:

1. Employer Site Address

- a. While on STEM OPT, we are required to report **your site address on the I-983 as the place where you attend work every day**
- b. **If you are working remotely, that is totally acceptable!** This just means that your site address on the I-983 should be your current home address, and the site name should say “Remote”
- c. If you are working remotely for an employer and you move, you will need to submit an updated I-983 with the site address changed to your new home address

2. Student Training Plan

- a. Section five of the I-983 is the “Training Plan for STEM OPT Students”
- b. This section is to be filled out by you and your employer - in the white boxes, respond to the prompts provided about your job position and how it relates to your field of study **in your own words**

3. Evaluation of Student Progress

- a. The last page of the form I-983 is the “Evaluation on Student Progress”
- b. This section is only to be filled out when leaving an employer **OR** when completing your 12-month and 24-month validation reports
- c. If you are not leaving an employer or completing a validation report, **please leave this page blank**

Any other questions about the form I-983 can be sent to OPT@nwmissouri.edu!

Validation Reports:

- Per reporting guidelines, you are required to submit validation reports to our office at set dates during your STEM OPT period
 - 6-month validation
 - **12-month validation**
 - 18-month validation
 - **24-month validation**
- These reports are completed to verify your participation while on STEM OPT and to make sure your SEVIS record is as up to date as possible
- **You will be sent reminders from the SEVP Portal when you have a validation report coming up soon!**

6-month and 18-month Reports:

- At the 6-month and 18-month due dates, you will be required to verify your address, telephone, and employer information is correct in the SEVP Portal
- If there have been any changes to the information on the I-983, you will need to submit this as well
 - **Please note, our office does NOT complete requests through email; all validation reports can be completed with an OPT reporting request in the IIC Portal**
- **To submit a request:**
 - Log into the IIC Portal using your personal email
 - Go to the third tab labeled “Requests”
 - Scroll down and select “**OPT Reporting**”
 - For the reason you are submitting a request, choose “**submitting a validation report**”
 - Choose your employer from the list given; if your employer is not present, hit the black plus sign (+) to add them
 - Enter and review your employer’s information, upload the updated I-983 if required, and verify your current home address
 - Submit your request for processing

12-month and 24-month Reports

- At the 12-month and 24-month due dates, you will be required to verify your address, telephone, and employer information is correct in the SEVP Portal, **as well as provide the self-evaluation on the last page of the form I-983**
- **12-month validation report** - in the white box titled “**Evaluation on Student Progress**”, you will write a response to the prompt provided about your time with this employer **in your own words**
 - The range of evaluation dates should be your start date with this employer to up to 21 days before your 12-month validation report is due
 - This must be signed and dated by both you and your employer!
- **24-month validation report** - in the white box titled “**Final Evaluation on Student Progress**”, you will write a response to the prompt provided about your time with this employer **in your own words**
 - The range of evaluation dates should be your start date with this employer to the end of your STEM OPT period **OR** your end date with this employer, whichever comes first
 - This must be signed and dated by both you and your employer!

Common Mistakes with Validation Reports:

- **Choosing the wrong request type in the IIC portal**
 - **Please make sure that all validation reports are submitted with an OPT reporting request!**
 - Many students submit the 6-month and 18-month reports with an “update address” request, but this request **only** allows us to verify your home address and not your employer’s; we need **BOTH** to enter your report into SEVIS
- **Sending validation reports through email**
 - We do **NOT** process any type of request through any of our office emails (**OPT, INTL**, etc.); emails can get lost or sent to spam folders without us seeing them
 - The requests in the IIC Portal allow us to connect directly to SEVIS to update your record and eliminate the risk of us missing your request - **submit all requests through the IIC Portal!**
- **Evaluation on Student Progress**
 - Many students submit the I-983 for their 12-month and 24-month reports with the self-evaluation on the last page left blank, or just signed and dated with no written evaluation
 - The form I-983 is part of the reporting requirements while on STEM OPT, and I cannot enter your validation report into SEVIS without the evaluation completed and signed by you and your employer

Quick Reference Guide:

Are you...

You should...

Adding a new employer?

Submit an OPT reporting request with new I-983 and offer letter

Leaving an employer?

Submit an OPT reporting request with I-983 and final evaluation filled out and signed

Updating info about a current employer?

Submit an OPT reporting request with updated I-983

Submitting a validation report?

Submit an OPT reporting request with updated I-983 and self-evaluation filled out and signed

Please feel free to send any questions about OPT reporting to OPT@nwmissouri.edu!