

24-Month STEM OPT Reporting Requirements

International Services

CHANGES IN YOUR EMPLOYMENT

While on STEM OPT extension, there are certain requirements students must follow to remain in legal status. Listed below are the requirements that you must follow when you change your employer while on your 24-month STEM OPT extension. You must submit the following documents to International Services **OPT & STEM OPT Reporting Form** found on our website: http://www.webster.edu/iris/important_forms.html

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- A final evaluation for the employer you are leaving, including an end date.
 - Application for OPT/STEM Extension Employment Update
 - A new Form I-983 Mentoring and Training Plan
 - A copy of your STEM extension EAD
 - An employment offer letter

2) You lose your job and are no longer employed.

How: Complete and submit final evaluation for the employer you are leaving, including an end date. Submit the evaluation **within 10 days** of the end of employment via our online [OPT & STEM OPT Reporting Form](http://www.webster.edu/iris/important_forms.html) found on our website here: http://www.webster.edu/iris/important_forms.html

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