

STEM Reporting

This page contains information about your reporting responsibilities while on the STEM OPT benefit. You will use a combination of UMassVIP and the SEVP Portal to report your activity. Carefully review the following.

OPT Six-Month Validation Reporting

You will complete this validation reporting at 6, 12, 18, 24, and 30 months on your 36 month OPT employment benefit. Every six months you must confirm the following information and make updates, if applicable:

- Legal Name
- SEVIS number
- Employer Name
- Employer City & State
- Job Title
- Start Date with Employer

To report this information each six months, go to the [STEM OPT Employer Update](#) e-form. On the e-form you will indicate that this is your six-month reporting and make any updates, if needed.

STEM OPT One Year Evaluation

Page 6 of the I-983 Contains the [Evaluation of Student Progress](#) that should be completed at the one year mark. This is the responsibility of student and student's employer to make sure the outlined goals are being met.

Twenty-Four Months Reporting or "Final Evaluation"

The [Final Evaluation](#) is self-evaluation by the student which is reviewed by the employer. It should be completed at the end of the two-year STEM OPT employment (as per your EAD card) or upon completion of the employment, if prior to two years.

STEM OPT Reporting Calculator

To make your reporting reminders easier, use this [STEM OPT Reporting Calculator](#).

Reporting Loss of STEM OPT Employment

In the case of loss/termination of employment, you are legally responsible for notifying the ISSO within 5 days of termination and [submitting a Final Evaluation](#) on your Form I-983 within 5 days of termination.

Reporting Start of New STEM OPT Employment

Students must report any new STEM employment within 10 days of receiving the employment offer. The student should update the employer information on the [STEM OPT Employer Update e-form](#). You will upload the new I-983 to the e-form.

Report Material Changes to STEM OPT Current Employment

These changes include:

- Any change of the employer's IRS Employer Identification Number, (EIN – the company's Federal Tax ID number) resulting from a change in the employer's ownership or structure, such as a corporate restructuring.
- Any reduction in student compensation that is not tied to a reduction in hours worked.
- Any significant decrease in the number of hours of work per week that was specified on the Form I-983.
- Any decrease in hours of work that would reduce the student's learning objectives as documented on the Form I-983.
- Changes to the employer's commitment or student's learning objectives as documented on the Form I-983.

Although there are currently no fields in SEVIS where this information can be recorded, the [ISSO will record information](#) submitted in your electronic file. You should work with your employer to modify the Form I-983 which is kept in your Human Resources file at your place of employment.

OPT Portal Information for STEM OPT Students

In March 2018, SEVP launched the CEVP [OPT Reporting Portal](#). Students received an [informational email](#) from SEVIS regarding the creation of an OPT Portal account and SEVP has provided [assistance](#) and a [help page](#) including [videos](#). Use of the SEVP Portal will allow you to report **some** of your required information directly to SEVP and to monitor your record of employment in SEVIS. [If you choose to create a SEVP Portal account](#), you will have view access to the employer information listed in your SEVIS record and will be able to make updates to **certain** fields. We remind you that are still required to report personal and OPT and STEM OPT employer information to UMass throughout the duration of your OPT or STEM OPT. If at any point in time you are told your account needs to be reset, you should contact an ISSO advisor for [assistance](#).