OPT Statement of Understanding and Reporting Requirements

Overview: Student Reporting Responsibilities

OPT students (regular, cap gap extension OPT, or STEM extension OPT) have reporting obligations. All students must report any change of residential address or legal name, telephone number, email address, and interruptions of employment within 10 days.

WHAT IF I DO NOT FINISH MY STUDIES AS PLANNED?

1. If you have some significant doubts that you will successfully complete your degree requirements by your graduation date, you may want to consider waiting to apply for OPT until you are more certain you will finish in the current semester.

2. If you apply for OPT and you later find out that you will not graduate in the current semester, you may withdraw your OPT application as long as it has not been approved by USCIS.

3. If you do not or are unable to withdraw your OPT application in time, you
   a. Must apply for an extension of your I-20 before the I-20 end date,
   b. May work 20 hours per week until you complete your degree requirements and you
   c. May work more than 20 hours per week once you have completed your degree requirements.

Defining OPT employment

SEVP defines acceptable OPT employment as:

- Part-time (at least 20hrs/week ) or full-time, more than 20 hours per week
- Paid or volunteer
- Multiple employers
- Short-term/gigs
- Contractors/work for hire
- Self-employed (must be full time), and not during STEM extension
- Agency employment
- STEM employment: employer must participate in E-verify program and work must be paid

OPT Reporting

- Legal name change
- Change of residential address
- Personal phone number (cell preferred)
- Email address (non-Trinity)
- Name and address of each employer
- Employment start and end date for each employer
- Part time (A minimum of 20 hours per week) or Full time (more than 20 hours per week)
● Interruptions of employment (Note: A maximum of 90 days of unemployment is allowed in the entire 12 month OPT period. Unemployment is not counted for periods of up to 10 days in between jobs).
● Explain how your employment is related to your major(s)

STEM OPT 24-month extension, initial and annual submission to ISSS of form I-983
● Legal name change
● Change of residential and/or mailing address
● Personal phone number (cell preferred)
● Email address (non-Trinity)
● Name and address of each employer
● Employment start and end date for each employer
● Explain how your employment is related to your major(s)
● Loss of employment
● 90 (for initial OPT) + 60 (for STEM extension) = maximum 120 days of unemployment allowed
● 6 month validation report required from start of STEM extension, should include:
  ● Full legal name
  ● SEVIS number
  ● Current residential and mailing address
  ● Date employment began with current employer
Currently, SEVP does not state clearly penalties for failure to meet reporting requirements, but it is safe to assume that DHS considers it a failure to maintain F-1 status.

Upon receiving this EAD card, I understand my responsibilities include the following:
1. To use OPT update e-form to report a new job, change of employer, email address, telephone number, or change of residential address to ISSS within 10 days.
2. To check-in with ISSS by filling out the online form after 6 months of OPT have passed
4. To keep a detailed record of employment (companies/positions/dates) and unemployment for my own records, including evidence as appropriate (paychecks, offer letters, emails, etc).
5. To keep ISSS updated about any status change, legal name change, change of major, etc. during the OPT period, including providing documentation as appropriate.

ATTENTION: Your I-20s contain all of your past F1 non-immigrant history, they are important references for the immigration officers when you apply for other visa or permanent residency. Please keep ALL of your I-20s in a safe place, and always take the most recent I-20 with you when you travel.

Name:_________________________________ Requested OPT Start Date:___________________

Signature:______________________________ Non-Trinity email address: ____________________

Date:__________________________________ Cell phone number: ____________________