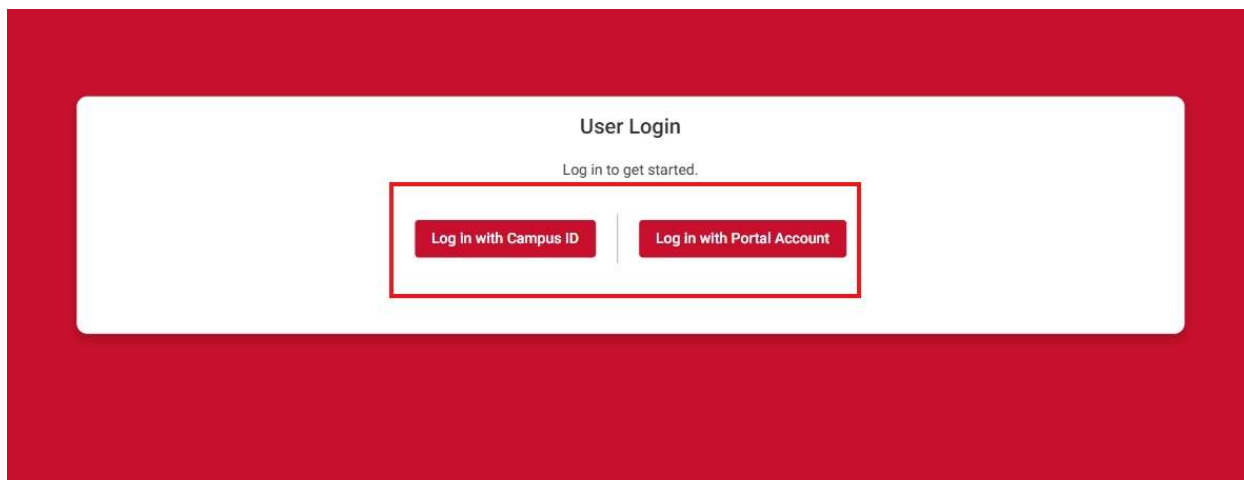


Instruction to submit your material change

1. Log in to your Terra Dotta portal using “Campus ID” if you still use your Cougarnet email, or “Portal Account” if you have switched to a personal email.



1. Under control center, Select ‘STEM Material Change Request’ option

Request type	Request Status	Completed Date
OPT STEM Extension I-20 Request	Completed	05/02/2025
OPT/-X Employer Update	Completed	04/15/2025
OPT Request	Completed	04/15/2025


Items per page: 3 1 – 3 of 5 < >


Documents


Document Name	Document Type	Uploaded On	Uploaded By	Request
OPT-X.pdf	I-20	05-02-2025		


Items per page: 3 1 – 1 of 1 < >


Practical Training



Change of Status from F-1 to Other Categories



Contact Information Update



Degree Completion & Departure



Dependent I-20 Request



Dependent Information Update



Invitation Letter Request (OPT)



OPT Cap-Gap I-20 Request



OPT Request



OPT/-X Employer Update



RFE Upload


Reprint I-20


SEVIS Transfer Out


STEM Material Change


STEM Report Participation


Upload EAD Card

2. Read the instruction thoroughly and briefly describe what changes you are reporting. You must upload the updated I-983 to report material change.

STEM Material Change Request

Print X

Instruction: Reporting Material Changes

The student and employer must complete and sign an updated I-983 form if there are material changes to or deviations from the original training plan on file during the 24-month STEM OPT extension. The student and employer must complete and sign a modified Form I-983 that reflects those changes and submit it to the ISSSO. This ensures that the DSO and the Department of Homeland Security (DHS) have accurate and up-to-date information about the student's training experience.

Some examples of material changes that require updated I-983 form are listed below.

- A change in the employer's EIN (Employer Identification Number) due to corporate restructuring or change in ownership
- Any reduction in the student's compensation that is not tied to a decrease in work hours
- A significant decrease in the number of hours worked per week, especially if it brings the total below 20 hours/week, the required minimum for STEM OPT
- A change in the training site address
- Changes in the nature, purpose, oversight, or assessment of the student's training opportunity
- Any modification to the student's learning objectives or employer's commitments as listed in the original Form I-983
- Any change that makes the employer attestations or information on the form inaccurate

1 Updated I-983 Form (File Upload)

Required *

Please also note the changes that you are reporting.

Document Type *

I-983

Description

Briefly describe the material changes: **Reporting new employer address**

Browse

or drag a file here

Enter comments to display to the student

Submit Save as Draft