

STEM OPT STUDENT INFORMATION SHEET AND REPORTING DATES

This form provides the information required by the U.S. Citizenship and Immigration Services (USCIS) for granting a STEM Extension request for Optional Practical Training.

SECTION I: TO BE COMPLETED BY THE STUDENT

Name (first, middle, last): _____

Lewis ID Number: _____ SEVIS ID Number: _____

Degree: __ Bachelors __ Masters __ PhD Major/Program of Study: _____

[] I understand that, once approved for STEM OPT, I must comply with reporting requirements below.

Student signature: _____	Date Signed: _____
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SECTION II: TO BE COMPLETED BY THE DSO

STEM OPT Students Must Report to their DSOs every 6 months. As part of this reporting, you must confirm the validity of your SEVIS information including your: Legal Name, Address, Employer Name and Address, and Status of Current Employment/Practical Training. Both the student and employer are obligated to report to the student’s DSO any changes to the student’s formal training i983 plan. For more information about reporting requirements, [click here](#).

DUE DATES	VALIDATION REPORTS
	<p>6 Month Validation Report Due</p> <ul style="list-style-type: none"> Student checks in the SEVP Portal to ensure the following information is correct: physical home address, mailing address, telephone numbers, email, employer information, and employment authorization. Once the student has made any necessary changes and verifies the information is correct, they must inform ISGSS@lewisu.edu and the DSO will validate the student’s SEVIS record.
	<p>12 Month Validation Report and Self-Evaluation (i983) Due</p> <ul style="list-style-type: none"> In addition to the validation report due every 6 months, STEM OPT students must complete an annual self-evaluation and report to the DSO about the progress of their training experience. Students must sign the self-evaluation before submitting to the DSO, who will include it in the student’s record.
	<p>18 Month Validation Report Due</p> <ul style="list-style-type: none"> Same process as the 6-month validation report.
	<p>24 Month Final Validation Report and Final Self-Evaluation (i983) Due</p> <ul style="list-style-type: none"> The final validation report and self-evaluation is due at conclusion of the training opportunity (usually at 24 months, but possible any time during the period of authorized employment).

DSO Name & Signature: _____	Date Signed: _____
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CHANGING EMPLOYERS: If you change employers, you and your employer are responsible for emailing ISGSS@lewisu.edu within 10 days of the change with the following information: (1) end date of your employment (2) [final i983 self-evaluation](#) (3) new offer letter, employer information, and new i-983 training plan.