



Complete this form to report changes while on OPT or STEM Extension. 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.) Detailed information about employment and reporting requirements are found in the OPT and STEM OPT WebCourses. This form must be typed, electronically signed, and submitted via email to your UCF Global

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 Extension

I AM REPORTING: Please check all that apply. All fields are required for each update you are reporting.

[ ] 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:
Employer E-Verify Number (STEM OPT only):

Check one: [ ] Full Time (20+ hours/week) [ ] Part-Time (Less than 20 hours/week)

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

Explain how this employment is related to your program of study. You must include the following: job title, employer name, major, whether full time or the average hours worked per week, and a brief explanation of how the job duties are directly related to your major. This explanation is required and will be copied into SEVIS. Refer to page 2 for examples.

[Empty box for explanation of employment]



**New Address (Address where you physically reside)**

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**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

By signing this form, I acknowledge that I am aware of the employment requirements of my OPT or STEM Extension, that I can find information about employment and reporting requirements in the OPT or STEM OPT WebCourse, and that the information I provided on this form is true and accurate.

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

**"Explain how this employment is related to your program of study" Examples**

Bachelor's degree in Electrical Engineering: I work full time as an Electrical Engineer at ABC Corp., a government contractor. In my job, I analyze client requirements for electrical systems and provide them with cost estimates of such systems. My work requires understanding of electrical circuit theory, which I studied in-depth at the University of ABC.

Bachelor's Degree in Business: I work full time as a Loan Officer at a mortgage company, Happy Homes, where I meet with clients and evaluate authorize and recommend approval of loan applications. On a daily basis, I use the knowledge I gained in my credit analysis, sales and marketing classes that I took as part of my major program of study.

Master's degree in Music: I am working at a hospital playing the harp in patient rooms. I also conduct hands-on harp beginner workshops for long term patients. On average, I work at the hospital 35 hours a week. My duties directly utilize the skills and knowledge I acquired from my coursework and degree in music therapy.

PhD in Computer Science: I am employed as a Computer and Information Research Scientist at ABC Research Institute. I work as part of a team of scientists and engineers that designs experiments to test the operation of various software systems. My work builds on research in complex algorithms and machine learning, which I studied as part of my dissertation.

Master's degree in Kinesiology: I am working 25 hours a week in a health food store as a consultant for Self-Made Inc, designing and teaching exercise classes that are incorporated into a customer's overall nutrition and exercise plan. My designs and customer instruction draw upon my studies and classwork in