STEM OPT VALIDATION REPORT TUTORIAL

International Student and Scholar Services

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DISCLAIMER

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VALIDATION REPORTS

- **You must confirm your employer details every 6 months**
- **Failure to report could affect your current status as well as the ability to gain future statuses**
- **Your reporting due dates can be found in your SEVP Portal**
  - They are based off your STEM OPT authorized dates in 6-month increments
- **You can submit your report up to 30 days before the due date and 10 days after**
- **To submit your validation report, you must complete the STEM OPT Employer Information Form**
  - Select "Validation reports" for the first question then select the appropriate report (6, 12, 18, or 24 months)

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COMPLETING THE I-983

Evaluation on Student Progress: Completed by student and employer

- **You must complete two self-evaluations:**
  - Evaluation 1 – after 12 months of your STEM OPT
  - Evaluation 2 – after 24 months of STEM OPT _or_ if you leave an employer

- **Evaluations should be done on the I-983 for that specific employer**

- **Evaluations must be signed by the student and the supervisor and then submitted to the DSO via the STEM OPT Employer Information Form**

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6-MONTH VALIDATION REPORT

- **Step 1: Login to your SEVP portal and confirm your local address is up to date**
  - Update local address if necessary
- **Step 2: Verify that your employer information is correct**
  - If your current employer is not listed, you must first report your new employer information and _then_ complete your validation report
- **Step 3: Submit your validation report through the [STEM OPT Employer Information Form](#)**
  - Select "validation reports" then hit next
  - Select "6-month update" then hit next
  - Complete the entire form and upload your I-983
- **Step 4: Once you receive confirmation from ISSS that your validation report has been submitted to SEVIS, login to your SEVP portal to confirm the status has changed from "due" to "completed" (this will take 24 hours to update in your portal)**

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12-MONTH VALIDATION REPORT

- **Step 1: Login to your SEVP portal and confirm your local address is up to date**
  - Update local address if necessary
- **Step 2: Verify that your employer information is correct**
  - If your current employer is not listed, you must first report your new employer information and *then* complete your validation report
- **Step 3: Complete the evaluation on student progress on page 5 of your I-983**
  - The date range should be the first day of your STEM OPT to the date you're completing the evaluation (around 12-months from the first date)
  - *OR* your start date with that employer to the date you're completing the evaluation (around 12-months from the first date

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12-MONTH VALIDATION REPORT

Be Sure to complete only the first of the two self-evaluations

EVALUATION ON STUDENT PROGRESS

Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.

Range of Evaluation Dates: From (mm-dd-yyyy): _____   To (mm-dd-yyyy): _____

Signature of Student (Sign in ink): _____

Printed Name of Student: _____   Date (mm-dd-yyyy): _____

Signature of Employer Official with Signatory Authority (Sign in ink): _____

Printed Name of Employer Official with Signatory Authority: _____   Date (mm-dd-yyyy): _____

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12-MONTH VALIDATION REPORT

- **Step 4: Review the evaluation with your employer so they can sign and date**
- **Step 5: Submit your validation report through the [STEM OPT Employer Information Form](#)**
  - Select "validation reports" then hit next
  - Select "12-month update" then hit next
  - Complete the entire form and upload your I-983
- **Step 6: Once you receive confirmation from ISSS that your validation report has been submitted to SEVIS, login to your SEVP portal to confirm the status has changed from "due" to "completed" (this will take 24 hours to update in your portal)**

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18-MONTH VALIDATION REPORT

- **Step 1: Login to your SEVP portal and confirm your local address is up to date**
  - Update local address if necessary
- **Step 2: Verify that your employer information is correct**
  - If your current employer is not listed, you must first report your new employer information and *then* complete your validation report
- **Step 3: Submit your validation report through the STEM OPT Employer Information Form**
  - Select "validation reports" then hit next
  - Select "18-month update" then hit next
  - Complete the entire form and upload your I-983
- **Step 4: Once you receive confirmation from ISSS that your validation report has been submitted to SEVIS, login to your SEVP portal to confirm the status has changed from "due" to "completed" (this will take 24 hours to update in your portal)**

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24-MONTH VALIDATION REPORT

- **Step 1: Login to your SEVP portal and confirm your local address is up to date**
  - Update local address if necessary

- **Step 2: Verify that your employer information is correct**
  - If your current employer is not listed, you must first report your new employer information and *then* complete your validation report

- **Step 3: Complete the final evaluation on student progress on page 5 of your I-983**
  - The date range should be the day after your previous evaluation end date to the date you're completing the evaluation

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12-MONTH VALIDATION REPORT

Be Sure to complete the second of the two self-evaluations

FINAL EVALUATION ON STUDENT PROGRESS

Provide a self-evaluation of your performance, using the measures previously identified, in applying and acquiring new knowledge, skills, and competencies identified in the Training Plan for STEM OPT Students. Discuss accomplishments, successful projects, overall contributions, etc., during this review period. Address whether there are any modifications to the objectives and goals for projects, or new areas for skill and competency development.

Range of Evaluation Dates: From (mm-dd-yyyy): _____   To (mm-dd-yyyy): _____

Signature of Student (Sign in ink): _____

Printed Name of Student: _____   Date (mm-dd-yyyy): _____

Signature of Employer Official with Signatory Authority (Sign in ink): _____

Printed Name of Employer Official with Signatory Authority: _____   Date (mm-dd-yyyy): _____

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24-MONTH VALIDATION REPORT

- **Step 4: Review the evaluation with your employer so they can sign and date**

- **Step 5: Submit your validation report through the [STEM OPT Employer Information Form](#)**
  - Select "validation reports" then hit next
  - Select "24-month update" then hit next
  - Complete the entire form and upload your I-983

- **Step 6: Once you receive confirmation from ISSS that your validation report has been submitted to SEVIS, login to your SEVP portal to confirm the status has changed from "due" to "completed" (this will take 24 hours to update in your portal)**

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Thank You.

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