

GENERAL INFORMATION FOR ACTIVE OPT

In order to maintain legal F-1 status while on OPT you are **required** to report the following changes **with 10 days**:

- Your legal name
- Your residential or mailing address
- Your phone number
- Your email address
- Change in employer
- You become unemployed

Changes in personal/contact information are to be submitted via the Change of Address/Email form. Employment changes are to be submitted via the OPT Report Form. Both forms are on our website under Forms and Documents.

Employment letters MUST include:

- Employment start date
- Job title and duties (must be related to your field of study)
- Full or part time (number of hours per week is acceptable)
- Actual or electronic signature of employer

If all information is not in the offer letter your request will not be processed and employment will not be approved.

When you receive your Employment Authorization Documents (EAD card) you are to submit a copy to us. This can be done via the Employment Authorization Document form on our website under Forms and Documents.

- You may be unemployed during OPT for a maximum of 90 days. SEVIS is terminated at 91 days.
- You may be unemployed during STEM for a maximum of 150 days. SEVIS is terminated at 151 days. STEM includes unemployment days accrued during post-completion OPT.

EVEN IF YOU HAVE ENTERED INFORMATION IN YOUR SEVP PORTAL YOU MUST STILL SUBMIT THIS INFORMATION TO YOUR DSO!

FAILURE TO REPORT CHANGES TO YOUR DSO WITHIN 10 DAYS CAN PUT YOUR IMMIGRATION STATUS AT RISK!

Traveling abroad while on OPT:

In order to re-enter the U.S. while you are on OPT you must have a valid passport, current F-1 visa stamp, I-20 signed within the last six months, the EAD or the receipt notice for your OPT application, and your job offer letter. We strongly advise against traveling abroad while your OPT is pending.

NEVER enter the U.S. in any other visa status other than F-1 while on OPT; it will invalidate your OPT!