



Complete this form to report any changes while on OPT or STEM OPT. All changes must be reported within 10 days of the change. (STEM OPT Students: Submit this form every six months to complete your 6-month validity reporting requirement even if there have been no changes.)

PERSONAL INFORMATION

UCF ID: \_\_\_\_\_ SEVIS Number: NO \_\_\_\_\_
Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_
Phone number: \_\_\_\_\_ Email Address: \_\_\_\_\_
Current Home Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
I am currently on (check one): OPT STEM OPT

I AM REPORTING:

Please check all that apply. All fields are required for each update you are reporting.

New Address (Address where you reside)

Street Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

New Employer\* If you have multiple employers, complete this form for each employer.
(\*STEM OPT students must also submit a new Form I-983 Training Plan)

Former Employer (if any): \_\_\_\_\_
Former Employment Start Date: \_\_\_\_\_ Former Employment End Date: \_\_\_\_\_
New Employer: \_\_\_\_\_ Employer Identification Number (EIN): \_\_\_\_\_
Employment Start Date: \_\_\_\_\_ Employment End Date: \_\_\_\_\_
Employer's Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
Your Title: \_\_\_\_\_

Read "Employment Requirements" on page 2 and then check one:

Full Time (20 or more hours/week) Part-Time (Less than 20 hours/week)

Briefly explain how this employment is related to your program of study. The explanation you provide will be entered in SEVIS. \_\_\_\_\_

Supervisor's Last Name: \_\_\_\_\_ Supervisor's First Name: \_\_\_\_\_
Supervisor's Phone Number: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

Ended Employment\*

Former Employer's Name: \_\_\_\_\_
Former Employment Start Date: \_\_\_\_\_ Former Employment End Date: \_\_\_\_\_

(\*STEM OPT students must submit the "Final Evaluation on Student Progress" found on page 5 of the I-983 Training Plan.)



**Report Unemployment.**

Refer to the Employment Requirements box below.

Date you became unemployed: \_\_\_\_\_

**6-Month Validity Report (STEM OPT Students Only).** I am on STEM OPT and am submitting this form for my 6-month validity report. I confirm that there have been no changes to my employment, legal name, home address, and/or I-983 Training Plan since I last reported.

**I plan to depart the U.S. and discontinue my OPT or STEM OPT.** *Please complete the Exit Form.*

(\*STEM OPT Students must submit the "Final Evaluation on Student Progress" found on page 5 of the I-983 Training Plan.)

I understand that upon my departure, my F-1 status will be completed.

My departure date is: \_\_\_\_\_

**Other.** Please explain and provide any supporting documentation. \_\_\_\_\_

**STEM OPT Student Certification (Please initial)**

\_\_\_\_\_ I am aware I need to complete and submit an updated Form I-983 Training Plan to a UCF Global Immigration Advisor within 10 days when 1) beginning a new job with a new employer or 2) any time there is a "material change" in the terms and conditions of the original I-983 Training Plan. Material changes can include but are not limited to: Any change in the employer's Employer Identification Number (EIN); Any reduction in compensation that is not tied to a reduction in hours worked; Any significant decrease in hours per week; Changes to the employer's commitments or student's learning objectives as documented on the Form I-983.

**Employment Requirements**

**Pre- and Post-Completion OPT**

- All employment must relate to the degree program listed on your I-20.
- To avoid accruing unemployment on Post-Completion OPT, you must work 20 hours or more per week. If you have multiple employers, your total weekly employment should total at least 20 hours.
- You can have up to 90 days of unemployment.
- The following activities are considered allowable employment:
  - **Paid Employment.**
  - **Unpaid employment (volunteer or unpaid intern).** *Employment must not violate any labor laws and students on post-completion OPT must keep documentation from their employer that verifies that they worked at least 20 hours per week.*
  - **Multiple employers.** *For students on part-time Pre-Completion OPT only, total hours per week cannot exceed 20.*
  - **Multiple short-term employers (gigs).** *Maintain a list of all gigs, the dates, and duration.*
  - **Work for hire (1099 employment).** *Keep documentation showing the duration of the contract period and the name and address of contracting company.*
  - **Self-employed business owner.** *You must have the proper business licenses and be actively engaged in a business that is related to your degree program.*
  - **Employment through an agency or consulting firm.** *Students on Post-Completion OPT must keep documentation showing that they worked an average of 20 hours or more per week while employed by the agency.*

**STEM OPT**

- All employment must be paid.
- All employment must be related to your qualifying STEM degree.
- You must work at least 20 hours per week.
- Your employer must be enrolled in E-Verify and have an IRS Employer Identification Number (EIN).
- The employer must sign the Form I-983 Training plan, agreeing to the wage, working conditions, supervision, site visit, and reporting obligations.
- You must be a bona fide employee of your employer. Staffing companies (temp agencies) or employment through consulting firm arrangements that provide labor for hire are not permitted.
- Self-employment is not permitted.
- You can have up to 150 days of unemployment during your entire post-completion OPT and STEM OPT period.

By signing this form, I acknowledge that I am aware of the employment requirements of my OPT or STEM OPT and that the information I provided on this form is true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_