

## Summary of Employer Reporting Requirements for F-1 STEM OPT Students

The F-1 STEM OPT regulations contain reporting requirements for employers who will hire F-1 students during their period of STEM Practical Training. The MIT DLCI is responsible for reporting certain information about the employment that will then be forwarded to a Designated School Official (DSO or PDSO) at the college or university that originally sponsored the student's F-1 visa. A DSO or PDSO is usually an "International Student Advisor" or the Director of that university's International Students Office. The name of the school official is listed on the student's Form I-20 or can be requested directly from the student.

Name of student: \_\_\_\_\_

Institution serving as F-1 student's visa sponsor: \_\_\_\_\_

Name of DSO, as listed on Form I-20: \_\_\_\_\_

DSO e-mail and phone number, as listed on Form I-20: \_\_\_\_\_

This page is a courtesy summary and checklist for MIT DLCIs serving as "employers" of F-1 students applying for STEM OPT extensions. Full details regarding employer requirements can be found in the "STEM OPT Hub" (<https://studyinthestates.dhs.gov/stem-opt-hub>) on the Department of Homeland Security's "Study in the States" website. **Please consult this website with any/all questions.**

### 1. Form I-983

\_\_\_ First, the student and his/her P.I. or supervisor and/or human resources administrator in the DLCI must draft a training and mentoring plan (Form I-983). This plan will be retained by the DSO at the F-1 institution. It is also recommended that the DLCI retain a copy. During the period of employment, additional reporting is required.

### 2. Evaluation of Student Progress

F-1 students on STEM OPT are required to complete a self-evaluation of their progress annually. Employers are required to review the student's self-evaluation and sign it, attesting to its accuracy before the student submits it to his/her DSO. The self-evaluation is located on page 5 of Form I-983. Students are required to submit the self-evaluation as described below. The information will be retained by the designated school official.

\_\_\_ First assessment within 12 months of the STEM OPT start date.

\_\_\_ Final assessment no later than 10 days following the 24-month STEM OPT end date or the conclusion of employment, whichever comes first.

### 3. Material Changes to an Existing Form I-983

Employers are required to report any material changes to, or material deviations from, the student's training plan by executing a new Form I-983 with the student. The student must then submit the form to his/her DSO at the earliest available opportunity. Form I-983 can be downloaded at <https://www.ice.gov/doclib/sevis/pdf/i983.pdf>

Examples of material changes or deviations include, but are not limited to:

\_\_\_ Change of Employer Identification Number resulting from a corporate restructuring

\_\_\_ Reduction in student compensation that is not tied to a reduction in hours worked

\_\_\_ Significant decrease in hours per week that a student engages in the employment/training opportunity (minimum required work hours while on STEM OPT are 20hrs/week)

\_\_\_ Changes to the employer's commitments or student's learning objectives as documented on the Form I-983

\_\_\_ Other: explain on Form I-983

#### **4. Termination of Student's Appointment**

If, before the end of the authorized STEM OPT period, the student's employment is terminated, the student leaves the employment, or does not report for work for five consecutive days without the employer's consent, the employer is required to notify the DSO directly by e-mail, no later than five business days after the termination or departure.

**NOTE: This is a summary of the employer's reporting requirements and is not a comprehensive description of the employer's responsibilities. It is provided as a courtesy and its use is optional. ISchO is neither the employer nor the visa sponsor of F-1 STEM OPT students; thus, we do not keep records related to students' or employers' compliance with F-1 STEM OPT requirements nor will we report any event to an F-1 student's DSO as required by the F-1 STEM OPT regulations.**