

STEM OPT Validation Form

F-1 students on STEM OPT have various reporting responsibilities in order to maintain status. Reporting requirements, documentation, and deadlines are listed below on this STEM OPT Update form. Please submit the STEM OPT Validation Form to ISA via email (dso@digipen.edu).

Family Name: _____ **First Name:** _____

Student ID #: _____ **Phone:** _____

Personal Email: _____

U.S. Address: _____

Please check all that apply below. You may select as many categories as needed. Note the reporting deadline and attach the required documents. Sign at the bottom of page two before submitting to ISA.

- I want to submit a copy of my new/updated **EMPLOYMENT AUTHORIZATION DOCUMENT (EAD)**
 - Deadline: Within 10 days of receiving the EAD.
 - Documentation: Please attach a copy of your EAD.

- I want to report a new **NAME** or **CONTACT INFORMATION**
 - Deadline: Within 10 days of the change.
 - Documentation: Please attach a copy of your new passport for a name change. Complete the biographical fields above for the new contact information.

- I want to report a **CHANGE IN MY EMPLOYMENT STATUS**
 - Deadline: Within 5 days of the employment change occurring.
 - Documentation: Please complete the appropriate Employment Information sections on page 2 and attach a final I-983 self-evaluation (if leaving a job) and a new I-983 (if starting at a new job).

- I want to submit a **STEM VALIDATION REPORT**
 - Deadline: Within 10 business days of the six, twelve, and eighteen-month marks of the STEM OPT extension.
 - Documentation: Complete the biographical field above and Employment Information on page 2.
 - NOTE: STEM Validation Reports are due every six months, even if no changes have occurred.

- I want to report a **MATERIAL CHANGE IN MY I-983 TRAINING PLAN FOR STEM OPT**
 - Deadline: Within 5 days of the change occurring.
 - Documentation: Please attach an updated I-983 signed by both student and employer.
 - NOTE: I-983 material changes include changes in employer EIN, reduction in compensation or work hours, and changes to the learning objectives.

- I want to submit a **SELF-EVALUATION OF MY TRAINING PROGRESS**
 - Deadline: Within 10 days of STEM OPT extension mid-point (12 months) and conclusion (24 months).
 - Documentation: Please attach the completed Evaluation on Student Progress (I-983 p. 5) or Final Evaluation on Student Progress (I-983 p. 5), signed by student and employer.
 - NOTE: A Final Evaluation on Student Progress (I-983 p. 5) is also due if a student leaves an employer prior to the conclusion of the STEM OPT extension.

- I want to **REQUEST A REPRINT OF MY I-20** showing updated STEM OPT authorization or employment information

EMPLOYMENT INFORMATION

Please enter your current employment information below and note if it represents **NEW EMPLOYMENT, DEPARTURE FROM EMPLOYMENT**, or a **STEM VALIDATION REPORT**.

Employer Name: _____

Employer Address: _____

Start Date: ____ / ____ / ____ (MM/DD/YYYY) **End Date:** ____ / ____ / ____ (MM/DD/YYYY)

The above represents **NEW EMPLOYMENT**
Check the boxes below (as needed) to further clarify your employment status.

I have attached a newly-completed form I-983 signed by me and my new employer.

My new job is arranged through a staffing agency or parent company. The staffing agency/parent company that placed me in this position is:

Staffing Agency/Parent Company Name: _____

Address: _____

Before starting my new job, I was employed at:

Previous Employer Name: _____

My last day working with this employer is ____ / ____ / ____ (MM/DD/YYYY) and I have attached my Final Evaluation of Student Progress (I-983 p. 5) for this job.

I will continue working with this employer. I will hold multiple jobs simultaneously.

The above represents **DEPARTURE FROM EMPLOYMENT**

I have attached my Final Evaluation of Student Progress (I-983 p. 5) and will be unemployed as of the end date listed above.

The above represents my **STEM VALIDATION REPORT**

The employment information above and contact information on page one are valid as of the date I signed this form.

As the undersigned, I have read the above and understand the need to maintain my F-1 status. I also understand that immigration regulations are subject to change, and ultimately it is my responsibility to be aware of these changes. Further, I hereby authorize DigiPen to disclose copies of documents related to my immigration status to federal agencies if requested to maintain compliance.

Signature of Student: _____

Date: _____