

### STUDENT Reporting Obligations

Students applying for STEM OPT Extension must abide by the following Reporting Obligations:

**Six-month Validity Reports:** *I must submit an OPT-Self Report on ISSSO website on my scheduled validation reporting dates even I don't have any personal nor employment changes.*

**(Please fill out prior to submission):**

- **Reporting Date #1:** \_\_\_\_\_ (This is the first day after your Post-OPT expires)
- **Reporting Date #2:** \_\_\_\_\_ (6 months after date #1)
- **Reporting Date #3:** \_\_\_\_\_ (6 months after date #2)
- **Reporting Date #4:** \_\_\_\_\_ (6 months after date #3)
- **Reporting Date #5:** \_\_\_\_\_ (last day of OPT-Extension, 24months)

**Immediately notify DSO (ISSS):** *I must submit an OPT-Self Report on ISSSO website for any of the events:*

- Any time there is a "material change" in the terms and conditions of the original I-983
- Termination of practical training experience
- Beginning a new practical training opportunity with a new employer, a new Form I-983 must be executed and submitted to ISSSO within 5 business days of the new start date and a final evaluation I-983 from your prior company.
- Employer noncompliance

**I-983 Evaluations:** *I must submit the I-983 yearly and final evaluations to ISSSO:*

- After 12 months of the STEM OPT start or from the start date of working for a company, whichever comes later, and;
- Final evaluation at the end of the OPT-X period or at the end of any employment within 5 business days

Student is responsible for conducting self-evaluations and obtaining the necessary signatures on I-983 and submits the evaluations (I-983) to ISSSO. For detailed information, please visit [STEM OPT Hub](#).

**Regarding work authorization:**

- I will only work the dates listed on my EAD card\* (exceptions may exist on a case-by-case basis. See ISSSO for details and additional authorizations if on OPTX, see your immigration attorney if under H1-B Cap-Gap).*
- I will only accept employment directly related to my major area of study.*

**Regarding transitions:**

- I will obtain a new I-20 for any new degree program and contact ISSSO for assistance should I choose to pursue a new degree in the US.*
- I will notify ISSSO by completing the OPT Self-Report in the event I change my status or decide to permanently leave the country prior to the ending date of my OPTX.*

**Regarding other requirements:**

- I will not attend school part-time or full-time in a degree seeking program while on OPTX.*
- I understand I can only accumulate 150 days of unemployment the entire duration of my OPT and OPT STEM Extension ( $\leq 90$  days for first 12 months of OPT, an additional 60 days for 24 month OPTX). Exceeding these amounts may result in a violation of my F-1 status.*

**I, (legibly print your name) \_\_\_\_\_, have read and understand my obligations as an F-1 student on optional practical training STEM extension (OPTX).**

Signature: \_\_\_\_\_ PS ID #: \_\_\_\_\_ Date: \_\_\_\_\_

### **After I SENT MY OPT STEM EXTENSION APPLICATION TO USCIS, NOW WHAT???**

#### **WHILE WAITING FOR A RESPONSE** ☑

- By submitting the G-1145 form, you should receive a text message or email notification that your package arrived at the USCIS Lockbox facility. This is separate from your I-797 receipt notice that comes 2-3 weeks later.
- The receipt number from the email/text or I-797 receipt can be used to track the progress of your case from the USCIS website at: <https://egov.uscis.gov/casestatus/landing.do>*
- Normal processing times are from 60-120 days, you can check the times here: <https://egov.uscis.gov/cris/jsps/index.jsp>.

#### **AFTER RECEIVING YOUR CARD** ☑

- Bring your original EAD Card or submit to ISSSO a clear picture-quality-photocopy your EAD card (front & back). Submit this in person or by email to: [sevis@central.uh.edu](mailto:sevis@central.uh.edu) and include your Student ID #.
- Report to ISSSO any changes of name or address or any interruption of employment *within 10 days of such changes.*** (Keep all reporting appointments! Submit an *OPT SELF REPORT* here: <http://www.uh.edu/oisss/opt-details/OPT%20Self%20Report/>)
- Follow the requirements for the I-983 for page 5 evaluations.
- At the end of your OPT Extension (non-H1-B petitioners) you have a 60 day grace period to file for a change in your status, receive a new I-20, or depart the U.S.

### **I AM ON STEM OPT EXTENSION (OPTX), NOW WHAT???**

#### **WHAT YOU NEED TO KNOW:**

- You are still in F-1 Status (OPT is a *benefit*, not a new status).
- Do not attend school for a new degree program part-time or full-time while you are on OPT/OPTX.
- Obtain a new I-20 before you start any new degree program.
- Always check with ISSSO if you have questions about any of the above.
- You are only allowed a total of 150 days unemployment while on OPT and STEM OPT Extension ( $\leq 90$  days during the first 12 months,  $\leq 60$  during the 24 months for OPTX). *Unemployment exceeding these amounts may result in violation of your F-1 status.*

#### **WHAT YOU NEED TO DO:**

- You are responsible for mailing your application to USCIS in a timely manner. Your application must arrive at the USCIS Lockbox WITHIN 60 Days from your I-20 issuing date Submit to ISSSO a copy of your EAD card after you receive it.
- Actively search for employment. University Career Services (<https://uh.edu/ucs/>) can help you maximize your job search, resume, and interview skills.
  - Any time your personal information changes, update (1) ISSSO (submit an *OPT SELF REPORT* via <https://uh.edu/oisss/opt-details/OPT%20Self%20Report/>), (2) UH PeopleSoft “SEVIS” address type, and (3) submit changes on the SEVP Portal
- Abide by *Student Reporting Obligations*.
- Submit ISSSO your employment information including employer name & address, supervisor name & contact information, job title/position, and the duration of your employment.\*
- Submit a new I-983 each time employment changes, and annual evaluations.

\*According to the federal regulations [8 CFR 214.(f)], F-1 students are responsible for reporting the address, employer’s name and address, and any periods of employment and unemployment while on OPT. ISSS is responsible for updating the student’s SEVIS record to reflect these changes. This reporting requirement is an on-going requirement.

# UNIVERSITY of HOUSTON

## INTERNATIONAL STUDENT & SCHOLAR SERVICES OFFICE

Student Center North, Room N203, Houston, TX 77204-3024 ☎ Phone: (713) 743-5065 📠 Fax: (713) 743-5079 🌐 [www.uh.edu/oisss](http://www.uh.edu/oisss)

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### Payment Coupon

**Instructions:** Please fill out and print this payment coupon. Mail it together with your payment (checks only) to our office. All payments for ISSSO fees must be payable to "UNIVERSITY OF HOUSTON". Only a personal check or a money order (certified check) is accepted; Do **NOT** send cash. Our office does not accept credit card payments. Note that our office fees are not related to any USCIS application fees, for example OPT application fee, which is payable to USCIS. Only mention a specific advisor in our office for Post Completion OPT. This will be the advisor for your OPT group session. Thank you.

**Student ID number** (Peoplesoft number; 7 digits) \_\_\_\_\_

**Surname** (Last Name) \_\_\_\_\_

**Given name** (First name) \_\_\_\_\_

**Payment Reason** – Please check only one box:

Alumni Fee for Post Completion OPT: **\$100** / Name of OPT Advisor: \_\_\_\_\_

Alumni Fee for STEM OPT Extension: **\$200**

File Search/ Photocopy (for PR's & Alumni), also Letters and Alumni issuance of I-20: **\$10**

J-1 Student on Academic Training (AT) Fee: **\$100** (for 1<sup>st</sup> 18 months)

J-1 Student on Academic Training: **\$200** (for additional AT beyond 18 months)

**Please mail** your completed payment coupon and a check or money order payable to "University of Houston" to our office:

#### **University of Houston**

International Student and Scholar Services

c/o Juanette Davis

4465 University Drive, Suite N203

Houston, TX 77204 – 3024