WHAT AM I REQUIRED TO REPORT WHILE ON 24-MONTH STEM EXTENSION?

12-MONTHS

- Students are legally required to make their 6-month report here.
- IN ADDITION TO THE ABOVE 6 MONTH REPORT, Students must ALSO complete the one-year evaluation on their Form I-983 Training Plan and upload it to the e-form.
- This should be written, signed and dated by student, as well as signed and dated by the Official Signatory of the Employer.

24-MONTHS

Traditional 6-month report is due – complete the 6-Month Reporting E-form here.

IN ADDITION TO THE 6 MONTH REPORT, STUDENTS MUST SUBMIT THEIR FINAL Evaluation on their Form I-983, to be completed, signed and dated by the student, and signed and dated by the Official Signatory at the Employer. The Employer must attest to the evaluation. Student should complete the 6-Month Reporting E-form and upload their Evaluation.

WHAT IF THERE IS A CHANGE TO MY STEM EMPLOYMENT?

6-MONTHS

You are legally required to make a validation report to ISSO every 6 months from the START DATE reflected on your EAC. Fill out the ISSO 6-Month Reporting E-form here.

The validation report must include the students:

- Legal Name
- SEVIS Number
- Employer Name
- Employer City & State
- Job Title
- Start Date with Employer
- Employer Identification Number (EIN)

*Student must also legally update their address on SiS at this time, to trigger the address update to SEVIS.

The 6-month report is due within 10 days of the 6-month reporting due date. If you miss this reporting deadline, the ISSO will not be able to make your validation report and this may have impacts on your immigration status and future petitions like H-1B, Permanent Residence, etc.

12-MONTHS

18-MONTHS

Traditional 6 Month Report is due! Fill out the 6-Month Reporting E-form here.

The validation report must include the students:

- Legal Name
- SEVIS Number
- Employer Name
- Employer City & State
- Job Title
- Start Date with Employer
- Employer Identification Number (EIN)

*Student must also legally update their address on SiS at this time, to trigger the address update to SEVIS.

International Students & Scholars Office
http://www.uml.edu/isso

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REPORTING REQUIREMENTS ON
STEM EXTENSION

International Student & Scholars Office (ISSO)

Loss of Employment
In case of loss/termination of employment, the student is legally responsible to update isso@uml.edu within 5 days of the termination and submit a Final Evaluation on your Form I-983 within 5 days of termination, is a violation of the F-1 status.

Start of New Employment
The student must report any new STEM Employment within 10 days of receiving this employment. The student should update their new employment here, and submit a new Form I-983 Training Plan, completed by the student and employer. Failure to receive this within 10 days of receiving this new employment is a violation of the F-1 status.

“Material Changes” to Current Employment
This includes, but is not limited to:

- 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.

In case of Material Changes in current employment, the student must work with their employer to submit it a Modified Form I-983 at the earliest date possible. The student should also alert isso@uml.edu with the exact material change, so that the DSO update SEVIS.

REMINDERS
All employment with a non-E-Verify employer must cease when the student’s standard post-completion OPT ends. Such employment cannot continue into any part of the 24-month STEM OPT period, including the 180-day interim period.

- Do not forget to report ANY Change of Employment to isso@uml.edu immediately (see above for clarification on what is needed).
- Do not forget to report every 6 months, (for two years, this means you will be reporting a total of 4 times – should there be no change to your employment).
- Do not forget to submit your one year and final evaluations as necessary.
- Remember to update your address on SiS after moving.