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

12-MONTHS

- Students are legally required to make their 6-month report as per the 6-Month Reporting instructions.
- Students must ALSO complete the one-year evaluation on their Form I-983 Training Plan.
- This should be written, signed, and dated by the student, as well as signed and dated by the Official Signatory of the Employer.
- This 6-month validation report should be emailed to isso@uml.edu along with the completed one year evaluation page, within 10 days of the one year mark of STEM.

18-MONTHS

Traditional 6 Month Report is due!
The validation report must include the students:
- Legal Name
- SEVIS Number
- Employer Name
- Employer City & State
- Job Title
- Start Date with Employer
*Student must also legally update their address on SiS at this time, to trigger the address update to SEVIS.

24-MONTHS

Traditional 6-month report is due!

- FINAL Evaluation is due on 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.

WHAT IF THERE IS A CHANGE TO MY STEM EMPLOYMENT?

Cumnock Hall
One University Avenue, Suite 208
Lowell, MA 01854

International Students & Scholars Office
http://www.uml.edu/ isso
### 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](http://www.uml.edu/), and submit a new Form I-983 Training Plan, completed by the student and employer. Failure to receiving this within 10 days of receiving this new employment is a violation of the F-1 status.

### Loss of Employment

In case of loss/termination of employment, the student is legally responsible to update [isso@uml.edu](mailto: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.

### "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](mailto: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](mailto: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.