








# How To Submit the STEM OPT Other 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**

 Cap Gap I-20 Request	 OPT Reporting	 OPT Update Contact Information
 SEVP Portal Reset Request	 <b>STEM OPT Reporting</b>	 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\*

12/15/2024 - 12/14/2025

12/15/2024 - 12/14/2025

Requested Post-Completion

Requested Post-Completion

Is your US phone correct?\*

Yes

No

Is your email address for SEVP portal purposes correct?\*

Yes

No

Is your current US Address on file correct?\*

Yes

No

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

SEVIS ID on File

### Contact Information

Email for SEVP portal purposes:

U.S. Phone: No U.S. Phone

US Address:

None

Email Address on File

### Current Employment Authorization Information

No Employer on File - or Currently Unemployed



Global Engagement

SANTA CLARA UNIVERSITY



# Select Change or Update in Employer (including STEM Approval) and 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

Are you reporting a NEW Employer (adding a new, additional, or secondary employer)

Yes  No

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

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

### Other

Explain what you are reporting\*

Are you reporting Ending your STEM OPT Early?\*

Yes  No

Explain why you are submitting the STEM OPT Other report here.



Global Engagement

SANTA CLARA UNIVERSITY

If you would like an updated I-20 select Yes and click Submit.

**Would you like an updated I-20 issued?\***

Yes

No

Submit

