RESPONSIBILITIES & REPORTING REQUIREMENTS DURING OPT

(Sign & Submit this page with your OPT application materials)

By signing, student agrees to:

1) Within 10 days of **receiving the OPT EAD Card**, submit to International Student and Scholar Services (ISSS):
   a. 12 Month OPT Update Form
   b. Copy of EAD Card (front and back)

2) Within 10 days of **starting employment**, submit to ISSS:
   a. 12 Month OPT Update Form
   b. Copy of EAD Card (front and back)
   c. Copy of Offer Letter

3) Within 10 days of a **change in U.S. Address, U.S. Phone Number, or Personal Email Address**, report the change to ISSS using a using a 12 Month OPT Update Form.

4) Within 10 days of a **change in current employment**, report the change to ISSS using a 12 Month OPT Update Form. Changes include: separation, termination, change in supervisor name or contact information, title, position, employer address, employer EIN, or employer name.

5) Within 10 days **securing new employment**, report the new employer by submitting to ISSS:
   a. 12 Month OPT Update Form
   b. Copy of EAD Card (front and back)
   c. Copy of Offer Letter

6) 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.

By signing, student also acknowledges:

> **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.**

Travel: Employment is required in order to re-enter the United States. Students who are unemployed should not exit the U.S. as they will not have all of 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
- Travel Endorsed I-20
- Proof of employment (e.g. copy of offer letter, pay stubs, support letter from employer)

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 go on 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.

Once my EAD is received, I agree to submit a copy of my OPT EAD card to IPGE and confirm my personal contact information. In addition, during my OPT, I agree to update IPGE with all changes of contact information and employment information within 10 days. I understand during my authorized OPT period, I am allowed only 90 days of unemployment. I understand my reporting responsibilities and agree to notify IPGE when any changes occur.

Sign here

Name: _____

Signature: _____   **Date Signed**: _____