



STUDENT REPORTING WHILE ON STEM EXTENSION

You have additional federal reporting requirements during the STEM OPT period. *Failure to satisfy these requirements is a violation of your F-1 status. It may result in your STEM OPT being terminated by DHS and may negatively impact your ability to obtain future immigration benefits.*

During the STEM OPT extension you must:

- Work in a **paid** position for at least 20 hours per week;
- Work in a position related to the STEM program major listed under “Program of Study” on the I-20;
- Work for an E-Verify employer;
- Accumulate less than 150 days of unemployment time during the entire period of OPT (regular post-completion OPT, and your 24-month extension, combined);
- Not be self-employed;
- Not engage in contract or third-party work.

*If you are employed by multiple employers, **ALL** positions must meet the above requirements. Each position must have a complete and updated I-983 submitted to the HIO.*

STEM OPT Reporting Requirements

While on STEM OPT, you and your employer have mandatory reporting requirements. Failure to comply with the STEM OPT rules and reporting requirements will constitute a status violation. Such violations will have negative consequences for your current F-1 immigration status, and will result in delays and denials of future immigration benefits.

During the STEM OPT period, you must confirm your STEM employer information with the HIO via our STEM OPT Reporting Form **every 6 months (even if it remains the same)**. Additionally, you must complete I-983 form evaluations with your employer(s) and submit them via this form.

We recommend that you use the STEM OPT Reporting Worksheet or the chart below to schedule reminders to submit the STEM OPT reporting requirements in your personal or work calendar.



Reporting Timeline After STEM EAD Start Date, reporting DUE by:	HIO Reporting Requirement	I-983 Evaluation
6 Month	Online HIO STEM OPT Reporting Form	NONE
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	NONE
24 Month	Online HIO STEM OPT Reporting Form	Evaluation on student progress (page 5 of I-983)

ADDITIONAL mandatory reporting requirements also include:

Change of Address

- If your personal U.S. address has changed, you must report this change to the HIO within 10 days of the move. Please do this via our STEM OPT Reporting Form: <https://hio.harvard.edu/stem-opt-reporting-form>

Reporting Change to Job Duties or Information on I-983:

- Any [material changes or updates](#) to the information on the I-983 (i.e. employer’s address, change of EIN, reduction of hours, decrease in salary, title change, job duties, supervisor, *company mergers/acquisitions, etc.).

Documents Required	Submission Deadline to the HIO
STEM OPT Reporting Form and New I-983 signed by student & employer	Within 10 days of change

**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 and a new I-983 signed by you and your new employer via the HIO's STEM OPT Reporting Form so we can issue you an updated I-20.*

Change of Employer

- It is possible to change employers during the STEM OPT extension if the employer meets the required criteria described above. Your new employer must be enrolled in E-Verify before you begin to work, and you must continue to work in a position related to the STEM program major listed under “Program of Study” on the I-20.

****If your STEM extension is still PENDING, please submit a report via the STEM OPT Reporting Form and also contact your HIO advisor for additional instructions****

Documents Required via STEM OPT Reporting Form	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
STEM OPT Reporting Form submission	Submit with new I-983 prior to beginning new job

Ending STEM OPT & Changing Visa Status

- If you change your immigration status (i.e. Green Card, H-1B, etc.) or if you permanently leave the U.S. before the end date of your STEM OPT EAD, you must report that information to your HIO advisor.

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
If applicable, copy of evidence showing new visa status (i.e. approval notice or I-94)	Along with final evaluation

I submitted my 6-month STEM report to the HIO but I'm still receiving notifications from the SEVP Portal. What should I do?

The SEVP Portal is a relatively new function in SEVIS and periodically, the Portal sends reminder emails regarding STEM reporting deadlines. These reminders are not always accurate therefore, please continue to submit your STEM reports directly to the HIO via our STEM OPT Reporting Form to ensure data accuracy.

The HIO provides general guidance on your OPT/STEM OPT application based on information obtained from reliable sources and reflecting our years of experience in working with students. We make every attempt to ensure that we provide you with the most up-to-date information available. Any advice provided to you by our office (as well as the information in this packet) does not constitute legal advice, however. The OPT application is a personal application for which you are responsible; the application preparation and USCIS case decision will vary depending on the facts at issue in your particular case. The HIO does its best to provide you with the most current guidance, but please be mindful that USCIS may change its interpretation of these policies, procedures, regulations, and eligibility requirements at anytime. The HIO is not responsible for any errors or omissions, or for the results obtained from USCIS.

STEM OPT Reporting Worksheet

While on STEM, students and employers have mandatory 6-month reporting requirements. *Failure to comply with the STEM OPT rules and reporting requirements will constitute a status violation; such violations will have negative consequences for current immigration status or result in delays and denials of future immigration benefits.*

Every six months, you must submit:

- The 6-Month Report to the HIO <https://hio.harvard.edu/stem-opt-reporting-form>

If you are at the 12- or 24-month mark, you must submit:

- The 6-Month Report to the HIO <https://hio.harvard.edu/stem-opt-reporting-form>
- 12-Month Report: The Evaluation on Student Progress (Top Section, Page 5 of the I-983) via the STEM OPT Reporting Form;
- 24-Month Report: The Final Evaluation on Student Progress (Bottom Section, Page 5 of the I-983) via the STEM OPT Reporting Form;

**When submitting your 12- or 24-month evaluation, you should submit the entire I-983 with the completed evaluation.*

We recommend that you use the chart below to schedule reminders to submit the STEM OPT reporting requirements in your personal or work calendar. You may calculate the approximate date by using an online [Date Calculator](#). ***We strongly suggest that you report to the HIO within 15-30 days BEFORE the deadline as the function to approve your report in SEVIS immediately disappears after the reporting deadline passes.*** The HIO requires sufficient time to process all STEM reports. Please submit your report at least two weeks before the deadline.

6-Month Report	Reporting Timeline	Evaluation	30 Days Before Expiration Data	Expiration Based on EAD	Reporting Complete	Evaluation Complete
6 Month	6 months after STEM OPT start date	NONE				NONE
12 Month Report	12 months after STEM OPT start date	Evaluation on Student Progress				
6 Month Report	18 Months after STEM OPT start date	NONE				NONE
24 Month Report	24 months after STEM OPT start date	Final Evaluation on Student Progress				

How to Use this Worksheet: EXAMPLE Reporting STEM OPT

The date is **June 16, 2022** and you are a F-1 student on STEM OPT Extension. Your EAD that has a **January 1, 2021 start date**, and your third 6-month STEM report is due because almost 18 months have passed since your STEM OPT Extension started (**July 1, 2022**).

Since you are within 30 days (**June 1, 2022**) of the reporting expiration date based on the EAD, you must submit your 6-month STEM report to the HIO. According to the chart below, no evaluation is due, and so you only need to submit the 6-month STEM Report using the HIO website:

<https://hio.harvard.edu/stem-opt-reporting-form>

Example STEM EAD Start Date:	<i>January 1, 2021</i>
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6-Month Report	Reporting Timeline	Evaluation	30 Days Before Expiration Data	Expiration Based on EAD	Reporting Complete	Evaluation Complete
6 Month	6 months after STEM OPT start date	NONE	<i>June 1, 2021</i>	<i>July 1, 2021</i>	✓	NONE
12 Month Report	12 months after STEM OPT start date	Evaluation on Student Progress	<i>December 2, 2021</i>	<i>January 1, 2022</i>	✓	✓
6 Month Report	18 Months after STEM OPT start date	NONE	<i>June 1, 2022</i>	<i>July 1, 2022</i>		NONE
24 Month Report	24 months after STEM OPT start date	Final Evaluation on Student Progress	<i>December 2, 2022</i>	<i>January 1, 2023</i>		

Third 6-month STEM report = 18 months after STEM OPT start date

July 1 is the expiration date to submit your 6-month report. Since you are within 30 days before the expiration date (June 16, 2022), you **MUST** submit your STEM Report to the HIO.

Once you have submitted your report to the HIO, check off this box so you know you are done!