



**CHANGE OF STUDENT AND EMPLOYER INFORMATION FORM
FOR STEM DEGREE HOLDERS IN F-1 STATUS
ON POST-COMPLETION OPTIONAL PRACTICAL TRAINING (OPT) EXTENSION
AND
24-MONTH STEM OPT REPORTING REQUIREMENTS**

- Complete **2 annual self-evaluations** on [Form I-983](#) (to be reviewed and signed by the employer) during the 24-month STEM OPT period:
 - *at the conclusion of the first 12 months of STEM OPT, and*
 - *at the conclusion of the STEM OPT period, and/or*
 - *at the end or termination of STEM OPT employment.*

Evaluations must be submitted to ISSS **within 10 days** after the conclusion of the evaluation period.

- Report on the [SEVP Portal](#) within 10 days any changes in:
 - *Residential or Mailing Address (also update in CaneLink)*
 - *Telephone Number*
 - *Certain employer information, i.e. change in supervisor or to correct spelling.*
- Complete and submit [Form I-983](#) and “Change of Student and Employer Information Form for STEM Degree Holders” (see below) to ISSS (issm@miami.edu) to report **within 10 days** any changes in:
 - *Legal name*
 - *Employer name*
 - *Employer address*
 - *Status of current employment*
 - *Change of employer*
 - *Termination of employment prior to the end of the authorized period.*
- Report material changes to, or deviations from, the formal training plan **immediately**. This requires submission of a new I-983 to ISSS. Material changes include:
 - *Any change of the employer's EIN number, resulting from a change in the employer's ownership or structure.*
 - *Any reduction in student compensation that is not tied to a reduction in hours worked.*
 - *Any significant decrease in hours per week that a student engages in a STEM training opportunity.*
 - *Changes to the employer's commitments or student's learning objectives as documented on the Form I-983.*

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Instructions:

During post-completion OPT extension for STEM degree-holders, F-1 status is dependent upon employment in a company registered with e-verify.

To report any change in employment, please complete the [Form I-983](#) and this form and send to isss@miami.edu.

Please inform ISSS immediately if you have left the United States permanently, or if you have changed your immigration status.

STUDENT INFORMATION

Last Name _____ First Name _____
Student C Number _____
Phone _____ Email _____

EMPLOYER INFORMATION

New Employer (Organization/Company) _____ E-verify # _____
Job Title _____ Start Date _____
Last Day at Previous Employer _____

Reminder: Complete and submit the final self-evaluation on [Form I-983](#) to ISSS with this form.

Signature of Student: _____ **Date:** _____