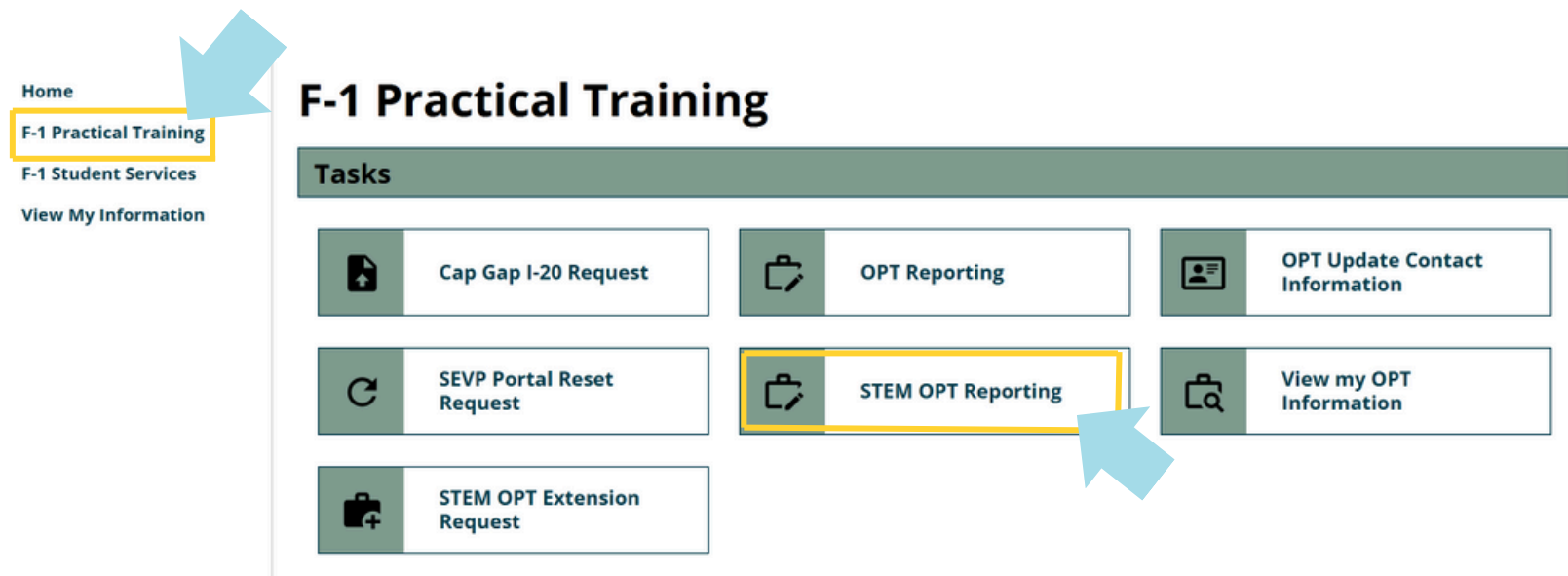









# How To Submit the STEM OPT Change of Employer Report in MyiSCU

Select the STEM OPT Reporting eForm under the F-1 Practical Training Menu



The screenshot shows the MyiSCU interface for F-1 Practical Training. On the left is a navigation menu with 'Home', 'F-1 Practical Training' (highlighted with a yellow box and a blue arrow), 'F-1 Student Services', and 'View My Information'. The main content area is titled 'F-1 Practical Training' and contains a 'Tasks' section with a grid of buttons. The 'STEM OPT Reporting' button is highlighted with a yellow box and a blue arrow. Other buttons include 'Cap Gap I-20 Request', 'OPT Reporting', 'OPT Update Contact Information', 'SEVP Portal Reset Request', 'STEM OPT Extension Request', and 'View my OPT 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\*

- |  |  |
|--|--|
| <input type="radio"/> 12/15/2024 - 12/14/2025<br>Requested Post-Completion | <input type="radio"/> 12/15/2024 - 12/14/2025<br>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

Select Change or Update in Employer (including STEM Approval). Select the following responses and provide the required information for the employer you are leaving.

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

#### Change of Employer

Name of the company you are leaving or left\*

Last Day with this Employer\*

Upload I-983 Training Plan (Self Evaluation and final Evaluation of student Progress) Page 5 \*

Select File





Select Yes to add the information for your new employer and upload the I-983 Training plan.



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

Yes  No

### New, Second or Additional STEM OPT Employer

#### New Company Full Legal Name

As it appears on your paystubs (for example "Apple, Inc" not just "Apple")\*

EIN Number (digits only)\*

Are you working remotely? If yes, please ensure this is reflected in your I-983 Training Plan.\*

Address line 1\*

Address line 2

City\*

State\*

Zip Code\*

First day of work with this new employer\*

Your Job title\*

Upload copy of your new I-983 Training Plan \*

Hours Per Week

Please select\*

Explain how this job relates to the degree that qualified you for this OPT

This section should address the skills and knowledge you expect to learn and how it relates to your studies at SCU, not just what you expect to "do". Oftentimes students will simply list their job duties. Keep in mind that this section does not ask for your job duties, it asks for your training objectives. Try starting your bullets or sentences with learning centric statements such as "gain experience with..." or "learn how to..." or "practice..."

In your response do not include any special characters. Alphabet, numbers, commas, hyphens, and dashes are okay. Do not include ! @ # & \* % ? > < ( ) " or bullet points.\*

### Supervisor Information

Supervisor Last Name\*

Supervisor First Name\*

Supervisor Phone\*

Supervisor Email\*

If there are no other changes you need to report, select No for the remaining questions.

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

Are you reporting Ending your STEM OPT Early?\*

- Yes  No

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

- Yes  No

Submit

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