Office of

International Education

SEVIS Validation & Reporting Form - OPT and STEM OPT

Students with OPT or STEM OPT must report to SEVIS any changes to the employment and personal and information listed below within 10 days of the change. Students on OPT can complete all reporting via the SEVIS Portal or by submitting this form. Students on STEM OPT can report changes to personal information via the portal or this form but must report all employment changes by submitting this form to OIE along with an updated I-983. STEM OPT students must also submit this form to OIE every 6 months even if there have been no changes to their employment. (see Section III for details.)

▪ Employer name or address
▪ Employment status (start/ end a job, job title/duties, etc.)
▪ For STEM OPT: Change to I-983 (address, salary, learning objectives, etc.)

▪ Legal name (in passport)
▪ Legal status in U.S.

▪ U.S. residence address
▪ Permanent foreign address

▪ Email
▪ Phone

I. Passport Name (Last/Family, First): _____   **SEVIS ID #:** _____

II. Please indicate your type of OPT authorization: **OPT** ☐   **STEM OPT** ☐

III. For STEM OPT 6 Month Validation Reporting Only:

A. You must include the following information in Part III below even if there has been no change:

▪ Employer name & address   ▪ Start date for current employer   ▪ Legal name (in passport)   ▪ U.S. residence address

B. If the details on your I-983 are accurate and have not changed, you must check the box below:

☐ By checking this box, I confirm that the content on my I-983 is accurate and has not changed.

C. If your I-983 details have changed, you must submit an updated I-983 with this form and identify the changed information here:

_____

IV. Check the correct box for each item being reported to indicate a change or STEM Update. Use a separate form for each employer.

☐ Name Change: Last/Family: _____   First: _____

☐ Address Change (U..S.) :   Address: _____
☐ STEM Update/No Change: (Street / Apartment # / City / State / Zip Code)

☐ Address Change: Address: _____
  (Home Country)   (Street / Apartment # / City / State-Province / Country / Postal Code)

☐ Legal Status/Citizenship   _____
  Change:

☐ E-mail Address Change: _____

☐ Phone # Change: _____

☐ Employment Status: ☐ Starting a Job (Include hours per week info below.)   ☐ Ending a Job (List end date and employer name below.)

          ☐ Hours per week: 20 hours or more: ☐ Yes / ☐ No   Less than 20 hours: ☐ Yes / ☐ No   (If yes, hours per week: _____.)

          ☐ Employment Start Date: _____   ☐ Employment End Date: _____

          ☐ Job Title: _____

          ☐ Explain how your job is related to your major field of study at Marquette: _____

          _____

☐ Employer Information: Name: _____

          Address: _____
               (Street ,City, State, Zip)

Student Signature: _____   Date: _____