

**STEM OPT Employer Information and US Address Reporting Form**

You are required (by SEVP) to report your US address and employer information. To satisfy this requirement, you must complete page 1 and scan it back to International Student Programs at [international@newpaltz.edu](mailto:international@newpaltz.edu). Keep this original form for your records, along with well documented dates of employment, offer letters from your employers, and a description of your assigned duties (usually found within the offer letter or hiring contract). You must complete ALL SECTIONS of this form.

**Student Information:**

Student Name: \_\_\_\_\_  
Last Name First Name Middle Initial

Student/Banner ID: N \_\_\_\_\_

Current US Address: Street Address: \_\_\_\_\_ Suite/Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Previous Employer Information:**

Previous employer name: \_\_\_\_\_ Previous employer end date: \_\_\_\_\_  
MM/DD/YYYY

**Current Employer Information:**

Name of Company/ Organization: \_\_\_\_\_

Employer E-Verify Number (required): \_\_\_\_\_

Employer EIN (required): \_\_\_\_\_ - \_\_\_\_\_

Employer's Address: Street Address: \_\_\_\_\_ Suite/Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor Information: \_\_\_\_\_  
Last Name First Name

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Start Date of employment with this employer: \_\_\_\_\_  
MM/DD/YYYY

Job Title: \_\_\_\_\_  Full Time: more than 20 hours per week

**Describe how this employment directly relates to your STEM field of study (Max 1000 characters):**

## How to maintain status while on STEM OPT:

- **US ADDRESS:** While you are on STEM OPT, you must notify International Student Programs of any change of address within 10 days of your move. To satisfy this requirement, please submit the [STEM OPT REPORTING REQUIREMENT FORM](#) with your US address to [international@newpaltz.edu](mailto:international@newpaltz.edu)
- **EMPLOYMENT:** While you are on STEM OPT, you must notify International Student Programs of your employer's name and address, and any periods of unemployment within 10 days of any change. To satisfy this requirement, please email the [STEM OPT REPORTING REQUIREMENT FORM](#) to [international@newpaltz.edu](mailto:international@newpaltz.edu)
  - In addition submitting this form when you begin or change employment, SEVP requires employment validation every 6 months.
- **EVALUATION:** SEVP requires training evaluation reporting 12 months and 24 months into your STEM OPT period. To satisfy this requirement, please email the [STEM OPT REPORTING REQUIREMENT FORM](#) **AND** the completed [Evaluation of Student Progress \(Form I-983\)](#) to [international@newpaltz.edu](mailto:international@newpaltz.edu)
  - There are two Evaluation report due-dates: the first is 12 months after the STEM OPT employment start date (page 6 of Form I-983), and the second is 24 months after the STEM OPT employment start date (page 7 of Form I-983).
    - You need to keep track of when your validation is due.
    - Failure to validate your employment within 30 days of the due date may result in auto-termination of your OPT authorization by the system.
    - For more detailed information about the reporting requirements for students and employers, go to <https://studyinthestates.dhs.gov/>
- Students may not have more than 60 days of unemployment during the 24-month STEM OPT extension.
- If you are traveling outside the United States while on STEM OPT, you need a valid travel signature on your I-20. Travel signatures are valid for 6 months.
- If you transfer to another school or begin study at another educational level, then your STEM OPT authorization will be automatically terminated.
- You should not travel outside the US, until you have received your new EAD card with the STEM OPT extension dates.