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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](mailto: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 be  contacted: | |  | | |

**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 of  unemployment? (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