

RESPONSIBILITIES & REPORTING REQUIREMENTS DURING OPT

Optional Practical Training (OPT) is a self-reported work authorization. Students **must** report any changes to their employment to ISSS within **10 days** to ensure timely updates to their SEVIS record.

Students should submit any employment updates through the [Terra Dotta ISSS portal](#) by using the **“Post Completion or STEM OPT Employer Update”** request button.

During OPT, student must agree to report the following:

- 1) Within 10 days of **starting employment**, submit the following via a "Post Completion or STEM OPT Employer Update" request:
 - a. Copy of EAD Card (front and back)
 - b. Copy of Offer Letter
- 2) Within 10 days of a **change in U.S. Address**, U.S. Phone Number, or Personal Email Address, report the change to ISSS via email or your SEVP Portal. **DO NOT** submit to SEVP Portal and email ISSS as this may result in duplicate entries.
- 3) Within 10 days of a **change in current employment**, report by submitting a "Post Completion or STEM OPT Employer Update" request. Changes include: separation, termination, change in supervisor name or contact information, title, position, employer address, employer EIN, or employer name.
- 4) Within 10 days **securing new employment**, report the new employer by submitting an "Post Completion or STEM OPT Employer Update" request.
- 5) Within 10 days of **receiving an approval for Change of Status, departing the U.S. permanently, or admission to a new degree program**, report the change to ISSS via email.

Student must also acknowledge:

90 Day Unemployment Limits: During the 12 months of Post Completion OPT, students may not have more than a total of 90 days of unemployment without jeopardizing their F-1 status. Starting August 2020, SEVP automatically terminates student's SEVIS records with more than 90 days of unemployment. This results in loss of legal status in the U.S. It is critical that students stay under the unemployment limit and report changes within 10 days.

International Travel: Employment is required to re-enter the United States. Students who are unemployed should not exit the U.S. as they will not have all the documents necessary for re-entry. The following documents are required for re-entry to the United States while on Post Completion OPT:

- Valid Passport
- Valid F-1 Visa
- Post Completion OPT EAD
- I-20 w/ valid travel signature
- Proof of employment (e.g. copy of offer letter, pay stubs, support letter from employer)

NOTE: It is not advised to travel internationally while your OPT application is pending with USCIS, as the [new USCIS photo policy](#) may require your physical presence in the U.S. to attend a biometrics appointment.

Document Retention: OPT Policy guidance recommends students keep accurate documents as evidence of their OPT employment. Suggestions include evidence of positions held, employment dates, position description, contact

information, and hours worked (especially volunteer positions which are more difficult to track without payment documents).

End of OPT: Students will have a 60 day grace period after Post Completion OPT. Students must depart the U.S., transfer to another U.S. institution, or change status prior to the end of their 60 day grace period. Students applying for STEM OPT must ensure USCIS receives their complete application prior to their Post Completion OPT expiring.