



STEM OPT Extension: Reporting & Compliance

Fall 2022



Hosts

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Today's webinar is based on government regulations and guidance as of April 4, 2022. The information provided during this webinar is to be used in conjunction with the material provided to you on the HIO website, HIO informational emails and subsequent HIO materials received during the application process.

This webinar will NOT include information regarding the STEM OPT application process. For more information, please contact your HIO advisor directly.



This session will cover frequently asked questions regarding the **STEM OPT reporting requirements**. If you have questions during the presentation, please use the **Q&A function** to submit your question. We will answer as many questions as we can at the end of the session.

If we are unable to answer your question by the end of the webinar, please reach out to your HIO advisor.





Review

Employment Requirements

Remote Work

I-983 Training Plan





Review: Requirements for STEM OPT Employment

Job must be a **paid** job, for **at least 20 hours per week** at each STEM employer.

Must work for an **E-Verify** employer.

Must be a **position related to the STEM program major** listed under “Program of Study” on the I-20.

- **You** are responsible for drawing a connection between your position and the skills or knowledge learned in your STEM degree.

You must be paid a **salary**, and be **supervised, directly by your employer**. You cannot be paid by a third party or staffing agency or work at a location other than your employer’s place of business.

- For more information, please see “The Employer’s Training Obligation: Staffing and Temporary Agencies” on the [USCIS Website](#).

Cannot be self-employed.

If working for more than one employer, **each position must meet each of the above criteria**.

In an academic environment, **you cannot be paid through an external fellowship**. For example, you cannot use STEM for a postdoctoral position in which you are not paid directly by the host institution.

You must not have more than **150 days** of unemployment time during the entire period of regular post-completion OPT and your **24-month STEM extension** combined.



Review: Remote Work



- Under “normal” circumstances, 100% remote work is not allowed while on STEM OPT. The expectation is that the student will have regular supervisory personnel at the location where the practical training is taking place.
- During “pandemic times,” the Dept. of Homeland Security has allowed some flexibility.
 - “Students currently participating in OPT, including STEM OPT, may work remotely if their employer has an office outside of the United States or the employer can assess student engagement using electronic means. Students participating in STEM OPT do not need to submit an updated Form I-983 to report remote work” (April 26, 2021, [FAQ’s for SEVP Stakeholders about COVID-19](#))
- Keep this in mind when considering your current jobs or future jobs on STEM OPT. The current guidance can be rescinded at any time.

Review: Form I-983



DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement

OMB APPROVAL NO. 1653-0054
EXPIRATION DATE: 5/31/2025

TRAINING PLAN FOR STEM OPT STUDENTS

Science, Technology, Engineering & Mathematics (STEM) Optional Practical Training (OPT)

SECTION 1: STUDENT INFORMATION (Completed by Student)		
Student Name (Surname/Primary Name, Given Name):		Student Email Address:
Name of School Recommending STEM OPT:	Name of School Where STEM Degree Was Earned:	SEVIS School Code of School Recommending STEM OPT (including 3-digit suffix):
Designated School Official (DSO) Name and Contact Information:	Student SEVIS ID No.:	STEM OPT Requested Period (mm-dd-yyyy): From: _____ To: _____
Qualifying Major and Classification of Instructional Programs (CIP) Code: _____		
Level/Type of Qualifying Degree: _____		
Date Awarded (mm-dd-yyyy): _____		
Based on Prior Degree? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employment Authorization Number: _____		
SECTION 2: STUDENT CERTIFICATION		
I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.		
I certify that:		
1. I have reviewed, understand, and will adhere to this Training Plan for STEM OPT Students ("Plan");		
2. I will notify the DSO at the earliest available opportunity if I believe that my employer is not providing me with appropriate training as delineated on this Plan;		
3. I understand that the Department of Homeland Security (DHS) may deny, revoke, or terminate the STEM OPT of students whom DHS determines are not engaging in OPT in compliance with the law, including the STEM OPT of students who are not, or whose employers are not, complying with this Plan;		
4. My practical training opportunity is directly related to the STEM degree that qualifies me for the STEM OPT extension; and		
5. I will notify the DSO at the earliest available opportunity regarding any material changes to or deviations from this Plan, including but not limited to, any change of Employer Identification Number resulting from a corporate restructuring, any nontrivial reduction in compensation from the amount previously submitted on the Plan that is not tied to a reduction in hours worked, any significant decrease in hours per week that I engage in a STEM training opportunity, and any decrease in hours below the 20-hours-per-week minimum required under this rule.		
Signature of Student (Sign in ink): _____		
Printed Name of Student: _____		Date (mm-dd-yyyy): _____

SECTION 3: EMPLOYER INFORMATION (Completed by Employer)		
Street Address:	Suite:	
City:	State:	ZIP Code:
North American Industry Classification System (NAICS) Code:		
Agency:		
Type and Estimated Amount or Value:		
EMPLOYER CERTIFICATION		
I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.		
The Training Plan ("Plan") is approved and that:		
Supervising Official follows this Plan;		
No material changes to this Plan, including but not limited to, any change of, e.g., any reduction in compensation from the amount previously submitted and decrease in hours per week that a student engages in a STEM training opportunity below the 20-hour minimum required under this rule;		
If during the authorized period of OPT, I will report such termination or resignation to DHS, and an employer shall consider a student to have resigned or terminated employment, or when the student has not reported for practical training to the employer; and		
The training program (see 8 CFR Part 214), which include, but are not limited to, the following: a STEM degree that qualifies the student for the STEM OPT extension, is or her participation in this training program;		
I, with this Plan, by experienced and knowledgeable staff;		
The specified training program set forth in this Plan, and the employer is entitled in this Plan;		
The student is a full-time, temporary or permanent U.S. worker. The terms and conditions of employment, including compensation—are commensurate with the terms and conditions of other similarly situated U.S. workers in the area;		
The employer does not employ and has not recently employed more than one other similarly situated U.S. workers in the area;		
The training conducted pursuant to this Plan complies with all applicable Federal and State requirements relating to employment.		

The **I-983** is your formal training plan that articulates the student's learning objectives and affirms the employer's commitment to the student.

It is extremely important that the student, HIO and the employer **always** hold the most current, updated I-983 at all times. The majority of the STEM OPT reporting requirements will require an updated I-983.

Note: DHS may, at its discretion, conduct a site visit of the employer to ensure that program requirements are being met, including that the employer possesses and maintains the ability and resources to provide structured and guided work-based learning experiences consistent with this Plan.

Signature of Employer Official with Signatory Authority (Sign in ink): _____

Printed Name and Title of Employer Official with Signatory Authority: _____

Date (mm-dd-yyyy): _____ Printed Name of Employing Organization: _____



Review: Form I-983

In the event that ICE decides to make a **site visit** to your place of employment, which they have the right to do, your employer will have to produce your most updated I-983 as part of the visit.

At this time, the I-983 is not uploaded to your SEVIS records nor submitted with your initial application to USCIS. However, the I-983 is considered the pillar of the STEM OPT recommendation you will receive from HIO. We anticipate that submitting the training plan to your SEVIS records will soon be a requirement, so **it is important that you continue to supply the HIO with your most updated I-983.**

Student Name (Surname-Primary Name): _____

Employer Name: _____

Site Name: _____

Name of Official: _____

Official's Email: _____

Note: for the remaining fields in this form, details based on that plan.

Student Role: Describe the student's role through his or her qualifying STEM education: _____

Goals and Objectives: Describe how the student's learning related to his or her STEM education, as well as the means by which they will be achieved: _____

Employer Oversight: Explain how the employer provides oversight and supervision of individuals filling positions such as that being filled by the named F-1 student. If the employer has a training program or related policy in place that controls such oversight and supervision, please describe. _____

Measures and Assessments: Explain how the employer measures and confirms whether individuals filling positions such as that being filled by the named F-1 student are acquiring new knowledge and skills. If the employer has a training program or related policy in place that controls such measures and assessments, please describe. _____

Additional Remarks (optional): Provide additional information pertinent to the Plan. _____

SECTION 6: EMPLOYER OFFICIAL CERTIFICATION

I declare and affirm under penalty of perjury that the statements and information made herein are true and correct to the best of my knowledge, information and belief. I understand that the law provides severe penalties for knowingly and willfully falsifying or concealing a material fact, or using any false document in the submission of this form.

Employer Official with Signatory Authority - I certify that:

1. I have reviewed, understand, and will follow this Training Plan for STEM OPT Students (Plan);
2. I will conduct the required periodic evaluations of the student;*
3. I will adhere to all applicable regulatory provisions that govern this program (see 8 CFR Part 214.2(f)(10)(ii)); and
4. I will notify the DSO regarding any material changes to or material deviations from this Plan at the earliest available opportunity, including if I believe the student is not receiving appropriate training as delineated in this Plan.

Signature of Employer Official with Signatory Authority (Sign in ink): _____

Printed Name and Title of Employer Official with Signatory Authority: _____

Date (mm-dd-yyyy): _____

PRIVACY ACT STATEMENT

AUTHORITIES: Section 101(a)(15)(F) of the Immigration and Nationality Act of 1952, as amended (INA), 8 U.S.C. 1101(a)(15)(F); Section 641 of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, Div. C, 110 Stat. 3009-548 (codified at 8 U.S.C. 1372); Section 502 of the Enhanced Border Security and Visa Entry Reform Act of 2002, Pub. L. 107-173, 116 Stat. 543 (codified at 8 U.S.C. 1782) and Homeland Security Presidential Directive No. 2 (HSPD-2), authorize U.S. Immigration and Customs Enforcement (ICE) to collect the information requested in this form.

PURPOSE: The information collection on this form is used to assist in the administration of the STEM Optional Practical Training (OPT) extension so that Designated School Officials (DSO) can properly recommend the Student for and review and help coordinate his or her STEM optional practical training opportunity.

ROUTINE USES: The information collected on this form may be shared with: the individuals who signed the Plan, relevant DSOs acting as liaisons with the DHS, Federal, State, local, or foreign government entities for law enforcement purposes, Members of Congress in response to requests on the Student's behalf, or as otherwise authorized pursuant to its published Privacy Act system of records notice - Privacy Act of 1974: U.S. Immigration and Customs Enforcement, DHS/ICE-001 Student and Exchange Visitor Information System (SEVIS) System of Records (<https://www.dhs.gov/system-records-notices/sonms>).

DISCLOSURE: The information you provide is voluntary. However, failure to provide the information requested on this form may delay or prevent participation in a STEM OPT opportunity.

PAPERWORK REDUCTION ACT

The public reporting burden for this collection of information is estimated to average 7.5 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid Office of Management and Budget (OMB) control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, send them to: U.S. Immigration and Customs Enforcement, Office of Policy, 500 12th Street SW, Washington, D.C. 20536

*See evaluation forms that follow for student's first evaluation, to occur before the one year anniversary of the start date of the student's STEM OPT employment authorization, and final program evaluation.



Review: Form I-983

The Form I-983 asks for an **ink** signature by both the student and the employer.

If you and your employer can provide ink signatures, please do so. If it isn't possible due to remote working conditions, sign the Form I-983 digitally.


If the form is signed digitally, we strongly recommend updating the form later with ink signatures and providing the HIO with a copy.

Signature of Student (Sign in ink): _____

Printed Name of Student: _____

Signature of Employer Official with Signatory Authority (Sign in ink): _____

Printed Name and Title of Employer Official with Signatory Authority: _____

A red outline of a briefcase with a handle and a latch, positioned above the main title.

**STEM
Reporting
Requirements**

Address Updates

Material Changes

Change of Employer

Concurrent/Additional Employment

6- Month Reports

Self and Final Evaluations

Ending STEM OPT & Change of Status

STEM OPT Reporting Form



GETTING STARTED

FORMS

TRAVEL

MAINTAINING VISA STATUS

HARVARD RESOURCES

HU ADMINISTRATORS

F-1 Travel Signature Request Form

F-1 OPT Application Forms

F-1 OPT Cap Gap Request Form

F-1 Post-completion OPT Reporting Form

F-1 STEM OPT Application Forms

> F-1 STEM OPT Reporting Form

Host Program for International

Home > Forms > For Students >

F-1 STEM OPT Reporting Form

This **STEM OPT Reporting Form** should be used for students currently on an active period of completing their mandatory reporting requirements by designated deadlines.

ACCESS THE STEM OPT REPORTING FORM HERE

Students currently on **STEM OPT** are required to use this STEM OPT Reporting Form to con

Reporting hub for updates including:

- 6 month reports & evaluations;
- Changes in STEM OPT employment;
- Concurrent/additional STEM Employment;
- Completion of Cap-Gap after STEM OPT extension;
- Material changes to STEM OPT job duties;
- Changes in U.S. residential address;
- Ending your STEM OPT employment with an employer before your 24-month STEM OPT period ends.



This form will allow you to submit required material to the Harvard International Office (HIO) so you can comply with the terms of your STEM OPT extension. You are required to report **every 6 months** to the HIO from the start date of your STEM OPT period.

There will be a series of questions asking if you need to report a:

- 6 month report
- 12-month ("Self" or "Mid") evaluation (requires an upload of Page 5 of the I-983 Training Plan)
- 18 month report
- 24-month Final Evaluation (requires an upload of Page 5 of the I-983 Training

Reporting Requirements: Address Updates



Your personal U.S. address must be updated at all times.

Any changes to your address need to be updated within 10 days of the move.

You must update your U.S. address, email address and phone number through the [HIO STEM Reporting Form](https://hio.harvard.edu/f-1-stem-opt-reporting-form):
<https://hio.harvard.edu/f-1-stem-opt-reporting-form>



Reporting Requirements: Material Changes

If any information on your I-983 changes, you should submit an updated I-983 to the HIO and you and your employer should also keep it on file. These changes are considered “material changes.” These include but are not limited to:

Any change of the employer’s EIN

Any reduction in work hours

A change in salary

Any changes to job duties, goals and objectives

Change in the employer’s address

Change in supervisor or I-983 signing authority

Company mergers or acquisitions*

More information about material changes can be found on the [Study In the States website](#).

*If your company merges with or is acquired by another company, you should submit a Final Evaluation (page 5 of I-983) signed by you and your former employer, a new I-983 signed by you and your new employer; AND a completed [HIO STEM Reporting Form](#) so we can issue you an updated I-20. Do note that the new company has to be enrolled in E-Verify.

Reporting Requirement: Change of Employer

If you **change employers**, the following documents need to be submitted using the [HIO STEM Reporting Form](#).



Documents Required	Submission Deadline to the HIO
Final Evaluation: (page 5 of I-983), signed by student and former employer	Within 10 days of change
New I-983: signed by student & new employer	Prior to beginning new job

Reporting Requirements: Change of Employer

◦ Completion of Cap-gap

My STEM OPT has been approved and I am reporting a change of employer.

My STEM OPT extension application is pending with US Citizenship and Immigration Services and I am reporting my change of employer.

I am reporting a concurrent/additional employer on STEM.

I have had a [material change](#) of job duties or information on the I-983.

I have changed my residential address and that is my only update.

Select this option if you are changing your employer **and have received your STEM EAD.**

Select this option if your STEM OPT extension application **has not yet been approved** by USCIS and you are changing your employer.



Reporting Requirements: Concurrent Employment

You may find that you are offered more than one position at a time. Concurrent or additional employment **is possible** while on STEM OPT, however, each position **must** be:

- a paid job, for at least 20 hours per week at each STEM employer. No third party staffing agencies.
- for an E-Verify employer;
- a position related to the STEM program major listed under “Program of Study” on the I-20;
- able to show the position has a bona fide supervisor/ employee relationship. You cannot be self-employed.

For a full, detailed list, see slide 6 and the HIO website: <https://hio.harvard.edu/applying-stem-opt>

o Completion of Cap-gap

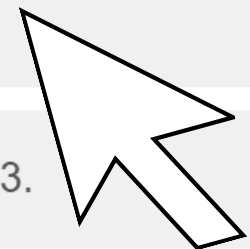
My STEM OPT has been approved and I am reporting a change of employer.

My STEM OPT extension application is pending with US Citizenship and Immigration Services and I am reporting my change of employer.

I am reporting a concurrent/additional employer on STEM.

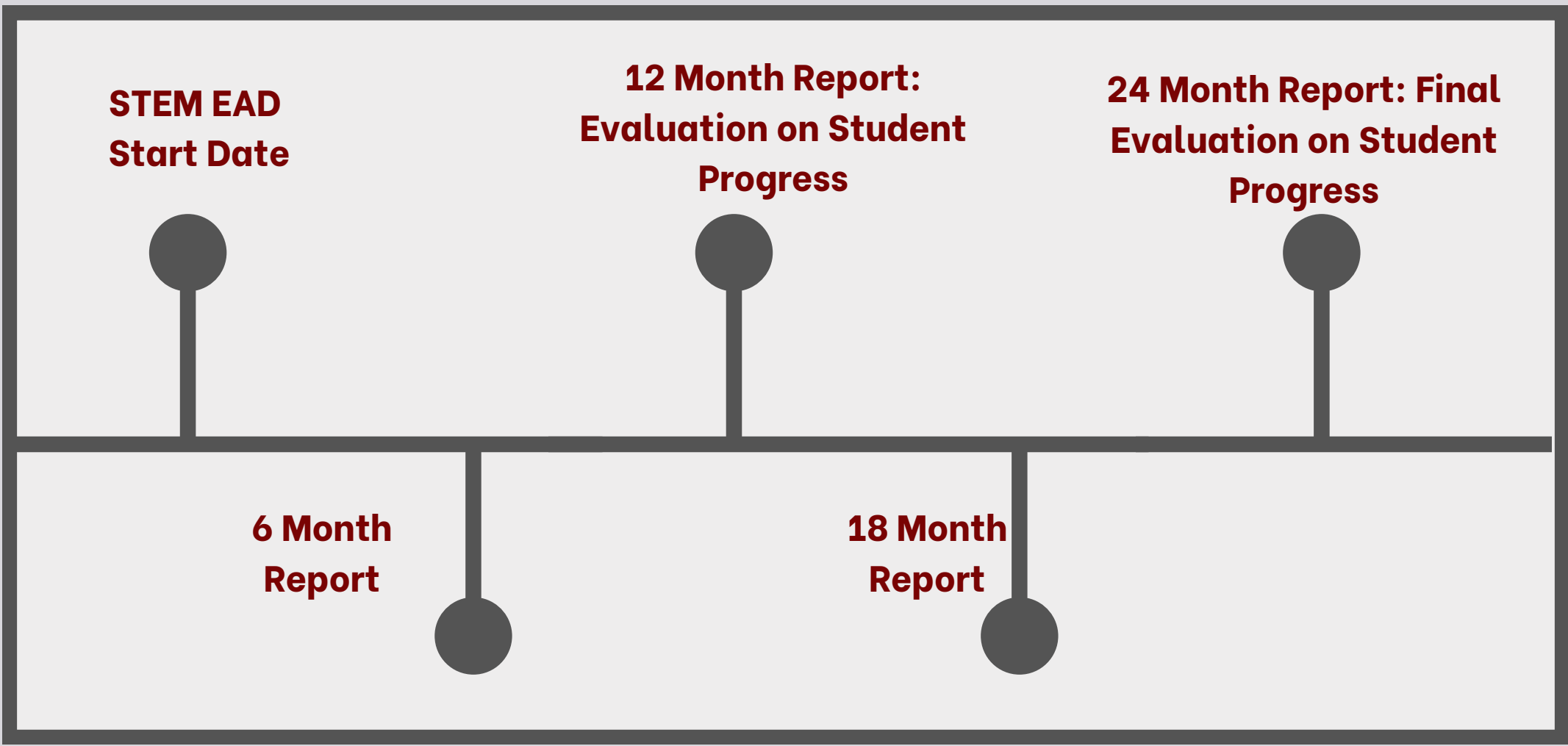
I have had a [material change](#) of job duties or information on the I-983.

I have changed my residential address and that is my only update.



In addition to meeting the above criteria, you must submit a completed and signed I-983 for each position. The HIO will add each STEM employer to your SEVIS record.

Reporting Requirements: 6-month Reports



Reporting Timeline After STEM EAD Start Date, reporting DUE by	Reporting Requirement	Evaluation
6 Month	Online HIO STEM OPT Reporting Form	N/A
12 Month	Online HIO STEM OPT Reporting Form	Evaluation on student progress (page 5 of I-983)
18 Month	Online HIO STEM OPT Reporting Form	N/A
24 Month	Online HIO STEM OPT Reporting Form	Final evaluation on student progress (page 5 of I-983)

6-month Reports: HIO STEM OPT Reporting Form



Which report type are you completing?

I am completing a STEM OPT extension report. This includes:

- 6 or 18 month reporting
- 12 month/self evaluation or 24 month/final evaluation
- Ending STEM OPT employment with an employer and submitting a final evaluation prior to your 24 month period on STEM
- Completion of Cap-gap

Which type of report are you providing?

6 or 18 month validation

12 month evaluation

24 month, final evaluation or Cap Gap after STEM OPT extension evaluation

My STEM OPT has been approved and I am reporting a change of employer.

My STEM OPT extension application is pending with US Citizenship and Immigration Services and I am reporting my change of employer.

Reporting Requirement: 6-Month Reports

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): _____

• The **Evaluation on Student Progress** (top portion) is due with the second 6-month report or 12 months after you began STEM OPT.

• The **Final Evaluation** on Student Progress (bottom portion) is due 24 months after you began STEM OPT or when you complete your STEM employment.

Reporting Requirements: 6-Month Reports

Transfer History

Employment Information

Actions:
Authorize To Drop Below Full Course

Cap-Gap Extension

Change Education Level

Corrections

Complete Program

Disciplinary Action

Reset Portal Account

Shorten Program

Terminate Student

Transfer Out

Employment/Training:
CPT Employment Authorization

Off-Campus Employment

OPT Request

Report OPT Participation

Personal / Contact

Gender
MALE

Date of Birth

City of Birth

Country of Birth
CHINA

Country of Citizenship
CHINA

U.S. Telephone

Foreign Telephone

Email Address

Overall Remarks

Program

Education Level
DOCTORATE

Major 1 and Name
26.9999 - Biological and Biomedical Sciences, Other

Major 2 and Name
00.0000 - None

Minor and Name
00.0000 - None

Program Start Date

Program End Date

History

st/Authorization Details

Employment Information

Actions:
Authorize To Drop Below Full Course

Cap-Gap Extension

Change Education Level

Corrections

Complete Program

Disciplinary Action

Shorten Program

Terminate Student

Transfer Out

Employment/Training:
CPT Employment Authorization

Off-Campus Employment

OPT Request

Active STEM OPT

Portal Account Unlocked

Personal / Contact

Gender
MALE

Date of Birth

City of Birth

Country of Birth
SINGAPORE

Country of Citizenship
SINGAPORE

U.S. Telephone

Foreign Telephone

Email Address

Overall Remarks

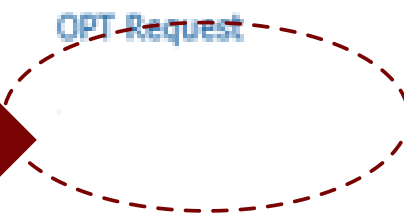
Program

Education Level
DOCTORATE

Major 1 and Name
14.1301 - Engineering Science

Major 2 and Name
00.0000 - None

Minor and Name
00.0000 - None





Reporting Requirement: Ending STEM OPT & Changing Immigration Status

Ending STEM OPT

- You will need to submit your **Final Evaluation** on Student Progress (on page 5 of the I-983) via the [HIO STEM Reporting Form](#).

Change of Status

- Contact your HIO advisor
- Email them your **proof of your successful change of status** (i.e. I-797A notice of approval or I-94 record showing entry in different status) **and also include your Final Evaluation** on Student Progress (on page 5 of your I-983) in the email or submit via the STEM OPT Reporting Form.



SEVP Portal Email

From: <do-not-reply.SEVP@ice.dhs.gov>

Date: Tue, Feb 25, 2020 at 3:58 AM

Subject: Your STEM OPT data validation report is due on 3/1/2020

To:

Student Name:

Type of OPT: STEM OPT

You have five days to confirm that your address, telephone, and employer information is correct. Log in to the SEVP Portal <https://sevp.ice.gov/opt> to submit your report.

How do you submit the report?

Submitting the report is easy:

1. Log in to the SEVP Portal (<https://sevp.ice.gov/opt/>).
2. Review the data on your Profile and Employment pages.
3. Make the needed changes.
4. Contact your school's designated school official to confirm your data is accurate.

Your DSO will submit the validation report in SEVIS.

Why and when do you have to do this?

The STEM OPT rules [(8CFR 214.2(f)(10)(ii)(C))] require you to confirm that your contact and employer information in SEVIS is correct. You must submit data validation reports 6, 12, 18, and 24 months after your STEM OPT start date.

Your OPT and your F-1 status may be terminated if:

- you fail to make the report to your DSO on time
or
- your DSO does not update SEVIS to validate your OPT participation

For more information, go to SEVP Portal Help <https://studyinthestates.dhs.gov/sevp-portal-help> pages on Study in the States

Do not reply to this email. It was sent from a mailbox that is not monitored. You will get no response.

Submit your reports to the HIO to ensure data accuracy!

FAQs

&

Q & A

**Please submit your
questions in the Q&A
function in Zoom.**

Thank you for joining us!



Virtual HIO Advisor-on-Call:

M-F, 9-10am and 4-5pm EST for quick questions only.

-Meeting ID: 867 504 1315

-Password: HIOZoom



Email:

internationaloffice@harvard.edu



Book an HIO Advisor

Appointment:

HIO Website > Contact Us > Make an Appointment Online

