

### Contents

General Information on 24-Month OPT Extension Based on Degree in Science, Technology, Engineering, or Math (STEM)	1
Regulations and Policy Guidance	2
OPT Request Statuses	2
Process Overview	3
Recommend STEM OPT Extension	4
Record-keeping Requirements during STEM OPT	10
Reporting Requirements during STEM OPT	10
General Reporting	10
Validation Reports	11
Validation Report Deadlines	11
Validate STEM OPT Participation	12
Self-Evaluations	13
STEM OPT Extension and Unemployment	14
Related SEVIS Alerts and Lists	14
H-1B Cap-Gap Extension of STEM OPT	16
Correcting OPT Data: Correction Requests and Data Fixes	17
Icon Guide	17
Document Revision History	17

# General Information on 24-Month OPT Extension Based on Degree in Science, Technology, Engineering, or Math (STEM)



In this document:

- STEM OPT refers to the 24-month extension of post-completion optional practical training (OPT).
- Designated school official (DSO) refers to both the principal designated school official (PDSO) and DSO, unless otherwise noted.

Students who majored in an eligible science, technology, engineering, or math field may qualify for up to two STEM extensions of post-completion optional practical training.

A student may request a first STEM OPT extension if:

- Student is in a period of Active Post-Completion OPT.
- Student's primary or secondary major was a <u>STEM-eligible field</u>, or the student completed a previous primary or secondary major in a currently STEM-eligible field.
- Student has not already had a STEM OPT extension of any duration based on the qualifying STEM degree.
- Qualifying STEM degree was at the bachelor's, master's, or doctoral level.
- Qualifying STEM degree was earned within the ten previous years of the date the DSO recommends the STEM OPT extension.
- School where the student earned the STEM degree is currently:
  - o SEVIS-certified
  - o Accredited by a U.S. Department of Education accrediting organization
- Student will be, or is working, for an employer enrolled in the E-Verify program.

A student may request a second STEM OPT extension if:

- Student is in a period of Active Post-Completion OPT.
- Student has a second STEM degree at a higher level than the one used for the first STEM OPT extension.
- Student has not already based any portion of a STEM OPT extension on the second STEM degree.
- Second STEM degree meets all of the above requirements.

#### **Regulations and Policy Guidance**

Any STEM OPT requests entered into SEVIS must comply with applicable federal regulations and guidance. DSOs must understand the following regulations and policy guidance:



- 8 Code of Federal Regulations (CFR) 214.2(f)(10) through (13)
- <u>8 CFR 274a.12(c)(3)</u>
- SEVP Policy Guidance on OPT
- F-1 Optional Practical Training (Help Hub/Study in the States)
- <u>STEM OPT Hub (Study in the States)</u>

#### **OPT Request Statuses**

The table below lists the statuses used to identify the stages of any type of OPT request in SEVIS:



Status	Status Meaning
Requested	DSO requested OPT in SEVIS on behalf of the student, but U.S. Citizenship and Immigration Service (USCIS) has not yet received the Application for Employment Authorization (Form I-765).
Pending	USCIS has received the Form I-765.
Approved	USCIS has approved the Form I-765.
Denied	USCIS has denied the Form I-765.
Canceled	DSO has canceled the OPT request in SEVIS.
Withdra wn	USCIS approved the student's request to withdraw the Form I-765.

#### **Process Overview**

SEVIS will compute the start and end dates of the STEM OPT extension. The requested STEM OPT Start Date is the day following the current post-completion OPT End Date. The requested end date for this segment of OPT is 24 months after the requested start date. DSOs cannot change these dates.

During the full period of the extension, the school that recommended the STEM OPT must continue to:

- <u>Maintain records</u> on the student.
- Update required SEVIS student reporting as notified by student.

The student can continue to work for 180 days after the original USCIS Employment Authorization Document (EAD) expires if:

- Student filed a Form I-765 for the STEM OPT extension.
- USCIS received the Form I-765 for the extension before the EAD for the original postcompletion OPT expired.
  - The Request Status will be listed as "Pending" in SEVIS once USCIS receives the Form I-765.

8 CFR 214.2(f)(10) to (f)(13)







- DSOs should know the USCIS regulations that extend work permission in special cases while USCIS processes extension requests.
  - 8 CFR 274a.12(b)(6)(iv)-(v)

### **Recommend STEM OPT Extension**



Students must submit a completed Form I-983 Training Plan for STEM OPT Students to the DSO before the DSO can recommend the STEM OPT extension in SEVIS. Students must submit a new Form I-983 for every new employment/training experience they accept during their STEM OPT extension.



For more information and a tutorial on completing the Form I-983, see the <u>STEM OPT</u> <u>Hub</u> on the Study in the States site.

To recommend the STEM OPT extension after receiving the completed I-983 Training Plan for STEM OPT Students, DSOs should:

1. Navigate to the *Student Information* page.

U.S. Immigration and Customs Enforcement

# F-1 OPT – STEM Extension SEVIS User Guide

Actions	Student Ir	nformation
Authorize To Drop Below		
Full Course	Reprint I-20	Print Draft I-20
Cap-Gap Extension	Personal Information	 Program Information
Changes Education Lowel	SEVIS ID: N0004705871	Active Post-Completion OPT
Change Education Level	Surname/Primary Name: Blokhin	Status: ACTIVE
Complete Program	Given Name: Eugene	Date of 04/21/201
Dissisting and the	Suffix: I	Last Event :
Disciplinary Action	Passport Name:	Termination Reason:
Registration	Preferred Name: Eugene Blokhin, I	Visa Type: F-1
	SEVIS Legacy Name: Eugene Blokhin	School Name: SEVP Sc
Shorten Program	Country of Birth: RUSSIA	Studies
Terminate Student	Date of Birth: 02/05/1957	School Code: BAL214
	Country of Citizenship: RUSSIA	Campus Name: Studies
Transfer Out	Gender: MALE	I-20 Issue Reason: CONTINIA
Edits	Foreign Address: ul. Lsnaya d. 5, kv. 176	Education Level: MASTEP'S
Dependents	Moscow	Major: 52 0201 - P
	2396665 RUSSTA	and Manage
Financial Information		Secondary Major: 00.0000 - No
Personal Information	U.S. Address: 105 N PORT ST Address2	Minor: 00.0000 - No
	Baltimore	Program Start Date: 09/10/2013
Program Information	MARYLAND	Program End Date: 06/10/2015
Vi	21224	Normal Length of Study: 36
Event History	Address Status: Override - On-campus business	Current Session End Date: 06/09/2015
	address	Next Session Start Date: 06/10/201
Request/Authorization	Email Address: blokhin.e@gmail.com	School Requires English Proficiency: Yes
Details	Telephone: The student has provided information	Student Has English Proficiency: Yes
Employment/Training:	that he/she does not have a telephone number.	English Is Not Required Because:
CPT Employment		Remarks:
Authorization Off-Campus EuropT Requ	Uest Financial Information	Travel Information
OPT Request	Number of Months: 04	Passport Number:
	Tuition Fees: \$1.00	Passport Expiration Date:
	Living Expenses: \$2.00	Visa Number:

2. Click <u>**OPT Request**</u> from the *Student Information* page. The *OPT Employment* page opens.

OPT Empl	oymer	nt					
POST-COMPLETION - F	ULL TIME	Status APPROVED	Receipt No XYZ12345	<b>umber</b> 6789			/iew Extend
OPT AUTHORIZAT	TION DATES	3		Employers			Add Employer
OPT Dates	Start	End		Employer Name	Start	End	Actions
DSO Recommended	06/11/2015	06/10/2016		SEVP Applied Labs	07/01/2015	06/10/2016	Edit Delete
USCIS Approved	06/11/2015	06/10/2016					
Actual	06/11/2015	06/10/2016					
			Return	Print I-20			

3. Click **Extend**. The *Extend OPT Employer* page opens.

OPT), you must ensure the student earned a STEM designated bachelors, masters, or doctorate degree e STEM Designated Degree Program List is available at www.ice.gov/sevis (the SEVP Website). These egulations, Title 8, Sections 214.2(f)(10) to (f)(13). Your school must continue to maintain records on the form. The details of these rules can be found in the Code of Federal Regulations, Title 8, Sections 214.2(f)         i are available at www.ice.gov/sevis (the SEVP Website).         ogram requirements.         15.0201, Awarded May         00, COA: H-4          0 characters (682 remaining)
OPT), you must ensure the student earned a STEM designated bachelors, masters, or doctorate degree e STEM Designated Degree Program List is available at www.ice.gov/sevis (the SEVP Website). These egulations, Title 8, Sections 214.2(f)(10) to (f)(13). Your school must continue to maintain records on the form. The details of these rules can be found in the Code of Federal Regulations, Title 8, Sections 214.2(f) are available at www.ice.gov/sevis (the SEVP Website).
OPT), you must ensure the student earned a STEM designated bachelors, masters, or doctorate degree a STEM Designated Degree Program List is available at www.ice.gov/sevis (the SEVP Website). These egulations, Title 8, Sections 214.2(f)(10) to (f)(13). Your school must continue to maintain records on the form. The details of these rules can be found in the Code of Federal Regulations, Title 8, Sections 214.2         ir are available at www.ice.gov/sevis (the SEVP Website).         ogram requirements.         15.0201, Awarded May         00, COA: H-4          0 characters (682 remaining)
ogram requirements. 15.0201, Awarded May 00, COA: H-4 0 characters (682 remaining) Employer EIN * Highly Recommended
ogram requirements. 15.0201, Awarded May 00, COA: H-4 0 characters (682 remaining) Employer EIN * Highly Recommended 
Employer EIN * Highly Recommended
Employer EIN * Highly Recommended
Email Address *

4. Enter the employer information.

Note: An \* (asterisk) indicates required fields.



Field	Description
* Explain how employment is related to student's course of study	<ul> <li>Describe how the job relates to the student's major area of study. The student should be able to provide this explanation. Refer to Form I-983, Section 5, Student Role.</li> <li>DSOs must note in this field they have seen the Form I-983 by entering text, 'I have reviewed the Form I-983. It is complete,</li> </ul>
	signed, and addresses all program requirements."
	• If this STEM extension is based on a prior STEM degree, the DSO will also enter the following information in this field, "Extension based on prior STEM degree:
	• Degree name
	• Degree level
	• Degree CIP code
	• Date degree awarded
	• Name of school that awarded degree
	• Location of school unat awarded degree
	• SEVIS code of school awarded degree, if available
	<b>Note:</b> These remarks do not appear on the Form I-20
* Employee Nome	This field displays any information manipular action distance.
	• This field displays any information previously entered into SEVIS, but can be edited.
	• Enter or update the business name of the employer.
* Employer EIN	• Enter the Employer Identification Number (EIN) for the student's employer. The Internal Revenue Service (IRS) issues EINs to employers for tax reasons.
	Note: This field is required for STEM OPT, even though Highly Recommended appears to the right of it.
Job Title	• Enter the student's job title.
* Start Date	• Enter the date the student began or will begin the job. If the student will continue work for the same post-completion OPT employer, enter the start date for the STEM OPT.
	<b>Note:</b> SEVIS will not allow you to enter any date earlier than the start of STEM OPT authorization.
	• The start date will stop SEVIS' count of consecutive days of unemployment.



Field	Description
End Date	• Enter the date the student will stop working for the employer, if known.
	• Leave this field blank, if the end date is not known.
	Note: The date entered in the End Date field will not affect the overall SEVIS-calculated STEM extension end date.
* Full Time/Part Time Indicator	By default, this field is pre-populated as full-time. It is not editable.
* Employer Address	• Click the Add Employer Address button. The Address modal opens.
	• Enter the employer address following <u>SEVP guidance on entering</u> <u>U.S. addresses</u> .
	• This field validates when Address Doctor is working.
	• Enter the Employer's site address as shown in Section 5 of the Form I-983.
Note: The Supervisor Inform release.	ation section will be renamed to Employer Official in a future SEVIS
* Supervisor Last Name	• Enter the last name of the student's supervisor, as shown in Section 5 of the Form I-983.
	• This is a required field for STEM OPT.
* Supervisor First Name	• Enter the first name of the student's supervisor, as shown in Section 5 of the Form I-983.
	• This is a required field for STEM OPT.
* Supervisor Telephone Number	• Enter the work/business telephone number for the student's supervisor, as shown in Section 5 of the Form I-983.
	• This is a required field for STEM OPT
* Supervisor Email	• Enter the email address for the student's supervisor, as shown in Section 5 of the Form I-983.
	• This is a required field for STEM OPT.

- 5. Click one of the following:
  - **Extend OPT Employer:** Processes the recommended OPT extension in SEVIS. An *Update Successful* message displays.



Update Successful
Submitted change(s) require adjudication. Please print I-20 and send it with the appropriate documentation to the Service Center.
Return to Employment List Print I-20

- Click Print I-20 and sign page one of the Form I-20. Give the printed Form I-20 to the student. The student must also sign page one of the Form I-20 and submit a copy of the Form I-20 to USCIS, along with the Application for Employment Authorization (Form I-765).
- Click **Return to Employment List**. The *OPT Employment* page opens with the requested extension.

OPT Empl	oymer	nt					
STEM - FULL TIME		Status REQUESTED	Receipt Num	ber		View	Cancel Request
OPT AUTHORIZA	TION DATES	6		Employers			Add Employer
OPT Dates	Start	End		Employer Name	Start	End	Actions
DSO Recommended	06/11/2016	06/11/2018		Spinmechanical	06/11/2016	06/11/2018	Edit Delete
USCIS Approved							
Actual							
POST-COMPLETION -	FULL TIME	Status APPROVED	Receipt Num XYZ12345678	<b>ber</b> 89			View
OPT AUTHORIZA	TION DATES	3		Employers			Add Employer
OPT Dates	Start	End		Employer Name	Start	End	Actions
DSO Recommended	06/11/2015	06/10/2016		SEVP Applied Labs	07/01/2015	06/10/2016	Edit Delete
USCIS Approved	06/11/2015	06/10/2016					
Actual	06/11/2015	06/10/2016					
			Return	Print I-20			

• **ancel Request:** Returns to the *OPT Employment* page without adding the OPT extension request to the student's record.



USCIS highly recommends sending transcripts with the STEM OPT application if the extension is based on a prior degree.

DSOs can find additional employment authorization filing information and





requirements at the USCIS Form I-765 site.

# **Record-keeping Requirements during STEM OPT**

During the STEM OPT, DSOs must maintain the following in the student's file:

- All Forms I-983 training plans submitted by the student
- All self-evaluations submitted by the student

# **Reporting Requirements during STEM OPT**

There are three types of reporting requirements for students while on the STEM OPT extension:

- General Reporting: Any changes in the student's legal name, address, employer, or employment status within 10 days of the change.
- Validation Reporting: A 6-, 12- and 18-month validation report to the DSO that confirms the student's name, address, employer name and address, and employment status are correct.
- **Self-Evaluations:** Self-evaluations are submitted at the end of any employment and at the 12 and 24 month marks from the start date of the STEM extension.

#### **General Reporting**

During the STEM OPT extension period, such as the initial 12 months of post-completion OPT, the student must:

• Report to the DSO any changes in the student's legal name, address, employer, or employment status within 10 days of the change.

#### **DSO** Actions:

- Use the **Personal Information** link on the *Student Information* page to update the student's name or address changes in SEVIS.
- Use the **<u>OPT Request</u>** link on the *Student Information* page to update the employer or employment status changes in SEVIS.



DSOs can always access the OPT Request and Personal Information functions. (Refer to the <u>F-1 Optional Practical Training Guidelines</u> for detailed OPT instructions.)

- <u>8 CFR 214.2(f)(12)(ii)(E)</u>
  - <u>SEVP OPT Policy Guidance</u>



#### Validation Reports

During the STEM OPT extension period, the student must make a 6-, 12- and 18-month validation report to the DSO that confirms the student's current name, address, employer, and employment status are correct.

**DSO Action:** Use the <u>**Report OPT Employment**</u> link on the *Student Information* page to report the validation has been completed.



DSOs can only access the Report OPT Employment function during the three separate reporting windows. (See <u>STEM OPT Validation Report Deadlines.</u>)

SEVIS will auto-terminate the student record, if the following statements are true:

- Student is in a period of active STEM OPT extension.
- SEVIS record was not updated to reflect the validation report.
- Date is 46 days after the reporting deadline.

**Note:** This auto-terminate functionality is currently disabled but will be enabled in a future release. However, even though the auto-terminate is not on now, a government official can still terminate a record at any time.



The DSO is required to report the student's participation within 21 days of the established report date.

Planning Tool for 24-Month Extension of STEM OPT

This interactive tool provides a customized reporting schedule for a student.

#### **Validation Report Deadlines**

DSOs must validate a student's employment data three times during the STEM OPT extension. Validation reporting is done in SEVIS. Paper documentation is NOT mailed to SEVP.

Activity	Timeline
Validation Reports due	• 6 months after start of STEM OPT Extension
	• 12 months after start of STEM OPT Extension
	• 18 months after start of STEM OPT Extension
Report link displays in SEVIS	15 days before each report due date
Report link no longer displays	• After DSO submits validation report
in SEVIS	• 46 days after reporting deadline

The **<u>Report OPT Participation</u>** link appears in the Employment/Training section on the lefthand side of the *Student Information* page.



#### U.S. Immigration and Customs Enforcement

# F-1 OPT – STEM Extension SEVIS User Guide

Actions:		Student In	formation	
Full Course		Reprint I-20	Print Draft I-20	
Cap-Gap Extension	Personal Information		Program	Information
	SEV/IS ID: N0004717207		Activa	TEM ORT
Change Education Level	Sevia IDI NUGUYIYSUY		Clube	ACTIVE
Complete Brearam	Circle Manage Manage	-	Onte	
Sector Contractor	Cuffin Cuffin		Last Even	10/30/2015
Disciplinary Action	Dassont Nama-		Termination Reaso	ni
Popletestion	Preferred Name: Mary Shelly		Visa Typ	e: F-1
1050150 8000	SEVIS Lenary Name:		School Nam	e: SEVP School for Advanced SEVIS Studies
Shorten Program	Country of Birth: UNITED KINGDOM		School Cod	e: BAL214F44444000
	Date of Birth: 10/30/1990		Campus Nam	e: SEVP School for Advanced SEVIS Studies
Terminate Student	Country of Citizenshin: UNITED KINGDOM		I-20 Issue Reaso	n: CONTINUED ATTENDANCE
Transfer Out	Gender: FEMALE		Education Lev	el: DOCTORATE
	Foreign Address: 159 London Tower Rd		Majo	r: 40.0202 - Astrophysics
Edits:	London		Secondary Majo	or: 00.0000 - None
Contraction of the second seco	UNITED KINGDOM		Mine	or: 00.0000 - None
Financial Information	U.S. Address: 130 N WAYNE ST		Program Start Dat	e: 08/13/2009
	ARLINGTON		Program End Dat	e: 05/13/2014
Personal Information	VIRGINIA		Normal Length of Stud	ly: <b>72</b>
Program Information	Address Status: Valid		Current Session End Dat	e: 05/13/2014
	Address Tures H - Minh-size default address		Next Session Start Dat	e: 05/13/2014
View:	Address Typer H - High-Hise default address		School Requires English Proficience	y: Yes
Evenc History	Email Address: Takeaddress@take.email.com		Student Has English Proficienc	y: Yes
Request/Authorization	Telephone:		English Is Not Required Becaus	e:
Details	U.S. Number: 555-555-5555		Remark	s: Student will seek training in her field of
Employment/Training:	reregit tempert			study
CPT Employment Authorization	Report OPT Participation		Travel I	formation
Off-Campus Employment			TOVEL I	
OPT Request	Number of Months: 09		Passport Numbe	ers
	Tuition Fees: \$15,000.00		Passport Expiration Dat	181 202
Report OPT Participation	Living Expenses: \$5,000.00		Visa Numbe	271
Employment Information	Dependent Expenses:		Visa Issue Dat	181 
	Other Costs:		Visa Expiration Dat	21
Corrections:	Other Costs Comment:		Visa Issue Por	
Request Change to Program Dates	Total Expenses: \$20,000.00		Port of Entr	y:
	studentis Personal Funds: \$0.00		Date of Entr	y:
Request Change to	Funds From This School: \$20,000.00		I-94/Admission Numbe	27:
Student Request	School Fund Type: scholarship		Port of Departur	e:
Request Change to	Funds From Other Sources:		Date of Departur	e:
Student Status	Source Type:			
	On-Campus Employment:		I-901 SEVIS Fee P	ayment Information
	Total Funding: \$20,000.00		Terreneties Tor	

#### Validate STEM OPT Participation

To report (validate) STEM OPT participation:

1. Click the **<u>Report OPT Participation</u>** from the *Student Information* page. The *Report OPT Participation* page opens.

Marlowe, Philip			SEVP Sch Advanced Start Date:	SEVIS Studies 06/02/2009	s End Date: 03/0	dies - SEVP So 2/2014	hool for		SEVIS	Status S ID: N00	047053
EENDER IOB REFERRED NAME ASSPORT NAME OUNTRY OF BIRTH ITIZENSHIP	MALE 08/24/1983 Philip Marlowe UNITED KINGDOM UNITED KINGDOM						EMAIL U.S. ADDRESS	126 N ARLIN	WAYNE ST AP1 GTON , VA 222	Г 4 Ю1	
					0						
	l Participa	tion									Add
Report OP Employer Informa Employer Name (EIN)	l Participa	Job Title		FT/PT	Start Date	End Date	City	State	Zip	Acti	Add
Report OP Employer Informa Employer Name (EIN) XYZ Corp	l Participa	Job Title Biochemical posto fellos	loctoral	FT/PT PART TIME	Start Date 09/01/2015	End Date 08/02/2016	City FORT WASHINGT ON	State MD	Zip 20744	Acti Edit	Add ons Delete
Report OP Employer Informa Employer Name (EIN) XYZ Corp PDQ Corporation	I Participa	Job Title Biochemical posto fellos Research Assistar	loctoral	FT/PT PART TIME FULL TIME	Start Date 09/01/2015 03/03/2015	End Date 08/02/2016 08/02/2016	City FORT WASHINGT ON VALRICO	State MD FL	Zip 20744 33594	Acti Edit Edit	Adq ons Delete Delete



- 2. Review the information displayed on the screen:
  - a. If the employer address or information is wrong, correct the information:
    - Add any missing employer.
    - Edit incorrect information in an employer record.
    - Delete all employer information, if the student never worked there.
  - b. If the student's address is wrong, update the address on the *Personal Information* page, which is accessed from the *Student Information* page.
  - c. If the address and employer information is correct, click the checkbox to verify that the student has confirmed his or her current address and employment.
- 3. Click either **Report OPT Participation** or **Cancel**:
  - **Report OPT Participation** verifies the student has confirmed his or her current address and employment information.
    - o A message indicates that the update was successful.



(ALT Text: Screenshot of Update Successful message.)

• Click **Return to View Record** to view the *Student Information* page.

Note: The *Student Information* page will no longer display the <u>**Report OPT**</u> <u>**Participation**</u> link.

• **Cancel** returns the user to the *Student Information* page without validating the student's information.

#### **Self-Evaluations**

Students must create self-evaluations that detail the progress made toward the training goals outlined on the Form I-983 for that particular employer. An employing supervisor must confirm and sign each self-evaluation. DSOs must keep these self-evaluations in the student's file. The submission timelines are below:

- Student still works for original employer: Must submit a self-evaluation within 10 days of the 12- and 24-month marks of the start date of STEM OPT employment authorization.
- Student changes employers before the 12- and/or 24-month marks:
  - Must submit self-evaluation within 10 days of ending each employment with current employer.



• Must submit self-evaluation within 10 days of 12- and 24-month marks of the start date of STEM OPT employment authorization.

## **STEM OPT Extension and Unemployment**

Students authorized for STEM OPT must be employed by an E-Verify-certified employer. A student on STEM OPT can be unemployed for a total of 150 days. This includes any of the remaining 90 days of unemployment allotted from the standard post-completion OPT.

- DSOs must enter employer information into SEVIS.
- Student whose record lacks employer information is considered unemployed.
- $\bigcirc$
- SEVIS will not auto-terminate students until the following timeframes have passed:
  - $\circ$  Number of days of unemployment allowed in regulation

**Note:** SEVIS will only use consecutive days of unemployment, even though the regulatory limits are for the total days of unemployment. This will change to count aggregate days with a future SEVIS release.

- Reporting periods for BOTH:
  - Student
  - DSO

Note: This auto-terminate functionality is currently disabled.

- SEVP officials can **manually terminate** a student who accrues more total days of unemployment than regulations allow.
- <u>8 CFR 214.2(f)(10)(ii)(E)</u>
- <u>SEVP Policy OPT Guidance</u>

### **Related SEVIS Alerts and Lists**

The following Alert and Student Lists in SEVIS help DSOs monitor and manage students on STEM OPT:

Alert/List

Description



Alert/List	Description
Students who have Approved OPT without Current Employer Information	<ul> <li>This Alert List shows:</li> <li>SEVIS ID</li> <li>Surname/Primary Name</li> <li>Given Name</li> <li>OPT Type (Post-completion or STEM)</li> <li>OPT Actual Start Date</li> <li>OPT Actual End Date</li> <li>Latest OPT employment end date</li> <li>Number of days since the last employment date</li> <li>This Alert lists students in Active status who have:</li> <li>Current, approved OPT request</li> <li>No employer information in their records</li> </ul>
Students Requiring OPT Reporting (STEM OPT Validation Alert)	<ul> <li>This Alert lists students in Active status who have:</li> <li>Current, approved STEM OPT extension</li> <li>Not reported on their STEM OPT within the required reporting period</li> <li>If the DSO does not report participation for the student, the system automatically terminates the record with the reason of "Failure to Report While on OPT."</li> <li>Note: This auto-terminate functionality is currently disabled.</li> </ul>



Alert/List	Description
Students with Requested, Pending, or Approved Optional Practical Training	<ul> <li>This Student List shows:</li> <li>Active indicator</li> <li>SEVIS ID</li> <li>Visa Type</li> <li>Surname/Primary Name</li> <li>Given Name</li> <li>DSO Recommended Start and End Dates</li> <li>USCIS Approved OPT Start and End Dates</li> <li>OPT Type</li> <li>Request Status and Receipt Number</li> <li>This lists Active students who have an OPT request that is in Requested, Pending, or Approved status. Students remain on the list from the time OPT is requested until:</li> <li>Request is canceled or withdrawn</li> <li>USCIS denies the application</li> <li>Actual OPT End Date, if approved</li> </ul>
Students Terminated for Exceeding the Maximum Number of Days of Unemployment	<ul> <li>Actual OFTEnd Date, if approved</li> <li>This Student List shows: <ul> <li>SEVIS ID</li> <li>Class of Admission</li> <li>Surname/Primary Name</li> <li>Given Name</li> <li>Termination Date</li> <li>OPT Type</li> </ul> </li> </ul>

# H-1B Cap-Gap Extension of STEM OPT

SEVIS will automatically extend STEM OPT if:

- On or after April 1 (as directed by USCIS timely filing rules), an employer files an eligible H-1B petition to change the student's status.
- Requested start date for the H-1B is October 1.
- Student's OPT or STEM OPT extension ends on or after April 1, and the H-1B petition was filed with USCIS before the EAD expired.



### **Correcting OPT Data: Correction Requests and Data Fixes**

If OPT information in SEVIS does not reflect applications filed with or decisions made by USCIS, DSOs can ask to have the record corrected. There are two ways to correct data in a student record:

Method	What Can Be Fixed
Correction Request	This option is used to request changes (using SEVIS) for the following:
	Status of OPT Request
	Employment Start Date
Help Ticket (Data Fix)	This option is used for more complicated data fixes and requires DSOs to call the SEVIS Help Desk (1-800-892-4829). Types of OPT-related data fixes include:
	<ul> <li>Adding retroactive OPT to a record</li> </ul>
	<ul> <li>Changing the OPT request status for an OPT request that is already in Approved status</li> </ul>
	• Any data fix that cannot be submitted in a correction request

### **Icon Guide**

See the <u>SEVIS Help Icons</u> on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

### **Document Revision History**

Date	Revision Summary
November 13, 2015	Initial Release
April 27, 2016	Updated to reflect 24-Month STEM OPT Extension rules