

## HOW TO REPORT EMPLOYMENT INFORMATION

If you are currently on pre-completion OPT, post-completion OPT, or STEM OPT extension, you are responsible for reporting any and all employment information or changes within 10 days of the change.

Additionally, students on OPT are required to validate, or verify, their current U.S. address and employer information every 6 months. See the chart below for information on what actions and documents are needed at each reporting event.

To verify, validate, or report any employment information while on OPT, be sure to follow these steps:

1. Review your SEVP OPT Portal information by logging in at: <https://sevp.ice.gov/opt/#/login>
2. Make any necessary changes in the portal, if you can. Some changes can only be made by a DSO, including email address, or STEM OPT employer information.
3. Submit the OPT Validation form at:

<https://www.marshall.edu/iss/optvalidation>

4. Work with your employer to receive any supporting documents (i.e., offer letter or Form I-983 if on STEM OPT)
5. Reply to the Request For Information (RFI) email and attach all supporting documents (see chart below)
6. Wait for ISS to review your request and supporting documents. Processing times are generally 2-3 business days. If additional documents or information is needed, you will receive an additional RFI email. If your request is approved, you will receive an email to notify you that your request is processed and how to receive your I-20.

REPORTING EVENT (DUE DATE)	SUPPORTING DOCUMENTS
6 months after post-completion OPT start date	<ul style="list-style-type: none"> <li>• OPT Validation form (link above)</li> </ul>
12 months after post-completion OPT start date	<ul style="list-style-type: none"> <li>• OPT Validation form (link above)</li> </ul>
6 months after STEM OPT start date	<ul style="list-style-type: none"> <li>• OPT Validation form (link above)</li> <li>• Form I-983 for current employer</li> </ul>
12 months after STEM OPT start date	<ul style="list-style-type: none"> <li>• OPT Validation form (link above)</li> <li>• Form I-983 for current employer with self-evaluation on page 5</li> </ul>
18 months after STEM OPT start date	<ul style="list-style-type: none"> <li>• OPT Validation form (link above)</li> <li>• Form I-983 for current employer</li> </ul>
24 months after STEM OPT start date	<ul style="list-style-type: none"> <li>• OPT Validation form (link above)</li> <li>• Form I-983 for current employer with final evaluation on page 5</li> </ul>
Change employers (due within 10 days)	<ul style="list-style-type: none"> <li>• OPT Validation form (link above)</li> <li>• Offer letter</li> <li>• <i>STEM OPT ONLY</i> – New Form I-983 for new employer</li> <li>• <i>STEM OPT ONLY</i> – Previous Form I-983 for previous employer with final evaluation on page 5</li> </ul>
Additional changes in employment (due within 10 days), including: <ul style="list-style-type: none"> <li>○ Title</li> <li>○ Employer site location</li> <li>○ Supervisor information</li> <li>○ Job duties</li> </ul>	<ul style="list-style-type: none"> <li>• OPT Validation form (link above)</li> <li>• <i>STEM OPT ONLY</i> - Updated Form I-983 for current employer</li> </ul>