



## THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services  
800 W. Campbell Rd., SSB34, Richardson, Texas 75080-3021  
(972) 883-4189 ISSOCurrent@utdallas.edu

### **24-Month STEM Extension Reporting** **Read This Before Completing Your Form**

#### **Mandatory Validation Reports**

- Remember to submit a validation report every 6 months while on STEM OPT. Your validations are due exactly 6, 12, and 18 months from the start date of your STEM OPT EAD authorization (not the start date of your employment with your company).
- For the 6-month and 18-month validation, you must submit the STEM OPT Reporting Form. You only need to submit a new I-983 if updates have been made.
- For the 12-month validation, you must also resubmit the I-983 in addition to the STEM OPT Reporting Form. Be sure to complete the Evaluation on Student Progress section on the I-983.

#### **Supervisor and Work Site**

- The supervisor and work site listed on this form should match what is listed in Section 5 of your I-983.
- The supervisor does not have to be the same person who signs Section 3 and Section 6 of your I-983.

#### **Tips for Completing the I-983**

- Write your "Employment Authorization Number" on Page 1. This is the 9-digit "USCIS #" on your EAD card.
- Write your UTD email address. Please note that you have access to and should frequently check your UTD email address throughout your time on OPT. If you experience difficulty accessing your UTD email account or forget your password, contact the UTD OIT Help Desk.
- DSO contact information should be:  
Josephine Vitta, 972-883-4189, ISSOCurrent@utdallas.edu,  
800 W Campbell Rd, Richardson, TX 75080.  
If this information exceeds the character limit on the form, you may write it by hand.

#### **Tips for Faster Processing**

- Sign the STEM OPT Reporting Form by hand. You must print the form, sign it, and submit a scanned copy or photograph.
- Remember to include your hand written initials in Section C.
- Include an updated I-983 if you are reporting a change in employer name, work site, supervisor, or a change in jobs.
- If you are changing jobs, you must submit a STEM OPT Reporting Form and I-983 for both the previous job and the new job. The I-983 for your previous job should include the Final Student Evaluation on Page 5.



THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services
800 W. Campbell Rd., SSB34, Richardson, Texas 75080-3021
(972) 883-4189 ISSOCurrent@utdallas.edu

OPT Reporting Form - 24-Month STEM Extension

Student Name: UTD ID:

A. Instruction. For more information on OPT Reporting requirements visit the ISSO OPT Reporting page: utdallas.edu/isso/opt-reporting
Report your OPT within the first 10 days of the start date indicated on your EAD card to notify DHS of your current address and employment status.

B. Report address change. Enter your mailing address only if different from the residential address.
Residential Address:
Street:
City: State: Zip Code:

C. Report employment change. Check the appropriate reason and fill out the employment information as applicable. Any unemployment/employment update will automatically generate a new I-20. If you do not pick up your I-20 within 30 days, it will be shredded.

Validation Report Report Material Changes
For your validation report, you must fill out Section B and C completely, even if your information has not changed.
Employment: Start Date: End Date:
Employer's Name:
Employer's EIN: Ex: 00-0000000 - This is NOT your company's E-Verify #. Contact your Human Resources Department if you do not know this number
Employer's Address:
City: State: Zip Code:
Supervisor's Information:
Last Name: First Name:
Email Address: Phone Number:
\*Required\* Degree Verification for Current Employer. After reading, initial next to each statement. Must be handwritten initials.
Pursuant to 8CFR 274a.12, I verify that the employment reported above is related to my current or previous major and awarded degree.
I verify that I am employed full time (average of over 20 hours a week)

D. Report other changes to your OPT status. Check the applicable statement and enter additional information
I am abandoning OPT and exiting the United States. Date of Exit:
I changed visa status to: Please provide a copy of your I-797A approval notification.
I reported a change at the SEVP Portal: Updated Residential Address Note: You will not receive an updated I-20

G. Submit your OPT Reporting form to the ISSO. If there are any changes to your employer, an I-20 reflecting the OPT employment information will be issued to you. Make sure the e-mail address in this form is valid.
In Person: Submit to the ISSO. Monday - Thursday, 8:00am to 6pm. Friday, 8:00am to 5pm.
By e-mail (paper copies are not required) to ISSODocuments@utdallas.edu. Verify that the total size of attachments in one e-mail is not larger than 5 MB. Do not send files in compressed formats, such as .rar or .zip. Instead, use a PDF, JPEG or DOC format.

Signature: Date:

Your signature on this form authorizes the ISSO to report the above information to the U.S. Department of Homeland Security. Information may also be shared with other U.T. Dallas offices in accordance with the law.