

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

Student "Evaluation" on Form I-983

If employment changed, ALSO SEE...

18 MONTHS

Upload most recent Form I-983

OR

If employment changed...

24 MONTHS

Student 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

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

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

Report employment status by logging onto Terra Dotta and clicking on the STEM OPT Extension record.

When updating you need:

- Appropriate Form I-983