

# STUDENT'S REPORTING RESPONSIBILITIES while on STEM OPT Extension

While engaged in a period of approved STEM Optional Practical Training (STEM OPT) extension, I acknowledge that I must comply with the reporting requirements in the table below to maintain my F-1 status.

The SEVP Portal is **OPTIONAL**. ISS recommends:

- I use the SEVP Portal only for VIEWING accuracy of data.
- I report all changes through iHawk.
- I should NOT report changes in both iHawk and the SEVP Portal.

iHawk OPT Reporting E-forms	
<b>Mandated Reports (even without any change)</b>	
<b>Due every 6 months from start of STEM</b>	
6 months from STEM start:	<i>validation report</i>
12 months from STEM start:	<i>self-evaluation (I-983 p.5) &amp; validation report</i>
18 months from STEM start:	<i>validation report</i>
24 months (End of STEM):	<i>self-evaluation (I-983 p.5)</i>
<b>Reports Based on Change</b>	
<b>Due within 10 days of change/end/departure</b>	
Upload STEM OPT EAD	
Email & Phone Number Update	
U.S. residential or mailing address*	
Material Changes to Existing I-983 Training Plan such as (but not limited to):	
<ul style="list-style-type: none"> <li>• Change in job title or supervisor;</li> <li>• Significant decrease in compensation or work hours;</li> <li>• Change in employer's commitments or your learning objectives;</li> <li>• Change in employer's EIN; employee (trainee) worksite [Section 5]</li> </ul>	
Loss or termination of STEM employment – requires a completed and signed I-983 p.5 self-evaluation	
New (change of) STEM employer – requires new completed and signed I-983 Training Plan & STEM Employer Verifications Form from new employer	
Change immigration status classification (ex. F-1 to H-1B)	
Leaving the U.S. and forfeiting the remainder of OPT	
Passport Name	

iHawk: <https://ihawk.ku.edu>  
F-1 Practical Training  
→ OPT Reporting

**Why Report Through iHawk?**

- ISS reviews info for compliance before submitting to SEVIS
- ISS automatically issues a new I-20 when appropriate

**\*ADDRESS CHANGES:** If my STEM OPT application is still pending, I must report address changes in 3 places (even if I request the post office to forward all my mail):

- iHawk or SEVP Portal AND
- USCIS at <http://www.uscis.gov/addresschange> AND
- Call USCIS customer service 1-800-375-5283

**Furthermore, I understand that:**

- Since F-1 status is dependent on employment, I may not accrue an aggregate of more than 150 days of unemployment during the total 36-month OPT period. If unemployment exceeds the limits outlined by U.S. Dept. of Homeland Security, they may deny me future immigration benefits or may terminate my SEVIS record.
- I am allowed 60 days after the expiration of the OPT EAD to remain in the U.S. for the purpose of preparing for departure, to change education levels at the same school, to transfer to another school, or apply for a change of status.
- Transferring to another school or beginning study at another education level automatically terminates any remaining portion of OPT.

I certify that I have read and understand the above stated responsibilities that are required of me while engaging in the STEM OPT extension. I agree to provide to KU's International Support Services Office the required information stated above and understand that failure to do so can result in a violation of F-1 status and subsequent termination of my SEVIS record.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ KUID \_\_\_\_\_

Print Name: \_\_\_\_\_ Non KU Email: \_\_\_\_\_