



**STEM OPT CHECK-IN FORM**

*Instructions: Please submit this form to IPS at the 6<sup>th</sup>, 12<sup>th</sup>, 18<sup>th</sup>, and 24<sup>th</sup> month of your STEM OPT Employment.*

Student Name: \_\_\_\_\_ SEVIS ID Number: \_\_\_\_\_

BenU E-mail Address: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Full Local Address (Required for SEVIS): \_\_\_\_\_

Employer Name and Address: \_\_\_\_\_

Students who do not complete the STEM OPT Check-In Form can be terminated as it is a violation of their status. **This Check-In Form is the responsibility of the visa holder, IPS will not be sending out reminders to complete this form.**

**If this is the 12<sup>th</sup> or 24<sup>th</sup> month of your STEM OPT Employment, you are also required to complete the "Evaluation on Student Progress" in Form I-983.** This is a requirement of your extension and can result in termination if not completed.

Questions about this process can be sent to [IPS@ben.edu](mailto:IPS@ben.edu).

*I understand that the information above is true and accurate. Furthermore, it is my responsibility as an F-1 visa holder to maintain my visa status, which includes completing the STEM OPT Check-In Form every six months.*

*Also, unauthorized off-campus employment/internship is a violation of status and can result in termination.*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Date*

**-DIGITAL SIGNATURES ARE NOT ACCEPTABLE-**

IPS Confirmed current address in SEVIS

Initials \_\_\_\_\_

IPS Confirmed employer address in SEVIS

Initials \_\_\_\_\_

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