



OFFICE OF INTERNATIONAL SERVICES

University Center for International Studies
University of Pittsburgh

STEM OPT Reporting Requirements

There are specific reporting requirements for employment during STEM OPT. OIS collects this information via [My OIS](#), with a group of e-forms called "OPT Report Participation."

Below are the different e-forms you will be required to submit while on STEM OPT. Many of the e-forms require you to upload a portion of [Form I-983](#). Use OIS' [Sample I-983](#) as a guide.

- **New Employer/Material Change to Employment** – if you have change jobs while on STEM OPT, or your position significantly changes at your current organization, you must submit this e-form with 10 days of the change to your employment. Include the following materials:
 - "Final Evaluation on Student Progress" (bottom of page 5 of [I-983](#)) for the ending position, completed by you and your previous employer.
 - New [Form I-983](#) Training Plan (pages 1 to 4) for your new position.
- **End of STEM OPT Employment** – if you end a segment of employment during your STEM OPT period, and you do not have a new job yet, you must submit this e-form with 10 days of the end of your employment. Include the following materials:
 - "Final Evaluation on Student Progress" (bottom of page 5 of [I-983](#)) for the ending position, completed by you and your previous employer.

When you find a new job, submit the "New Employer/Material Change to Employment" e-form within 10 days.

- **Every 6 Month Reporting Requirement** – Federal law requires you to update OIS on your employment information every 6 months from the start of your STEM OPT. Even if you have just sent us an update with new employer information recently, we must collect it again at the 6, 12, 18, and 24 month milestones.

When reporting your STEM OPT participation at the **12** and **24** month milestones, you **must also submit:**

- 12 month: "Evaluation on Student Progress" (top section of page 5 of [Form I-983](#))
- 24 month: "Final Evaluation on Student Progress" (bottom section of page 5 of [Form I-983](#))

Use this website (www.timeanddate.com/date/dateadd.html) for help calculating dates below:

DEADLINE	DATE (enter your dates)	REPORTING REQUIREMENT
STEM OPT Start Date		None
6 MONTHS from Start		"Every 6 Months Reporting" e-form in My OIS
12 MONTHS from Start		"Every 6 Months Reporting" e-form in My OIS with "Evaluation on Student Progress" (top section, page 5 of Form I-983)
18 MONTHS from Start		"Every 6 Months Reporting" e-form in My OIS
24 MONTHS from Start		"Every 6 Months Reporting" e-form in My OIS with "Final Evaluation on Student Progress" (bottom section, page 5 of Form I-983)



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Employer Site Visits by the Department of Homeland Security (DHS)

STEM OPT employment MUST be directly related to a student's major field of study, and the employer must agree to the supervision and reporting requirements outlined in [Form I-983](#). The Department of Homeland Security may conduct site visits at STEM OPT locations, verifying the nature of the position, and the employer's compliance with all aspects of the STEM OPT regulations.

It is essential that students and employers provide accurate information on Form I-983, particularly the physical location of the student's employment.

Maintaining Your F-1 STEM OPT Status

- With STEM OPT authorization, you are permitted an additional 60 days of unemployment, for a total of 150 days throughout the entire 36-month period of OPT and STEM OPT.
- Travel signatures on the I-20 during your STEM OPT are only valid for 6 months.
 - Learn more about how to obtain a new travel signature, and international travel considerations, on OIS' [Travel webpage](#).
- You must notify OIS of the following changes via [My OIS](#):
 - **Change of Address / Name**
 - As always, OIS must have your current address and name on file.
 - You must report any change to your address/name within 10 days in the "Biographical Information" section of [My OIS](#).
 - **Change of Visa Status**
 - If you transition to a different visa status (e.g., H-1B or Permanent Resident) during your STEM OPT period, you must complete a "Final Evaluation on Student Progress" (bottom of Page 5 of [Form I-983](#)), and create a digital copy of your I-797 approval notice.
 - In the "Biographical Information" section of [My OIS](#), submit the "Notification of Non-Pitt Status" e-form.
 - **New academic program**
 - If you begin a new full-time degree program during your authorized STEM OPT Extension period, whether at Pitt or elsewhere, **you will lose any time remaining on your EAD Card**.
 - You will be required to cease employment upon the [transfer release date](#) of your SEVIS record from Pitt to the new institution, or upon issuance of a new Form I-20 for a [different program at Pitt](#).
- You will have a 60-day grace period after the expiration date on your STEM OPT EAD.

Accessing My OIS during STEM OPT period

- Use the "[Limited Services Login](#)" login method to access My OIS:
 - Go to <https://my.ois.pitt.edu>
 - Click "Limited Services Login" at the bottom of the page
 - Enter your 7-digit PeopleSoft #
 - Enter your Date of Birth
 - Enter your PIN:
 - If you don't know your PIN, follow the steps in the "E-mail me my Limited Access PIN" link in the "Limited Services Login" site.
- Review our [online tutorial](#) if you still have questions about accessing My OIS.

Contact your [Immigration Specialist](#) with any questions about STEM OPT reporting requirements, or other questions about how to maintain your F-1 status while on STEM OPT.