

## TIME-BASED REQUIRED REPORTING

\* You are required to report your employment status at these time-intervals, even if there is no update to your employment.

**6 MONTHS**

Upload most recent Form I-983

OR

If employment changed...

**12 MONTHS**

Employer completes "Evaluation" on Form I-983

If employment changed, ALSO SEE...

**18 MONTHS**

Upload most recent Form I-983

OR

If employment changed...

**24 MONTHS**

Employer completes "Final Evaluation" on Form I-983

If employment changed, ALSO SEE...

## REPORTING REQUIREMENTS FOR IF YOUR EMPLOYMENT CHANGES:

**SUBSTANTIAL CHANGE IN EMPLOYMENT**

Employer updates Form I-983 with the appropriate changes. *This can include but is not limited to change in pay, hours worked, title, Employer EIN, etc.*

**ADDING NEW EMPLOYMENT**

Employer and student complete a new Form I-983.

**ENDING EMPLOYMENT**

Employer completes "Final Evaluation" on Form I-983.

Employer also e-mails ISS to inform end of employment.

**Report employment status in OrgSync**

When updating you need:

- Appropriate Form I-983
- STEM EAD