Reporting Requirements and the Form I-983 FAQ

Background

In 2016, there was final ruling from the USCIS regarding 24-month STEM OPT and the educational benefits an F-1 student receives. The employer and F-1 student must submit a formal training plan, the Form I-983, to show the F-1 student is receiving said educational benefits of their degree. The student and employer are subject to the terms and conditions of the 24-month STEM OPT extension regulations and must sign to indicate acceptance of those terms.

The Designated School Official (DSO) of the F-1 student’s school where the I-20 is linked, is the liaison between the student, employer and the USCIS. When you complete the Form I-983, you must give this to the DSO, not the USCIS. The DSO is responsible to add and update the SEVIS record of the student with all information on the I-983.

Reporting Requirements

There are several reporting requirements with the I-983. You will receive notification through SEVP and the Ivanhoe International Center. You are REQUIRED to:

- Update your physical address, email, and phone number with the Ivanhoe International Center and SEVP within 10 days of any change
  - It is critical to submit accurate contact information to comply with USCIS reporting requirements and to receive important notifications through SEVP and our office
- Report to South Dakota Mines every six months
  - There is a **deadline**. Check your email frequently and report as soon as possible.
    - It is usually a 10-day period from the time you get the notification.
  - Use the OPT Reporting Form to complete this process: [https://sdsmt.campuslabs.com/engage/submitter/form/start/235898](https://sdsmt.campuslabs.com/engage/submitter/form/start/235898)
    - Bookmark this link for easier access
- Submit an evaluation at the end of the first year on STEM
  - You and your employer must complete the TOP of page 5 (Evaluation on Student Progress)
  - Once complete, submit through the OPT Reporting Form (see link above)
- Submit a final evaluation at the end of your second year of STEM
  - You and your employer must fill out the BOTTOM of page 5 (Final Evaluation on Student Progress)

What if changes occur during your STEM OPT?

- Job duties change or you have a new job within the same company?
  - Complete a new I-983, p. 3, Section 5
  - Complete the OPT Reporting form and upload the new I-983 in this form
- Supervisor changes?
  - Supervisor needs to sign Section 4 and Section 6 (unless this is a different person)
    - Sometimes Section 6 is filled out by the HR office or another official that is not your direct supervisor.
- Send the new I-983 with supervisor changes in an email to international@sdsmt.edu

- New job with a new company?
  - You must complete the final evaluation on the bottom of page 5 with your previous employer/supervisor
  - You must complete a new I-983 for the new company
  - Complete the OPT Reporting form and upload the new I-983 in this form
    - There will be a section for ‘Upload any additional documents here’ to upload your previous I-983.

Please bookmark these links to help you find the forms easily:

- F1 OPT STEM Extension application process: https://www.sdsmt.edu/Campus-Life/Ivanhoe-International-Center/Current-International-Students/Working-in-the-USA/OPT-STEM-Extension/
- While on OPT/STEM Extension Rules and Regulations (this is where the reporting form link is located): https://www.sdsmt.edu/Campus-Life/Ivanhoe-International-Center/Current-International-Students/Working-in-the-USA/During-the-F1-OPT-or-STEM-OPT-and-Unemployment-During-OPT-or-STEM-OPT/
- Travel while on OPT: https://www.sdsmt.edu/Campus-Life/Ivanhoe-International-Center/Current-International-Students/Working-in-the-USA/Travel-while-on-F1-OPT/

Completing the I-983

Here are answers to common questions on the I-983

Page 1:

- Make sure your email address matches what is in your SEVIS record
- Student SEVIS ID No. is at the top of the I-20 and begins with a ‘N’
- See EAD Card
- Updated 9/2020
This information for the employer needs to be exactly the same as on the e-verify certificate. Speak to your HR office when filling this out.

Copy the information EXACTLY when completing the SD Mines OPT reporting form. If there are differences, we cannot update your SEVIS record properly and could delay your reporting.

Employer name must be the same as the e-verify certificate.

If site name is different, contact the HR office to confirm it matches the e-verify certificate.

Complete this in a very detailed manner. It needs to align with your job description and work duties.
It's ok not to have additional remarks.

Make sure the appropriate person signs here. It may be your supervisor, CEO, HR director or someone else. Your supervisor should know who to ask.

The first evaluation is done after your first year on STEM OPT. You will get notification from SEVP and the Ivanhoe International Center.

The final evaluation is done at the end of your job or STEM OPT. You will get notification from SEVP and the Ivanhoe International Center.