



# ITU

International Technological University  
Mailing Address: 2010 El Camino Real, #852, Santa Clara, CA 95050, USA  
Phone (888) 488-4968  
www.itu.edu  
Campus Location: 3120 Scott Blvd, Santa Clara, CA 95054, USA

## OPT REPORTING REQUIREMENTS

Students report OPT information to ISO through our OPT Reporting form. We are required to report this information to DHS through the Student and Exchange Visitor Information System (SEVIS). Students must begin reporting this information by the start date of their OPT and report changes or interruptions in employment (within 10 days) during all periods of post-completion OPT. Keep a receipt copy of the OPT Reporting confirmation after each submission.

### 12-Month OPT Reporting Requirements

Report your current address and employment information through our OPT Reporting form. **Report every 6 months (even if there are no changes to your employment).** Report any changes to your personal information (including address and phone number) or changes to your employment status within **10 days**. You may use the SEVP Portal to report information directly to SEVIS on your own, but you must also submit our OPT Reporting form to report information to our office.

The information you enter on this submission page will be stored with ISO and is used only for reporting to SEVIS, as mandated by federal regulations.

### 60-Day Grace Period After OPT

You are allowed a 60-day grace period following your OPT end date to leave the U.S., change your status, or transfer your F-1 SEVIS record to a new school or program. Please keep your personal information updated during this period as well. You are not allowed to work during the grace period.

### 24-Month STEM Extension OPT Reporting Requirements

Any changes to STEM employment or student personal information must be reported within **10 days** of any change. To report a change of employer, follow these steps:

1. Submit OPT Reporting Form
2. Upload Offer Letter
3. Upload a copy of your STEM EAD
4. Upload a new I-983 with the new employer
5. Upload the I-983 (**with Final Evaluation**) of your *previous employer*



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## **Any material changes to STEM employment must be updated on the I-983, such as:**

- Any change of the employer's EIN, resulting from a change in the employer's ownership or structure.
- Any reduction in student compensation that is not tied to a reduction in hours worked.
- Any significant decrease in hours per week that a student engages in a STEM training opportunity.
- Changes to the employer's commitments or student's learning objectives as documented on the Form I-983.

## **6-Month Validation Reports & 12-Month Evaluations**

Be advised that your F-1 record may be negatively impacted if you fail to submit these required validations:

- Students on 24 Month STEM OPT Extension must submit a **"Validation Report" every 6 months** through our OPT Reporting Form (based on the start of your STEM OPT period), confirming that your current name, address, employer, and employment status are correct.
- STEM OPT Students must also submit a **12 month and final, 24-month Evaluation Report** via the "Evaluation on Student Progress" section on the last page of the I-983 Form. The first Evaluation section (top part) is filled in after 12 months, and the Final Evaluation section (bottom part) is filled in after 24 months, or if you leave the employer.
- The dates of these validation reports and evaluations are based on the start date as shown on your STEM OPT EAD.
- You should submit your Validation Reports and Evaluations no later than 10 days after they are due.

**It is your obligation to report this information. If you fail to report OPT activity/employment information to the ISO in a timely fashion, you could be considered in violation of your F-1 Visa status by the Department of Homeland Security.**

## **Employer's Reporting Requirements**

If your employment is terminated for any reason, your employer is required to notify ISO within 5 days. You must inform your employer of the reporting requirements at the end of your employment. Ask them to email ISO ([ISO@itu.edu](mailto:ISO@itu.edu)) with the following text in the subject line of the



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email: "*OPT Employment Termination.*" Your name, your SEVIS ID number and the start and end date of the STEM employment must be included in the email message.

### **Employer's Offer Letter-OPT (Sample)**

*Important: This letter must be completed on company letterhead*

*Date:*

To Whom It May Concern:

This is to verify that {first name, last name} has been offered employment/is currently employed by (company name) as a {position title} in {department/lab} effective {employment start date}.

{Insert job description/duties (3-5 sentences) and how it relates to current degree program. State whether it is full-time or part-time, the salary, and the location where employment will take place}.

The employer contact information is as follows:

Employer contact information:

Employer Identification Number (EIN) xx-xxxxxxx: **9 digits**

Employer Telephone Number:

Student's immediate supervisor information:

I agree to comply with the reporting requirements for students on authorized Optional Practical Training (OPT). I agree to report the student's termination or departure to ISO within 5 days of termination or resignation from employment.

Sincerely,

(Signature)

Employer/Supervisor's name and title