

STEM OPT Reporting Workshop

June 13th, 2022
ISSO
UNC Charlotte



Workshop Overview

- When does STEM reporting begin?
- Overview: How to Report on STEM
 - Briefly cover SEVP Portal reporting
- Reporting Form Part 1: Validations/Evaluations
- Reporting Form Part 2: Employer Updates
- Reporting Form Part 3: Changing Employers
- Other Reporting Scenarios
- Q & A



Ground Rules

- Please submit your questions via the chat (ideally, at the end)
- Questions submitted throughout the presentation will be answered at the end
- Please refrain from asking case-specific questions
 - E.g. of a case specific question: “In my specific situation, X is also happening, and I also will be traveling to country Y, and I don’t have Z document—will that impact my app?”
 - For those, sign up for an advising appointment

When does STEM Reporting begin?

- Technically, once you receive a STEM-recommended I-20
 - SEVP Portal functionality will change once we issue the STEM I-20
 - Pre-STEM I-20: you can report everything in the Portal
 - Post-STEM I-20: only a few things can be reported in Portal
 - On rare occasions, a student might need to report before they have the STEM card (e.g. job loss before STEM EAD arrives)
- **In reality, most STEM Reporting will begin after you have received your STEM EAD card**
 - Why is this most common?:
 - Most students don't have changes occur while they are waiting on the EAD (e.g. they stay with the employer they apply for STEM with until USCIS issued the STEM EAD)

STEM Reporting Overview

How you report on STEM depends on what information you are reporting:

1. Use the SEVP Portal to report:

- Personal residential address changes
- Personal phone number changes

Data Flow: YOU>Portal>Government

2. Use the STEM Reporting Form to report:

- Updates to your current employment (new title, new work address etc.)
- Loss of employment (resignation, being let go etc.)
- A new employer
- Validation/evaluation reports

Data Flow: YOU>ISSO>Government

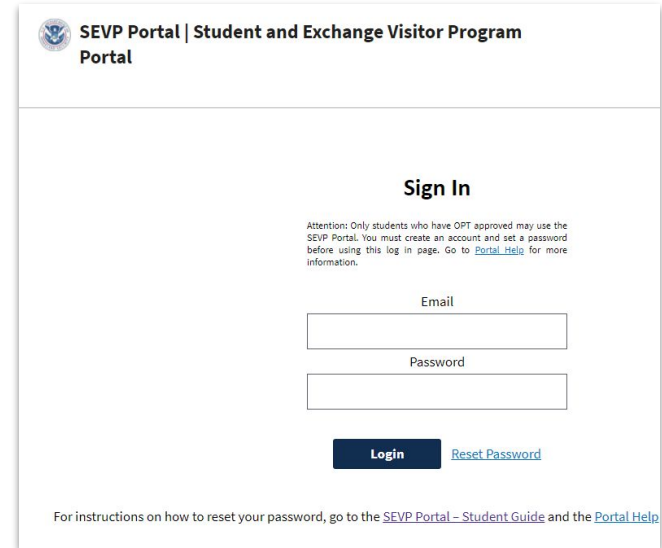
Practice Example #1

Norm E. Niner is on STEM OPT, and has just shifted to a new apartment in the same city. He knows that he needs to report his new address within 10 days, but doesn't know how.

Which of the two does Norm use to report his new residential address?:

1. SEVP Portal
2. STEM OPT Reporting Form

Type your answer in the chat.

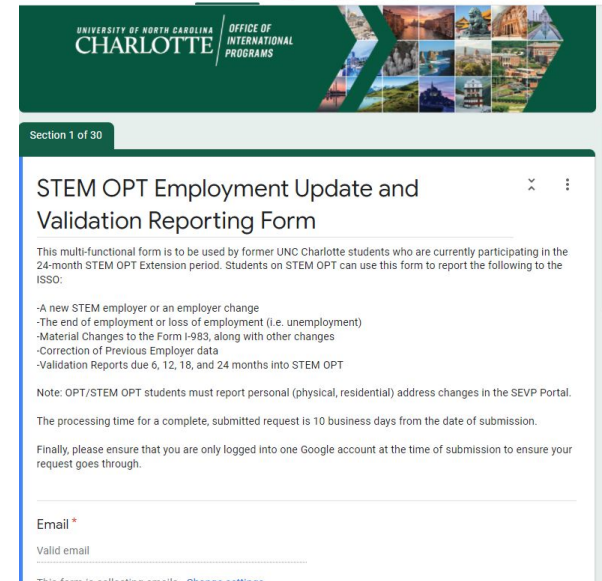


The screenshot shows the SEVP Portal Sign In page. At the top left, there is a logo for the SEVP Portal and the text "SEVP Portal | Student and Exchange Visitor Program Portal". The main heading is "Sign In". Below this, there is a warning: "Attention: Only students who have OPT approved may use the SEVP Portal. You must create an account and set a password before using this log in page. Go to [Portal Help](#) for more information." There are two input fields: "Email" and "Password". Below the "Password" field, there is a "Login" button and a "[Reset Password](#)" link. At the bottom, there is a footer: "For instructions on how to reset your password, go to the [SEVP Portal - Student Guide](#) and the [Portal Help](#)."

STEM Reporting Overview (cont.)

Most things on STEM are reported to the ISSO via the STEM OPT Employment Update & Validation Reporting Form (“STEM Reporting Form” for short). This form is:

- A Google webform
- Multi-use (can report several things at one time; e.g. end of employment + new employment + validation)
- On the ISSO website (we’ll type the link in the chat)
- Processing time is 10 business days
 - Keep this in mind when timing your reports (more on this later)



The screenshot shows the top header of the form with the University of North Carolina Charlotte logo and the Office of International Programs. Below the header, it indicates 'Section 1 of 30'. The main title of the form is 'STEM OPT Employment Update and Validation Reporting Form'. The form text explains its purpose: 'This multi-functional form is to be used by former UNC Charlotte students who are currently participating in the 24-month STEM OPT Extension period. Students on STEM OPT can use this form to report the following to the ISSO:'. It lists several reportable events: a new STEM employer or employer change, the end of employment or loss of employment (including unemployment), material changes to Form I-983, correction of previous employer data, and validation reports due at 6, 12, 18, and 24 months. A note states that OPT/STEM OPT students must report personal (physical, residential) address changes in the SEVP Portal. It also mentions a 10-business-day processing time and a requirement to be logged into one Google account. At the bottom, there is an 'Email *' field with a 'Valid email' label and a small note: 'This form is collecting email. Please confirm'.

Reporting Form: Validations/Evaluations

All students on STEM OPT will make at least 4x reports at the 6, 12, 18, and 24 month marks, starting from the start date of their STEM EAD. These are called “validation/evaluation reports”:

- 6 month report: validation only
- 12 month report: validation + evaluation (top of Page 5 of I-983)
- 18 month report: validation only
- 24 month report: validation + evaluation (bottom of Page 5 of I-983)

Q: What does “validation” mean?

A: You review your employer info in your Portal. If everything is good, you submit the Reporting Form. If something is not up to date, you still submit the Reporting Form and report what needs to be updated.

Reporting Form: Validations/Evaluations

A validation/evaluation report can be submitted up to 21 days before the due date, and can be submitted up to 21 days after the due date.

E.g. Report “due date,” per EAD, is 7/1/2022:

- Report can be submitted as early as 6/10/22 - :)
- Report can be made all the way up until 7/22/22 - :(
 - Earlier is better
 - Remember ISSO takes 10 bus. days to process

Very important: if 21 days pass from the “due date,” a report can no longer be made. ISSO loses ability to make that report for you in SEVIS.
Validation/evaluation reports cannot be made retroactively.

“Hypothetically, what happens if I do miss a validation report?”

Don't! There is unlikely to be any immediate effect on your *F-1 status* but...

... it may come up as an RFE during your H-1B/green card petition:

- Govt: “give us proof that you made all your reports on time or we deny your H-1B”.**
- You: “Ehhh....about that...”.**

The ISSO cannot assist if you missed a report. We cannot tell the government you made a report when you did not.

“Hypothetically, what happens if I do miss a validation report?”

that is directly related to the beneficiary’s U.S. major of study;

- Copies of all reports submitted to the University of North Carolina at Charlotte Designated School Official (DSO) regarding a change of legal name, residential or mail address, employer name, employer address, and/or loss of employment; or
- Copies of all the six month validation reports submitted to the University of North Carolina at Charlotte DSO.

<<Real H-1B RFE

PLEASE RETURN THE REQUESTED INFORMATION AND ALL SUPPORTING DOCUMENTS
WITH THIS ORIGINAL REQUEST ON TOP TO:
U.S. CITIZENSHIP AND IMMIGRATION SERVICES
P.O. BOX 10590
LAGUNA NIGUEL, CA. 92607-0590

Practice Example #2

Nora Jean is on STEM OPT. Her STEM EAD began on 6/1/2021. Nora gets an email from SEVP saying she needs to make a 6 month report and to contact her DSO. The date is 11/25/2021. Nora needs to:

- A. Email the ISSO and say “Hey, I need to make a 6 month STEM Report.”
- B. Review her info in the Portal and then submit the STEM Reporting Form
- C. Update something in the Portal (?)
- D. Wait until December 21st, then frantically complete the Reporting Form and email the ISSO 50 times in a two hour period observing that her “report is due tomorrow, please do the needful.”

Type your answer in the chat.

Reporting Form: Employer Updates

Some students on STEM OPT will also make other reports throughout their 24 months if and when their current employer's details or something with their current position changes. These are called "employer updates". Here are some examples:

- Title change (Engineer I > Engineer II)
- Supervisor change
- Employer address change
- Salary change
- Significant changes to work duties

Employer updates are reported via the STEM Reporting Form.

In some instances, an updated I-983 may be required. In others, it may not. When in doubt, get an updated I-983.

Practice Example #3

Originally, Gareth works for a small start up on STEM OPT. His firm is about to get bought by Amazon. As part of the acquisition, Gareth will get a small raise, but his job duties will remain the same. His company will retain its name. Does Gareth need to make an employer update report?:

1. Yes (and if yes, does he need an updated I-983?).
2. No.

Type your answer in the chat.

Reporting Form: Changing Employers

Some students lose employment or change employers during their STEM OPT period. This involves two separate processes:

1. Reporting the end of employment with old employer
2. Reporting the new employer

Let's break those down.

Reporting Form: Loss of Employment

Whether you voluntarily resign (to take another job), quit, or are fired from a job, you must report any end of employment within 10 days of the change occurring. You must:

- Get a Final Evaluation (bottom of Page 5 of I-983)
- Submit the Evaluation via STEM Reporting Form

Reporting Form: New Employer

If, after a voluntary or involuntary job loss, you join a new employer, you must:

- Complete Pages 1-4 of the I-983 with the New Employer
- Submit a New Employer request via the STEM Reporting Form

A new I-20 will be produced as a result of this process.

Practice Example #4

Mandy is unhappy at her job at Widget Corp in Dallas, TX. One day, a recruiter from Best Co. makes her an offer she can't refuse. She accepts the offer, even though she'll have to move to a new apartment in Seattle, WA. Which of the following correctly sums up what Mandy will need to do:

- A. Report new residential address in Portal + Report New Employer with Reporting Form
- B. Only report New Employer with STEM Reporting Form
- C. Do nothing and hope it all works out.
- D. Report new residential address in Portal + Report End of Employment with Old Employer & Report New Employer with STEM Reporting Form

Type your answer in the chat.

“What happens if my old employer refuses to give me a Final Evaluation?”

Burned some bridges on your way out, eh? J/K...

Gently remind the employer that failure to provide a Final Evaluation could lead to a visit to their office by ICE.



Reporting Form: Changing Employers

To review, leaving one employer and joining another is composed of two steps:

1. Reporting the end of employment with old employer
2. Reporting the new employer

These can be reported separately (if the leave date and the start date are NOT within 10 days of one another) or with one submission (if within 10 days) of the STEM Reporting Form.

Combined, a student is required to get: Page 5 of the I-983 with Final Evaluation from the old employer + Pages 1-4 of the new I-983 from the new employer.

Other Reporting Scenarios

These occur less commonly, but you can still report them using the STEM Reporting Form:

- Reporting a new employer, continuing to work for old employer (two 20+ hour per week jobs)
- Merger or Acquisition
- Other miscellaneous I-983 update (you can upload one)

Other Reporting Scenarios: H-1B

If your H-1B is approved, congrats -- you no longer need to make STEM Reports after the H-1B effective date or after consular processing (“stamping”) and re-entry.

- However, until that effective date or re-entry, you must continue to make F-1 reports
- You may submit one last Final Evaluation report even after your H-1B is effective, but this is optional
 - Use the STEM Reporting Form if so
 - For record-keeping purposes only

No need to email the ISSO re: your H-1B. SEVP closes your account automatically. You retain limited access to the Portal for 6 months, but you should ignore it.

Summary

- Use SEVP Portal for minor personal updates (residential address & phone) and to review data
- Use STEM Reporting Form for everything else, including:
 - 6, 12, 18, and 24 month reports (42 day window: 21 before “due,” 21 days after)
 - Employer Updates (within 10 days)
 - Switches between employers (within 10 days)
- Do NOT email the ISSO I-983s or requests to report (even though SEVP emails will say to “contact your DSO”)
 - Docs emailed are not stored on cloud
 - SEVP’s email does not account for our process
 - **Most importantly, we simply won’t process emailed requests**

Questions?

Pilot Survey:

[https://forms.gle/9SYjnb
pbZ8idfLV39](https://forms.gle/9SYjnbpbZ8idfLV39)

Case Specific Questions?

- **ISSO Advising Hours**

- Phone Advising: Thursday, 2pm-4pm
- Walk In Advising: Tuesday: 2pm – 4pm, Friday 10am-12pm

- **Email and Phone Communication**

- 704-687-7781 or intlssso@uncc.edu
- 3 business days processing time for responses
- Use only one communication method per question
- Professional communication expected
- Email only ONE person!!!!!!!!!!!!!!!!!!!!