OFFICE OF INTERNATIONAL AFFAIRS

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Science, Technology, Engineering & Math (STEM) F-1

Post Completion Optional Practical Training (OPT) Reporting Form

**PROCESSING TIME FOR ALL OIA DOCS: 5-10 BUSINESS DAYS**

Document: STEM Reporting Form / Revised: March 2022

INSTRUCTIONS: The Student and Exchange Visitor Program (SEVP) requires the Office of International Affairs to obtain and report information for F-1 Status Students who are participating in the 24-Month STEM OPT Extension.

Students on STEM OPT are required to provide a validation report every 6 months even if personal and employment information has not changed. Please send the completed form to intl@nova.edu.

‐ Part I – Student Information (To be completed by student) – Page 1

‐ Part II – Employment Information (To be completed by student) – Page 2

‐ Part III – Confirmation of Understanding (To be completed by student) – Page 3

Check the type of STEM OPT Reporting:

* Required 6-Month STEM OPT Employment Reporting
* Required 12-Month STEM OPT Employment Reporting (Include I-983 Evaluation Form with completed one-year evaluation)
* Required 18-Month STEM OPT Employment Reporting
* Required 24-Month STEM OPT Employment Reporting (Include I-983 Evaluation Form with completed final evaluation)

**Failure to submit reports and evaluations by the reporting date is considered a violation of F-1 regulations and can jeopardize your F-1 status or future immigration benefits.**

**Part I: Student Information**

|  |  |  |  |
| --- | --- | --- | --- |
| First (Given)Name: |  | Last (Family) Name: |  |
| NSU N#: |  | SEVIS ID: | N |
| Email address: |  @mynsu.nova.edu | U.S. Telephone: |  |
| Current Address: (Street, City, State, Zip) |  |
| Mailing Address: (Street, City, State, Zip) |  |
| Non‐NSU email address where you can becontacted: |  |

**Part II: Employment Information**

|  |  |
| --- | --- |
| I am currently employed | **□**Yes **□**No |
| Company Name(as registered in E-Verify) |  |
| E-Verify Company ID Number(NOT Company’s EIN Tax ID) |  | Hours Per Week(must be at least 20 for STEM OPT) |  |
| Paid or Unpaid(must be paid for STEM OPT) | **□**Paid **□**Unpaid | Have you had 150 days or fewer ofunemployment? (Required for STEM OPT) | **□**Yes **□**No |
| Job Title |  |
| Start Date(MM/DD/YYYY) |  | End Date(MM/DD/YYYY) |  |
| **Supervisor Information** |
| First (Given) Name: | Last (Family)Name: |
| Job Title |  |
| Email Address: | Telephone: |
| Employer Address:(Street, City, State, Zip) |

**Part III: Confirmation of Understanding**

I have read and understand the following: (initial next to EVERY statement)

**STEM OPT Acknowledgements**

* My F-1 status on STEM OPT is dependent on employment. I must be working at least 20 hours per week and all STEM OPT employment must be directly related to my field of study. I may not accrue an aggregate of 150 days of unemployment, applied to the entire 36-month period of post-completion and STEM OPT extension.
* I am required to report any change of address, contact information, or employment information to OIA within 10 days of the change.
* I do not participate in the following unauthorized employment: 1) self-employment 2) unpaid employment 3) employment with non E-Verify employers 4) employment with non-legitimate employers.
* I will submit a new Form I-983 Mentoring and Training Plan to OIA within 10 days:
	+ If I begin a new practical training opportunity with a new employer
	+ Any time there is a "material change" in the terms and conditions of the original I-983. Examples of material changes:
		- Change to employer Employment Identification Number (EIN)
		- Change in compensation
		- Change in hours per week
		- Changes to employer’s commitments or student’s learning objectives documented in the Form I-983
		- Changes to work site location
		- Changes to employer’s address
* I will submit self-evaluations ("Evaluation of Student Progress" portion of the Form I-983) within 10 days of the following due dates:
	+ 12 months from my STEM OPT start date
	+ 24 months from my STEM OPT start date
	+ When I end or change employers, regardless of the amount of time worked for that employer
* I will inform OIA if I want to return to school full-time, transfer to another school, begin a new degree program, change my status to another visa category, or depart the U.S. prior to the end of my STEM OPT.

## I confirm that all the information provided in this application is accurate to the best of my knowledge.

Name (print) Signature Date