

# D'Youville Opt Reporting

As a student on initial or extended OPT, you are required by US immigrations regulations to report the following events to USCIS within ten days:

- 1.) A legal name change
- 2.) A change in your residential or mailing address
- 3.) A change in your employer or loss of employment

The Student Exchange Visitor Program (SEVP) has launched an SEVP Portal for students on OPT. It provides students the opportunity to view and update information found in their SEVIS records, including their address, telephone number, and OPT employment information. On day 1 of your approved OPT you will receive an email from [Do-Not-Reply.SEVP@ice.dhs.gov](mailto:Do-Not-Reply.SEVP@ice.dhs.gov) with instructions on how to create an account. Be sure to supply the CGE with a non-D'Youville email address. Please follow the instructions in this email to set up your portal and report your required information.

If you become locked out of the portal or do not receive the email, please send an email to [soaresa@dyc.edu](mailto:soaresa@dyc.edu) and a request will be made for a portal account reset or to re-send the initial email. Please be sure to include your full name and SEVIS ID number with your request.

## Reporting while on STEM OPT

### 24 Month Stem OPT Reporting:

You must continue to report throughout the 24 month STEM OPT period. Please read carefully the following reporting requirements:

Email a copy of your STEM EAD to the CGE.

Once your STEM OPT is approved and you receive a new Employment Authorization Document (EAD) please email a copy of it to [soaresa@dyc.edu](mailto:soaresa@dyc.edu). Please be sure to include your name and SEVIS ID# in the subject of your email.

Use the SEVIS portal to make any changes to your current STEM employment as well as any mailing address changes.

If you are changing employers while on OPT STEM you will need to do the following:

- Email a new form I-983 for your new employer and final self-evaluation for your former employer (page 5 of the I-983) to [soaresa@dyc.edu](mailto:soaresa@dyc.edu)
- Report your new employment to [soaresa@dyc.edu](mailto:soaresa@dyc.edu). Your report must include: your name, address, cell phone, previous OPT employment name and end date, current employment information, indicate whether full or part-time, name and address of company, job title, supervisor's name, phone number, and email address, start and end date of employment, and explain how employment is related to course work.

**SEVIS 6, 12, and 18 Month STEM Validation:**

SEVIS requires validation of your continued employment every six months. The SEVP portal will notify you directly by e-mail 30 days before the SEVIS 6 Month STEM Validation is due. Please submit the same employment report as above to [soaresa@dyc.edu](mailto:soaresa@dyc.edu) and the CGE will process your validation. Failure to submit your report on time could result in your SEVIS record auto-terminating.

*Mark your calendar to submit special Annual STEM OPT Reports as follows:*

STEM Validation – 6 months

Annual Evaluation/STEM Validation – 12 months

STEM Validation – 18 months

Annual Evaluation/ STEM Validation – 24 months

**Fort I-983 Annual Evaluations**

You must submit two self-evaluations signed by your employer during the 24 Month STEM Extension.

**Annual Evaluation #1:** Complete “Evaluation of Student Progress” on page 5 of the Form I-983 and submit it to [soaresa@dyc.edu](mailto:soaresa@dyc.edu) at the end of your first year of STEM OPT?

**Annual Evaluation #2:** Complete “Final Evaluation of Student Progress” on page 5 of the Form I-983 and submit it to [soaresa@dyc.edu](mailto:soaresa@dyc.edu) at the end of your second year of STEM OPT.