Optional Practical Training (OPT) Reporting Requirements and Form

Complete the relevant section of the report. You may submit the same form multiple times as needed. Provide a copy of your OPT EAD card to the International Student Services Office if you haven’t already done so.

While on OPT you are expected to maintain evidence for each job showing it is directly related to your major. Keep evidence of 1) position held, 2) job title, 3) contact information of supervisor, 4) duration of position, 5) job duties or position description. If it is not clear from the job description obtain a signed letter from a hiring authority, supervisor, or manager stating how your degree is related to the work performed.

- If you need to report a change of legal name, mailing address, residential address ONLY, use this form here.
- If you are departing the U.S. and forfeiting any remainder of unused OPT--complete the No Longer Maintain F-1 Status form. Send the completed form to iss@fullerton.edu with your name and CWID.
- If you have received a change of status or adjustment of status-- complete the No Longer Maintain F-1 Status form. Send completed the form to iss@fullerton.edu with your name and CWID.

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12-Month or Standard OPT Reporting Requirements
To maintain F-1 status while on approved OPT, you must be working--paid OR unpaid or a combination of paid/unpaid--in a position related to your major, for at least 20 hours per week. Report all employment information. Any SEVIS records with more than 90 consecutive days without reported employer information will be terminated by SEVP. You must report to the International Office within 10 days of any change to the following:

- Legal name
- Residential or mailing address
- Employer name and address
- Loss of employment

Reporting Guidelines for those on 17-Month STEM OPT Extension
In addition to reporting any changes to your name, residential address, and/or employer information, STEM OPT recipients must make a “validation report” to a DSO every six months from the date the 17-month extension begins. The validation report must contain the following information even if there are no changes:

- Legal name, SEVIS ID number
- Current residential or mailing address
- Employer name and address
- Date you began working for the current employer
During 17-month STEM OPT extension you must work at least 20 hours per week for an E-Verify employer, in a position directly related to your STEM degree. You cannot accumulate more than 120 days of unemployment during the entire 29-month post-completion OPT period.

**Reporting Guidelines for those on 24 STEM OPT Extension**
As with previous STEM OPT rule you will need to make a validation report every six months, even if there are no changes:

- Legal name, SEVIS ID number
- Current residential or mailing address
- Employer name and address
- Status of current employment/practical training experience
- Any loss of employment within 10 days of the change

You cannot accumulate more than 150 days of unemployment during the entire 36-month post-completion OPT period.

**Change in STEM OPT Employer.** If you change E-Verify employers during your 24-Month STEM OPT period you must also submit a new Form I-983 Training Plan to the International Office in addition to 1) reporting the new employer information, 2) adding the end date to the previous employer, 3) update your address if needed.

**Material Changes to Form I-983 Training Plan.** Both you and your employer must report material changes, or deviations from, the student’s formal training plan by submitting a modified Form I-983 to the International Student Services Office. This includes:

- Any changes to the employer’s EIN number resulting from a change in ownership or structure.
- Any reduction in the student’s compensation that is not tied to reduction in hours worked.
- Any significant decrease in hours worked per week.
- Change to the employer’s commitments or student’s learning objectives as documented in Form I-983.

**Evaluation Requirements**
Complete two self-evaluations during your STEM OPT period. The first evaluation is due within 12 months of the STEM OPT start date and a second (final) evaluation at the end of your STEM OPT period. Please refer to page 6 and 7 of Form I-983. Submit each evaluation report to a DSO either in electronic format (pdf) or hard copy in the mail.

**Employer’s Reporting Requirements**
If your employment is terminated for any reason, your employer is required to notify a DSO in the International Office within 5 days. You must tell your employer of this reporting requirement. The employer may send an email to the International Student Services Office at iss@fullerton.edu with the following text in the subject heading: “OPT Employment Termination” with your name, SEVIS ID number, and start and end date of STEM employment, employer information in body of email.