

REPORTING RESPONSIBILITIES WHILE ON POST-COMPLETION OPT

Note: After your post-completion OPT has been approved, you will receive an email from the USCIS to **activate your SEVP Portal account**, which will allow you to access your SEVIS record.

While engaged in this period of authorized post-completion Optional Practical Training (OPT), I acknowledge that I must comply with the following reporting requirements to maintain my F-1 status:

I acknowledge that I must submit changes to the following, through my SEVP Portal account, within 10 days:

- Legal name (as it occurs in my passport)
- Residential or mailing address**
- OPT employment information, including: Start date, employer name, employer address, job title and how your employment is related to your course work
- Any loss or termination of employment

**Address changes: You will have access to your WU email address and MyWashburn, for two years, so please make sure to update your change of address in MyWashburn as well.

In addition, I understand that:

- I must provide International Programs with a copy of the OPT approval (EAD) card.
- Since my F-1 status under post-completion OPT is dependent on employment, **I am not allowed to accumulate a comprehensive total of more than 90 days of unemployment** during OPT.
- OPT employment does not have to be paid, but volunteer or unpaid opportunities must be reported to avoid accrual of unemployment. Unpaid internships must not violate any U.S. labor laws, must be directly related to my field of study and the work must be at least 20 hours per week.
- The U.S. Department of Homeland Security will be responsible for determining if my status has been violated by exceeding the permissible period of unemployment. They may deny future immigration benefits and/or they may terminate my SEVIS record if I fail to maintain the proper period of employment.
- I am allowed a **60-day grace period after the employment end date on my EAD card** to remain in the U.S. for the purpose of preparing for departure, changing education levels at the same school, transferring out, or applying for a change of Immigration status.
- Transferring to another college/university or beginning study at another education level **will automatically terminate any remaining portion of my OPT.**
- I may be eligible for a 24-month extension of OPT if my major qualifies under STEM (Science, Technology, Engineering, Math), as defined by DHS, and I have a job offer from a company in the E-Verify program. The STEM OPT extension must be received by the USCIS before my current OPT expires.

I certify that I have read and understand the above stated responsibilities that are required of me while engaged in OPT. **I agree to submit the required information stated above through my SEVP Portal account and understand that failure to do so may result in a violation of my F-1 status and subsequent termination of my SEVIS record.**

Signature: _____ **Date:** _____

Print Name: _____ **WIN #:** _____

Personal email address: _____

Important: Please keep this copy for your records.

POST COMPLETION OPT RECOMMENDATION GUIDELINES AND TIPS

- Do submit the optional Form G-1145. Through this form, you will receive a text and/or email confirming that the USCIS has received your OPT application, including your receipt number. You can use your receipt number to check your case status online at <https://www.uscis.gov/>
- DO provide the Office of International Programs (OIP) with a copy of your OPT EAD (Employment Authorization Document). This is very important because OIP must continue to verify your valid F-1 status during OPT and make sure the SEVIS database reflects the OPT approval.
- Do keep evidence – for each job – that the employment is directly related to your degree. Have proof of the position held, the duration of the position, job title, contact info for the supervisor or manager and a description of the work. If it is not clear from the job description, obtain a signed letter from your employer's hiring official, supervisor, or manager stating how your degree is related to the work performed.
- DO NOT continue working in an on-campus job after you have graduated.
- DO NOT promise an employer you can start on a specific date or sign an employment contract with a specific start date unless you already received your Employment Authorization Document (EAD).
- DO NOT begin working before receiving your EAD or before the start date on the EAD. DO NOT continue working after the expiration date unless you have been approved for other applicable work authorization.

Travel out of the U.S. while *waiting for OPT approval* is not advised unless you have a job offer and you have a way of getting the EAD card if the OPT is likely to be approved while you are out of the U.S.

- If the ***OPT is still pending*** when you re-enter the U.S., you will need:
 - ✓ OPT Receipt
 - ✓ Valid passport (for at least six months from date of re-entry)
 - ✓ Valid F-1 visa
 - ✓ I-20 with a travel signature within the last six months from OIP
- ***After the OPT is approved***, you will need:
 - ✓ OPT EAD card
 - ✓ Proof of employment (such as a job offer or recent paycheck stub)
 - ✓ Valid passport (for at least six months from date of re-entry)
 - ✓ Valid F-1 visa
 - ✓ I-20 with a travel signature within the last six months from OIP
- If your F-1 visa has expired, you will need to apply for a new one while abroad if you plan to return to the U.S. to continue with OPT. It is sometimes more difficult to obtain an F-1 student visa while on OPT since you have already completed your degree and you are only returning to work. In addition, all new visas require a security check that could take time. **Please carefully consider these risks before traveling outside the U.S.**
- If traveling to Canada, Mexico or adjacent (Caribbean) islands for less than 30 days, automatic revalidation may be a possibility and a need for a new visa may not apply, but please check first with the Office of International Programs.