

OPT STEM VALIDATION REPORT INSTRUCTIONS
READ THIS PAGE 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, 18, and 24 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, with the offer letter and STEM EAD card. You only need to submit a new I983 if updates have been made on your employment.
- For the 12 and 24-months' validation, you must also resubmit the I983, in addition to the STEM OPT Reporting Form. Be sure to complete the Evaluation on Student Progress section on the I983.

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

SECTIONS 1 & 2 – Must be filled by student.

SECTIONS 3, 4, 5, 6 – Must be filled by employer.

- Write your "Employment Authorization Number" on Page 1. This is the 9-digit "USCIS #" on your EAD card.
- Write your NYIT email address. Please note that you have access to and should frequently check your NYIT email address throughout your time on OPT. If you experience difficulty accessing your NYIT email account or forget your password, contact the NYIT Registrar.
- DSO contact information is listed below (If this information exceeds the character limit on the form, you may write it by hand):

LONG ISLAND	NEW YORK CITY
Barbara Multari 516.686.7585 bmultari@nyit.edu SAC, Rm 310, Long Island, NY 11568	Robinson Despeignes 212.261.1514 rdespeig@nyit.edu 1855 Broadway, New York, NY 11233
Karen Johnson 516.686.7526 johnsonk@nyit.edu SAC, Rm 310, Long Island, NY 11568	Christopher Olagunju 212.261.1684 colagunj@nyit.edu 1855 Broadway, New York, NY 11233

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.
- 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.

OPT REPORTING FORM – 24 MONTH STEM EXTENSION

Student Name: _____ NYIT ID: _____

A. Instructions. For more information on OPT Reporting requirements see the previous page.

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. Report anytime there are changes with your address and/or employment status while on OPT **within 10 days**. Keep documentation of your employment, each one you send to OIE, and all I-20s issued to you, for your records.

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.

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 Name:	_____	Job Title: _____
Employer's EIN:	_____ - _____	(Ex.: 00-0000000 – NOT E-Verify 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, 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

E. Submit your OPT Reporting form to the OIE. 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 OIE. Monday – Friday, 10:00am to 4:00pm.
- By e-mail (paper copies are not required) to DSO. 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 NYIT offices in accordance with the law.