








How To Submit the Ending my STEM OPT Early Report in MyiSCU

Select the STEM OPT Reporting eForm under the F-1 Practical Training Menu

- Home
- F-1 Practical Training**
- F-1 Student Services
- View My Information

F-1 Practical Training

Tasks

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 SEVP Portal Reset Request	 STEM OPT Reporting	 View my OPT Information
 STEM OPT Extension Request		



Click on STEM OPT Reporting to access the eForm.



STEM OPT Reporting

Use this form to report for your validation period (6 months, 12 months*, 18 months, and 24 months*), and/or a change or update in employer (including STEM Approval)**

*I-983 evaluation will be required

**Updated or new I-983(s) in addition to other documents may be required

E-Forms —

REQUIRED
STEM OPT Reporting



You will first need to confirm your contact information is correct. If it's not, you will need to update it.

STEM OPT Reporting

(*) Information Required

Verify your Personal Contact information

Select OPT Approval Period*

- | | |
|--|--|
| <input type="radio"/> 12/15/2024 - 12/14/2025
Requested Post-Completion | <input type="radio"/> 12/15/2024 - 12/14/2025
Requested Post-Completion |
|--|--|

Is your US phone correct?*

- Yes No

SEVIS ID on File

Is your email address for SEVP portal purposes correct?*

- Yes No

Contact Information

Email for SEVP portal purposes:
U.S. Phone: No U.S. Phone
US Address:
None

Is your current US Address on file correct?*

- Yes No

Email Address on File

What is the current status of your STEM OPT Extension application with USCIS?*

Current Employment Authorization Information

No Employer on File - or Currently Unemployed



Select Change or Update in Employer (including STEM Approval). Select the following responses.



What are you reporting?*

Change or Update in Employer (including STEM Approval) ▼

Change or Update

- STEM OPT approval,
- Change of Employer,
- Second or additional Employer,
- Material Change -updates to my current training plan,
- A period of unemployment,
- Ending my STEM OPT Early,
- Other

Let us know in details which type of change or update you are reporting today.

Are you reporting the approval of your STEM OPT?*

- Yes No

Are you reporting a Change of Employer? (you are leaving or left your current employer)*

- Yes No

Material Changes reporting should be used to report updates to your I-983 Training Plan with the same employer.

Are you reporting a NEW Employer (adding a new, additional, or second:

- Yes No

Material Changes include changes to your I-983, including:

- Change of work location
- Changes to company information (address, EIN, etc)
- Substantial change to goals, objectives, supervision or evaluation
- Substantial changes to salary, hours, or benefits
- Change to supervisor (only if the supervisor is listed on your I-983 Training Plan)

Do not report material changes that do not impact your I-983, including:

- Normal increase in salary based on performance evaluation
- Change in job title

Are you reporting a material change with a current employer?*

- Yes No

Are you reporting a period of unemployment?*

- Yes No

Are you reporting something else? (not including ending STEM early)*

- Yes No



Select Yes, then select the reason you are ending your STEM OPT Early, upload the required information and click Submit.

Are you reporting Ending your STEM OPT Early?*

- Yes No

Ending my STEM OPT Early

Here are reasons to end your STEM OPT employment early

- Change of status to H1B Approved,
- No longer in F-1 status,
- Transferring my SEVIS Record,
- Starting a new degree program at SCU,
- End employment and leaving the US,
- Other

Select the reason why your STEM OPT is ending before the end on your EAD card?*

Submit





Reason: Change of Status to H-1B

Select the reason why your STEM OPT is ending before the end on your EAD card?*

Change of status to H1B Approved

Note that if your STEM-OPT case is still pending, you must wait to report this change until you receive your I-797 Approval Notice from USCIS in the mail.

Upload a copy of your I-797 Approval Notice *

Select File

Upload a copy of your I-983 Final Evaluation of Student Progress (page 5) signed by you and your employer. The dates of your evaluation should cover your time with the employer during your STEM OPT period (not already covered by prior submitted evaluations) *

Select File

Submit



Global Engagement

SANTA CLARA UNIVERSITY

Reason: No Longer in F-1 Status

Select the reason why your STEM OPT is ending before the end on your EAD card?*

No longer in F-1 status ▼

What is your new status?*

Upload documentation of your new status

1. If you traveled for visa stamping and have re entered the U.S. with a visa other than F-1, upload a copy of your:
 - new visa stamp
 - most recent I-94 that shows admission in your new status
2. If your change of status was approved and you have not yet traveled for visa stamping, upload a copy of your I-797 Approval notice from USCIS.

Upload documentation of your new status *

Select File

Upload a completed copy of page 5 in your I-983 Training Plan

The Self-Evaluation and Final Evaluation of Student Progress should be submitted from page 5 of your I-983 Training Plan. The Summary Evaluation and Final Evaluation should be completed by you and signed by you and your employer. The dates of your evaluation should cover your time with the employer during your STEM OPT period. Make sure that your summary evaluation dates are the start date of STEM OPT extension employment through your last day of STEM OPT extension employment with that employer only (i.e. do not include OPT employment dates or other dates while you worked with other STEM OPT employers). Submit the Self-Evaluation and Final-Evaluation page 5 only, not the entire Training Plan.

Upload a completed copy of page 5 in your I-983 Training Plan *

Select File

Submit



Reason: Transferring my SEVIS Record



Select the reason why your STEM OPT is ending before the end on your EAD card?*

Transferring my SEVIS Record ▼

What is the name of your current company (or previous company, if you are unemployed)?*

What is the last day of work with this company?*

 MM/DD/YYYY

Upload a completed copy of page 5 in your I-983 Training Plan

The Self-Evaluation and Final Evaluation of Student Progress should be submitted from page 5 of your I-983 Training Plan. The Summary Evaluation and Final Evaluation should be completed by you and signed by you and your employer. The dates of your evaluation should cover your time with the employer during your STEM OPT period. Make sure that your summary evaluation dates are the start date of STEM OPT extension employment through your last day of STEM OPT extension employment with that employer only (i.e. do not include OPT employment dates or other dates while you worked with other STEM OPT employers). Submit the Self-Evaluation and Final-Evaluation page 5 only, not the entire Training Plan.

Upload a completed copy of page 5 in your I-983 Training Plan *

Select File

View our SCU Transfer Out process [here](#).

View our [End of Program and Departure Period website](#) for Transfer Out information.

Upload Unconditional Letter of Admission to new Academic Institution *

Select File

Requested Transfer Date - note that this should be at least ten business days in the future and that your STEM OPT work authorization ends when your record is transferred.*

 MM/DD/YYYY

SEVIS School Code of New Institution

Submit



Reason: Starting a New Degree Program at SCU

Select the reason why your STEM OPT is ending before the end on your EAD card?*

Starting a new degree program at SCU

What is the name of your current company (or previous company, if you are unemployed)?*

What is the last day of work with this company?*

MM/DD/YYYY

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The Self-Evaluation and Final Evaluation of Student Progress should be submitted from page 5 of your I-983 Training Plan. The Summary Evaluation and Final Evaluation should be completed by you and signed by you and your employer. The dates of your evaluation should cover your time with the employer during your STEM OPT period. Make sure that your summary evaluation dates are the start date of STEM OPT extension employment through your last day of STEM OPT extension employment with that employer only (i.e. do not include OPT employment dates or other dates while you worked with other STEM OPT employers). Submit the Self-Evaluation and Final-Evaluation page 5 only, not the entire Training Plan.

Upload a completed copy of page 5 in your I-983 Training Plan *

Select File

New Program at Santa Clara University

View our [End of Program and Departure Period website](#) for Change of Education Level information under Enroll in another program at SCU (Change of Education Level).

Submit



Reason: End Employment and Leaving the US

Select the reason why your STEM OPT is ending before the end on your EAD card?*

What is the name of your current company (or previous company, if you are unemployed)?*

What is the last day of work with this company?*

Upload a completed copy of page 5 in your I-983 Training Plan

The Self-Evaluation and Final Evaluation of Student Progress should be submitted from page 5 of your I-983 Training Plan. The Summary Evaluation and Final Evaluation should be completed by you and signed by you and your employer. The dates of your evaluation should cover your time with the employer during your STEM OPT period. Make sure that your summary evaluation dates are the start date of STEM OPT extension employment through your last day of STEM OPT extension employment with that employer only (i.e. do not include OPT employment dates or other dates while you worked with other STEM OPT employers). Submit the Self-Evaluation and Final-Evaluation page 5 only, not the entire Training Plan.

Upload a completed copy of page 5 in your I-983 Training Plan *

What day will you depart the U.S.?*



Reason: Other

Select the reason why your STEM OPT is ending before the end on your EAD card?*

Other ▼

Please provide any details about your STEM OPT employment.*

Submit