STEM OPT Extension Employment Reporting Instructions:

6-Month Reporting Requirements
Your 6-month, 12-month, 18-month and 24-month reporting periods are based on the dates listed on your STEM OPT EAC document. You must report to ISSS since ISSS must validate your SEVIS record. You cannot do that for the 6-month reporting periods. Below is how to report to ISSS. *We recommend that you put reminders in your calendar to report on those dates as ISSS may not send reminders.*

- 6-months: [ISSS STEM OPT Validation form](#)
- 12-months/1-year midterm: [ISSS STEM OPT Validation form](#) and upload I983 page 5 12-month (annual) self-evaluation via the [Document Submission form](#)
- 18-months: [ISSS STEM OPT Validation form](#)
- 24-months/2-year final: [ISSS STEM OPT Validation form](#) and upload I983 page 5 final self-evaluation via the [Document Submission form](#)

*You must always report on those dates even if there is no change or even if you changed just a couple of weeks before.*

Reporting on Employment Changes
To report any changes in employment, you must report them to ISSS. ISSS must update your SEVIS record. *You will not be able to do that via the SEVIS portal.* Please follow the below instructions:

To end a position (even if with the same company):
1. Do a final self-evaluation (page 5 of the I-983 form) and upload it through the [Document Submission Form](#).
2. Submit a [Change of Employment form](#) on the ISSS website.
3. Ask your employer to send an email to isss@middlebury.edu informing us that you have ended or will end employment with them as pursuant to the Employer Reporting requirements. They should put “STEM OPT Extension Employer Report” in the subject line and provide us your name and the day you end or will end your employment. This should be done within 5 days of your employment ending.

Beginning a new position (even if with the same company):
1. Do a new I-983 for the new employer/position and upload it through the [Document Submission Form](#).
2. Submit a [New Employment Update form](#) on the ISSS website.
3. Provide the [STEM OPT Employer Reporting Requirement document](#) and/or this link to our website ([http://www.middlebury.edu/international/isss/emoyment/stem/employers-stem-opt-reporting-requirements](http://www.middlebury.edu/international/isss/emoyment/stem/employers-stem-opt-reporting-requirements)) to your new employer.

To report material changes in your current employment:
1. Complete a Form I-983 with the changes and submit via the [Document Submission Form](#).
Material changes or deviations from the original Form I-983 may include, but are not limited to:

- Any change of the employer’s Employer Identification Number (EIN).
- Any reduction in student compensation that is not tied to a reduction in hours worked.
- Any significant decrease in hours per week that a student engages in a STEM training opportunity.
- Changes to the employer’s commitments or student’s learning objectives as documented on the Form I-983.