

# Post-Completion Optional Practical Training (OPT) Tutorial



GLOBAL EDUCATION CENTER  
**LAMAR UNIVERSITY**

# OPT Tutorial

Please note that this tutorial is for instructional purposes only.

An OPT application to USCIS is **your own personal application**. You alone are responsible for timely filing with full documentation, understanding F-1 rules regarding OPT , and properly maintaining F-1 status.

Please review the entire tutorial and contact your OISPS DSO if you have questions.

# OPT Tutorial Outline

- OPT Overview
- OPT Eligibility & Allowable Employment
- Application Process Overview
- Step 1: I-765
- Step 2: I-20 Request Process
- Step 3: Preparing your OPT Request to USCIS
  - Application Deadlines
- Step 4: Receiving your EAD & USCIS Documents
  - I-797 Receipt Notice
  - While Application is Pending
  - Denials & Requests for Evidence
- Step 5: Maintaining Your F-1 Status & STEM Reporting Requirements
  - Employment Update/Change Form
  - Travel during STEM OPT
- Options after Post-Completion OPT

# OPT Overview

- Post-Completion Optional Practical Training is a benefit for eligible F-1 students interested in engaging in employment directly related to their field of study after their degree completion in the U.S.
- F-1 students are eligible for an initial 12 months of OPT per higher degree level achieved.
- Applicants do not need an employment offer to apply for OPT.
- Employment **MUST** be related to student's field of major.



# OPT Eligibility

- Must have attended a SEVP certified institution on a full-time basis for at least one academic year
- Must not have had 12-months of OPT authorization for the same degree level
- Must not have accrued 12 months of full-time Curricular Practical Training (CPT) for the same degree level

\*\*\* Part-time CPT authorizations do not affect OPT eligibility\*\*\*

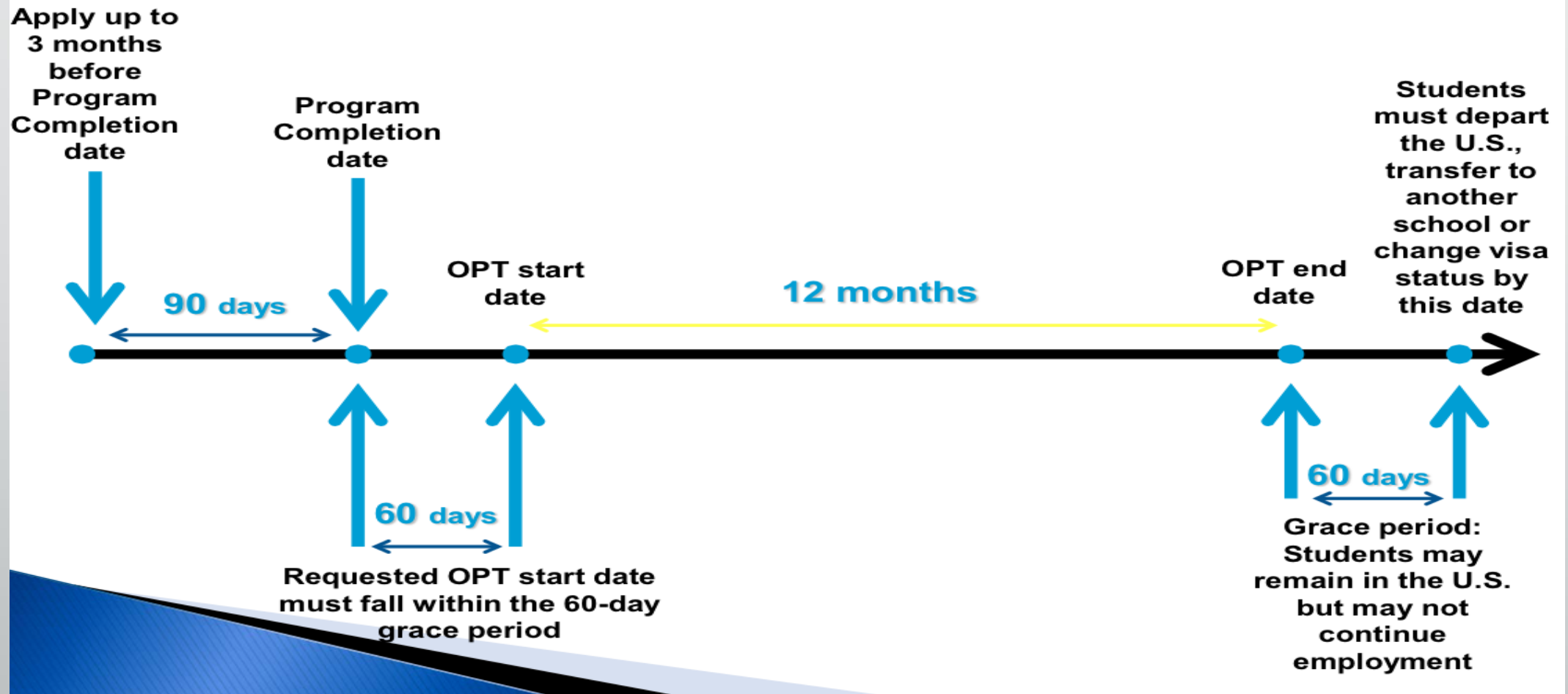


# OPT Application Timeline

- OPT Applicants may apply for Post-Completion OPT up to 90 days before a student's program completion date (look at Lamar's academic calendar) and up to 60 days after the student's program completion date.
- The recommended deadline to submit an OPT application to OIES is at least 3 months before a student's requested OPT start date.
- Important Notes/Deadlines:
  - USCIS must receive your application within 30 days of the DSO's recommendation (date which I-20 is generated in SEVIS)
  - Students applying for OPT after their program completion date may not receive the full 12 months of OPT authorization.
- Please note that the processing times can vary so be aware when selecting your OPT start dates [Processing Times \(uscis.gov\)](https://uscis.gov/processing-times)



# OPT Application Timeline (cont.)



# OPT Start and End Dates

- Applicants must choose their OPT start date.
- A requested OPT start date can be as early as 1 day after the program completion date and up to 60 days after the program completion date.
- Graduate students may set their program completion date based on scheduled thesis or dissertation defense dates.
- Students who complete their course requirements in any Part of Term (POT) must calculate their start based in the final class date of the POT.





# OPT Employment Requirements

- OPT employment must be directly related to the F-1 student's degree program.
- A student may work part-time (at least 20 hours per week) or full-time.
- Volunteer/Unpaid positions are allowed as long as they do not violate any labor laws.
- Employment through an agency or consulting firm: A student on post-completion OPT must be able to provide evidence showing he or she worked an average of at least 20 hours per week while employed by the agency.
- Self-employed business owner: A student on OPT may start a business and be self-employed. The student must be able to prove that he or she has the proper business licenses and is actively engaged in a business related to the student's degree program.
- Multiple employers: A student may work for more than one employer, but all employment must be related to the student's degree program.
- Short-term multiple employers (performing artists): A student, such as a musician or other type of performing artist, may work for multiple short-term employers (gigs). The student should maintain a list of all gigs, the dates and duration.
- Work for hire: This is commonly referred to as 1099 employment, where an individual performs a service based on a contractual relationship rather than employment relationship. If requested by DHS, the student must be prepared to provide evidence showing the duration of the contract period and the name and address of the contracting company.



# Unemployment During OPT

- Students on OPT have a total of 90 days (including weekends and holidays) of allowed unemployment during their 12-month OPT period that begins on the start date of their OPT (as indicated on their EAD card).
- If you exceed 90 days of unemployment during your original 12-month OPT you are not eligible to apply for the STEM OPT Extension.
  - If you exceed your unemployment days on OPT your SEVIS record will be terminated, and your F-1 status will be in an unlawful status



# OPT Application Process

- Items needed for DSO to recommend OPT and issue I-20:
  - OPT Application:  
<https://www.lamar.edu/forms/international/optional-practical-training-application.html>
  - I-765 form:  
[Application for Employment Authorization | USCIS](#)
  - Academic Advisor Recommendation Form  
<https://www.lamar.edu/international-education/files/documents/opt-application-academic-adviser-recommendation-form.pdf>



# Applying with USCIS for OPT

Online filing now available at <https://www.uscis.gov/i-765>

## Online Filing Benefits



Case status alerts and secure messages



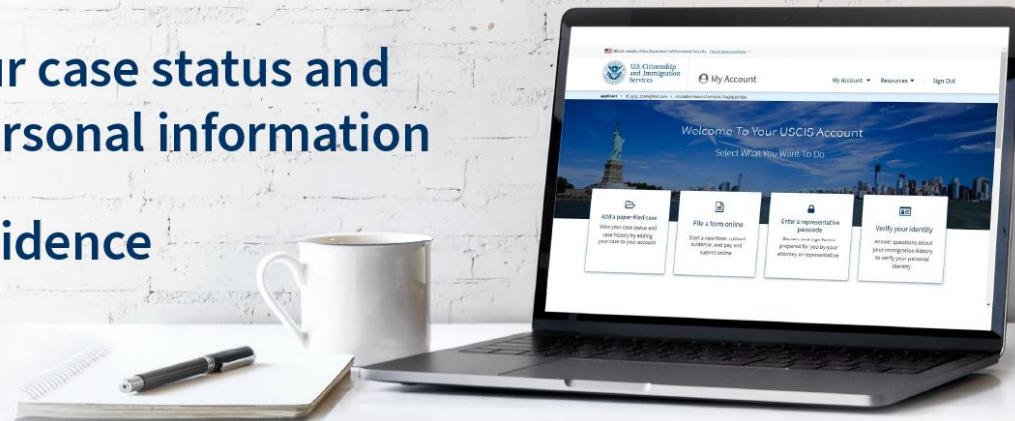
See all case correspondence



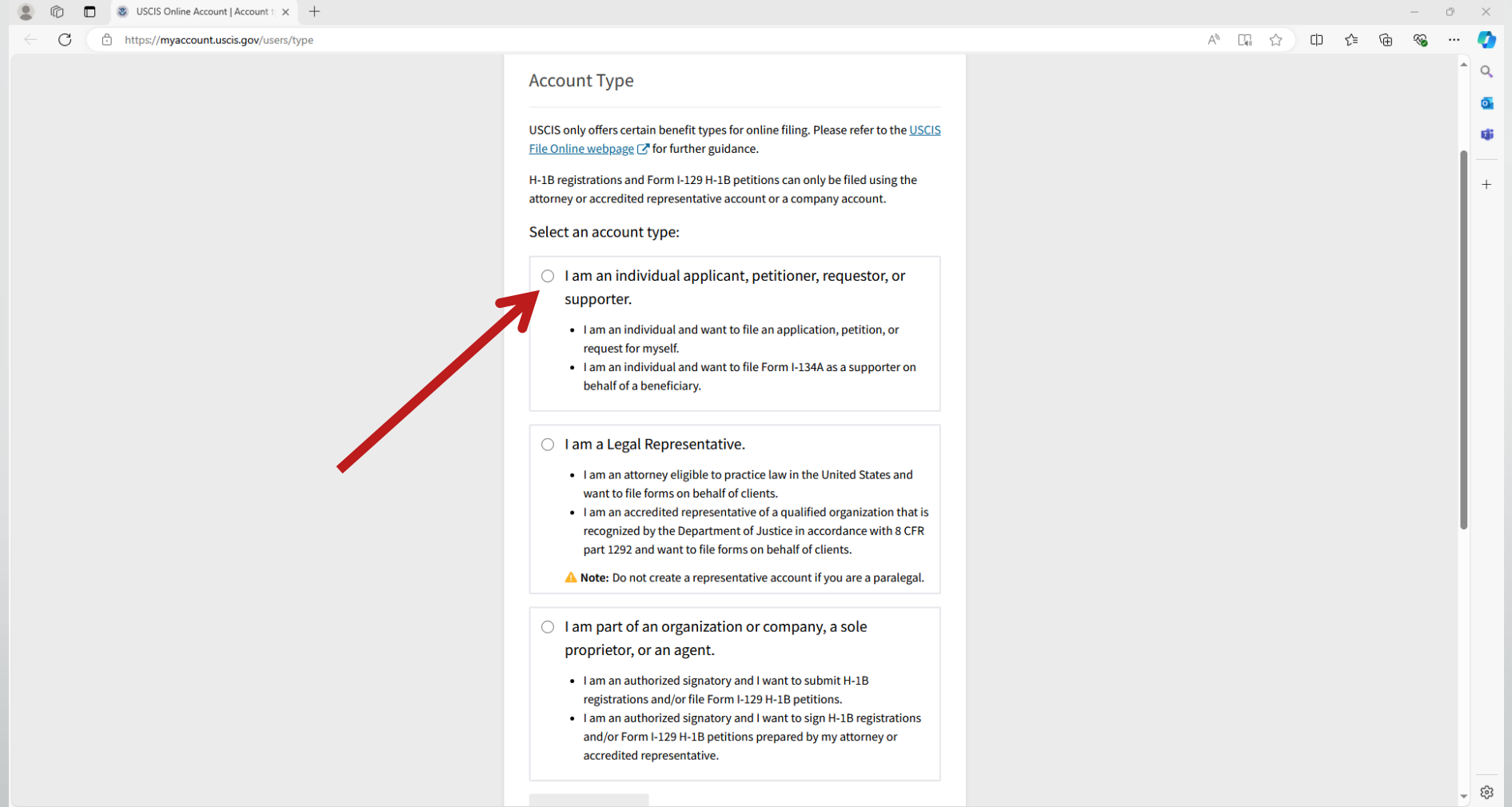
Check your case status and update personal information



Upload evidence



# Account Set-Up (First time only)



The screenshot shows a web browser window with the URL <https://myaccount.uscis.gov/users/type>. The page is titled "Account Type" and contains the following text:

USCIS only offers certain benefit types for online filing. Please refer to the [USCIS File Online webpage](#) for further guidance.

H-1B registrations and Form I-129 H-1B petitions can only be filed using the attorney or accredited representative account or a company account.

Select an account type:

- ☐ I am an individual applicant, petitioner, requestor, or supporter.
  - I am an individual and want to file an application, petition, or request for myself.
  - I am an individual and want to file Form I-134A as a supporter on behalf of a beneficiary.
- ☐ I am a Legal Representative.
  - I am an attorney eligible to practice law in the United States and want to file forms on behalf of clients.
  - I am an accredited representative of a qualified organization that is recognized by the Department of Justice in accordance with 8 CFR part 1292 and want to file forms on behalf of clients.
  - Note:** Do not create a representative account if you are a paralegal.
- ☐ I am part of an organization or company, a sole proprietor, or an agent.
  - I am an authorized signatory and I want to submit H-1B registrations and/or file Form I-129 H-1B petitions.
  - I am an authorized signatory and I want to sign H-1B registrations and/or Form I-129 H-1B petitions prepared by my attorney or accredited representative.

A red arrow points to the first option: "I am an individual applicant, petitioner, requestor, or supporter."

Follow all instructions to complete account set-up





# Welcome To Your USCIS Account

## Select What You Want To Do



### Add a case to your account

Enter your online access code (OAC) to add and manage a case to your account



### File a form online

Start a new form, upload evidence, and pay and submit online



### Enter a representative passcode

Review and sign forms prepared for you by your attorney or representative



### Verify your identity

Answer questions about your immigration history to verify your personal identity



### Change your address

Update your address with USCIS



### Reschedule biometrics

Search for your existing biometrics appointment to reschedule online



# Select the correct form you are planning on filing

Select the form you want to file online.

I-765, Application for Employment Authorization

Use this form to request employment authorization and an Employment Authorization Document (EAD) if your immigration status allows you to work in the United States.

**Note:** You may apply online if your eligibility category is:

- (a)(12) - Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821);
- (c)(3)(A) - F-1 student, pre-completion OPT;
- (c)(3)(B) - F-1 student, post-completion OPT;
- (c)(3)(C) - F-1 student, 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics);
- (c)(8) - Applicants for Asylum under the ABC Settlement Agreement;
- (c)(8) - Application for Employment Authorization Based on Pending Form I-589, Application for Asylum or for Withholding of Removal;
- (c)(11) - Parole;
- (c)(19) - Temporary Protected Status (You have a pending Form I-821); or
- (c)(33) - Consideration of Deferred Action for Childhood Arrivals (DACA) (You must have a pending or approved Form I-821D in order to file Form I-765).

All other applicants must submit a paper [Form I-765](#).

#### Concurrent filing available

You can file Form I-907, Request for Premium Processing Service, if you are filing under one of the eligible categories.

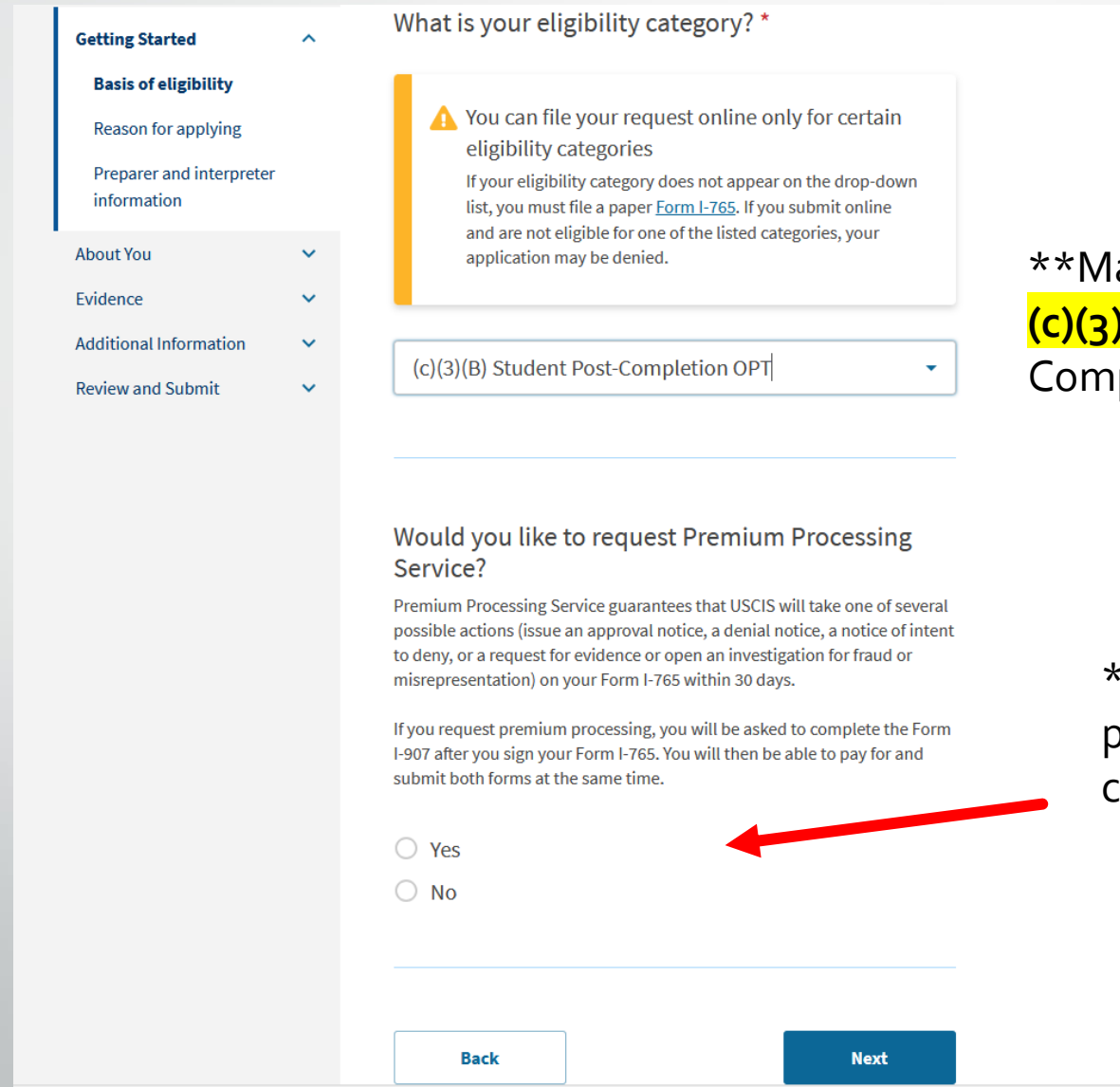
If you request premium processing, we will present Form I-907 for you to complete after you sign Form I-765. This will allow you to pay for and submit both forms at the same time.

Start form

Drop down menu allows you to select from the different options. You are applying for the **I-765**



# Getting Started



The screenshot shows the 'Getting Started' section of a USCIS online application. On the left is a sidebar with a menu: 'Getting Started' (expanded), 'Basis of eligibility', 'Reason for applying', 'Preparer and interpreter information', 'About You', 'Evidence', 'Additional Information', and 'Review and Submit'. The main content area is titled 'What is your eligibility category? \*'. It contains a warning box stating that online filing is only for certain categories and that those not on the drop-down list must file a paper Form I-765. Below this is a dropdown menu with '(c)(3)(B) Student Post-Completion OPT' selected. Further down is a section titled 'Would you like to request Premium Processing Service?' which explains the service and provides instructions. At the bottom of this section are two radio buttons: 'Yes' and 'No'. A red arrow points to the 'Yes' option. At the very bottom are 'Back' and 'Next' buttons.

Getting Started

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You

Evidence

Additional Information

Review and Submit

What is your eligibility category? \*

**!** You can file your request online only for certain eligibility categories

If your eligibility category does not appear on the drop-down list, you must file a paper [Form I-765](#). If you submit online and are not eligible for one of the listed categories, your application may be denied.

(c)(3)(B) Student Post-Completion OPT

Would you like to request Premium Processing Service?

Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence or open an investigation for fraud or misrepresentation) on your Form I-765 within 30 days.

If you request premium processing, you will be asked to complete the Form I-907 after you sign your Form I-765. You will then be able to pay for and submit both forms at the same time.

☐ Yes

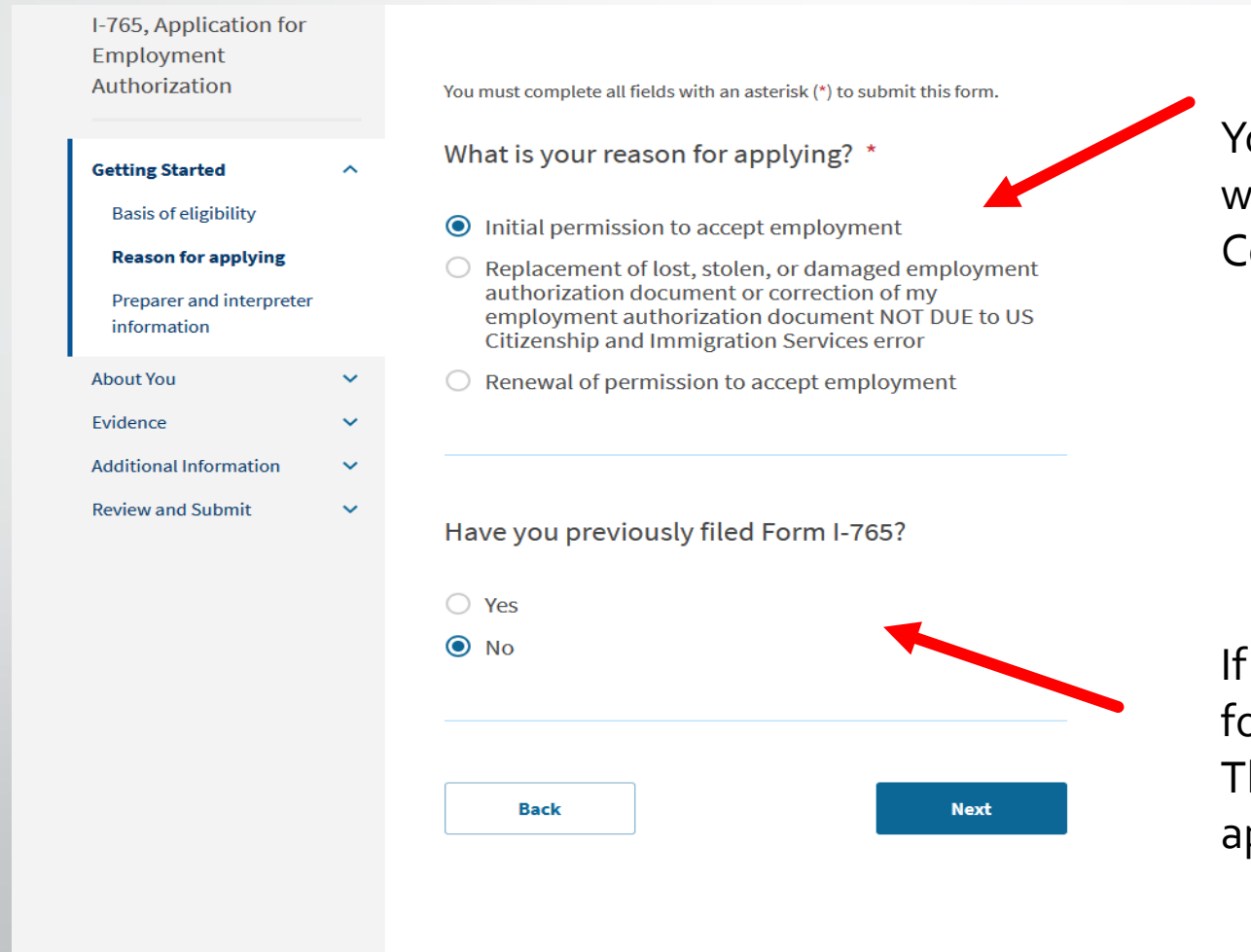
☐ No

Back Next

\*\*Make sure you are selecting **(c)(3)(B)** category for Post-Completion OPT

\*\*You can choose premium processing for an additional cost.

# Getting Started cont.



I-765, Application for Employment Authorization

**Getting Started** ^

- Basis of eligibility
- Reason for applying**
- Preparer and interpreter information

About You v

Evidence v

Additional Information v

Review and Submit v

You must complete all fields with an asterisk (\*) to submit this form.

What is your reason for applying? \*

- ☒ Initial permission to accept employment
- ☐ Replacement of lost, stolen, or damaged employment authorization document or correction of my employment authorization document NOT DUE to US Citizenship and Immigration Services error
- ☐ Renewal of permission to accept employment

Have you previously filed Form I-765?

- ☐ Yes
- ☒ No

[Back](#) [Next](#)

You will always choose initial when applying for Post-Completion OPT.

If you choose "yes" please follow instructions given. This will not apply to all applicants

# Getting Started cont.

I-765, Application for  
Employment  
Authorization

Getting Started ^

Basis of eligibility

Reason for applying

**Preparer and interpreter  
information**

About You v

Evidence v

Additional Information v

Review and Submit v

You must complete all fields with an asterisk (\*) to submit this form.

Is someone assisting you with completing this application?

☐ Yes

☒ No

---

Back

Next

\*\*\*If you are completing this form yourself, you will check no. Yes, only applies if you are using another person, on your behalf, to complete this application.

# About You – Personal Demographics Information

Please read directions carefully and provide all information requested.

Make sure to use your physical home address as the mailing address to receive your EAD documents and card when approved.

\*\*\*\*DO NOT USE THE OIES PO BOX...we will no longer receive these documents on our behalf.

## I-765, Application for Employment Authorization

Getting Started

**About You**

### Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence

Additional Information

Review and Submit

You must complete all fields with an asterisk (\*) to submit this form.

### What is your current legal name?

Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.

Given name (first name)

Middle name

Family name (last name) \*

### Have you used any other names since birth?

Other names used may include nicknames, aliases, and maiden names.

☐ Yes

☐ No

Back

Next

# Evidence

2" X 2" Photo Of You

Upload a recent color photograph of yourself that measures 2 inches by 2 inches, with your face measuring 1 inch to 1 3/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch from the bottom of the photo.

Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless contrary to your religious beliefs.

If you need help understanding the photo requirements or want to resize, rotate, or crop your photo, you can use the Department of State's [photo composition tools](#). Please note that we cannot approve your application without your photo.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than one document at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

Choose or drop files here to upload

Evidence^

[2" x 2" photo of you](#)

Form I-94 or passport

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

Additional Informationv

Review and Submitv

# Evidence cont.

**\*\*If you do not have any evidence to submit here, click on Next**

**Evidence** ^

2" x 2" photo of you

Form I-94 or passport

Employment Authorization Document

**Previously authorized CPT or OPT**

Form I-20

Additional Information v

Review and Submit v

**Previously Authorized CPT Or OPT**

Upload evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.

**File requirements**

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

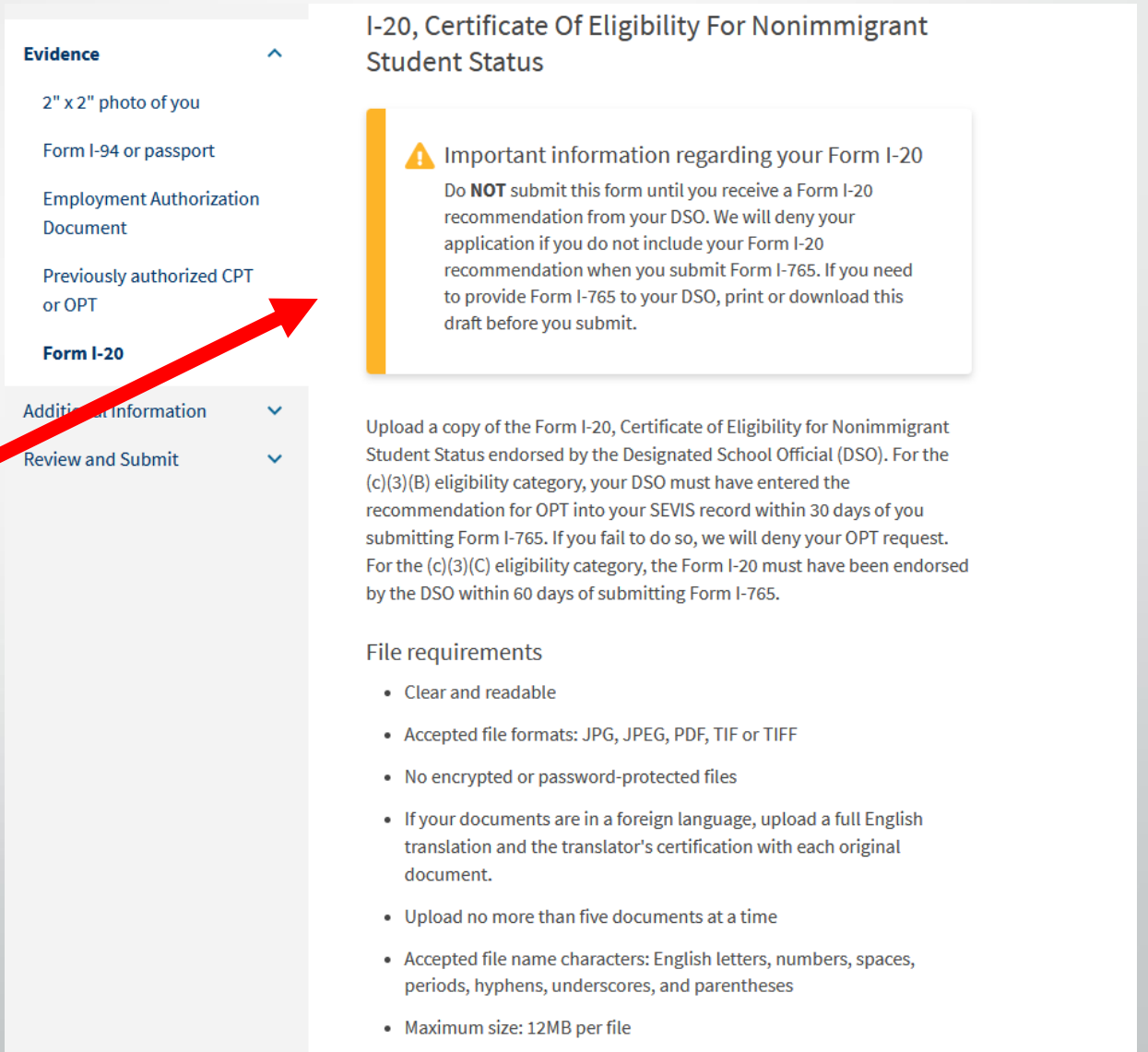
Choose or drop files here to upload

Back

Next

# Evidence cont.

Very  
Important!!!



The screenshot shows a web interface for uploading evidence. On the left is a sidebar with a list of evidence types: '2" x 2" photo of you', 'Form I-94 or passport', 'Employment Authorization Document', 'Previously authorized CPT or OPT', and 'Form I-20'. Below these are 'Additional Information' and 'Review and Submit' links. A red arrow points from the text 'Very Important!!!' to the 'Form I-20' link. The main content area is titled 'I-20, Certificate Of Eligibility For Nonimmigrant Student Status'. It features a yellow warning box with an exclamation mark icon and text stating: 'Important information regarding your Form I-20. Do NOT submit this form until you receive a Form I-20 recommendation from your DSO. We will deny your application if you do not include your Form I-20 recommendation when you submit Form I-765. If you need to provide Form I-765 to your DSO, print or download this draft before you submit.' Below the warning box, there is a paragraph explaining the upload requirements for the Form I-20, distinguishing between (c)(3)(B) and (c)(3)(C) eligibility categories. At the bottom, there is a section titled 'File requirements' with a bulleted list of rules for uploading documents.


**Evidence** ^

- 2" x 2" photo of you
- Form I-94 or passport
- Employment Authorization Document
- Previously authorized CPT or OPT
- Form I-20**

Additional Information v

Review and Submit v

## I-20, Certificate Of Eligibility For Nonimmigrant Student Status

 **Important information regarding your Form I-20**  
Do **NOT** submit this form until you receive a Form I-20 recommendation from your DSO. We will deny your application if you do not include your Form I-20 recommendation when you submit Form I-765. If you need to provide Form I-765 to your DSO, print or download this draft before you submit.

Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status endorsed by the Designated School Official (DSO). For the (c)(3)(B) eligibility category, your DSO must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so, we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.

### File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

# Check and review your application before you submit

Getting Started

About You

Evidence

Additional Information

Review and Submit

Review your application

Your application summary

Your statement

Please review your application and check it for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application. Missing or incomplete information may slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

Your fee

Your form filing fee is: \$470

**Refund Policy:** USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

Alerts and warnings

We found no alerts or warnings in your application.

Back

Next



# Check and review your I-765 form. Click on the “View Draft Snapshot”

Getting Started

About You

Evidence

Additional Information

**Review and Submit**

Review your application

**Your application summary**



Your statement

## Review the I-765 form information

Here is a summary of all the information you provided in your application.

Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation.

We also prepared a draft case snapshot with your responses, which you can download below.

 [View draft snapshot](#)  [Print](#)

Getting Started

Basis of eligibility

What is your eligibility category?

(c)(3)(B) Student Post-Completion OPT

What is your degree?

Review your answers on the form, correct any incorrect information and save as a pdf. to submit with your I-20 application form to our office.



## Application For Employment Authorization

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-765

OMB No. 1615-0040  
Expires 09/30/2027

<b>For USCIS Use Only</b>	<input type="checkbox"/> Authorization/Extension Valid From _____	<b>Fee Stamp</b>	<b>Action Block</b>
	<input type="checkbox"/> Authorization/Extension Valid Through _____		
	Alien Registration Number A- _____		
	Remarks _____		
<b>To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).</b>		<input type="checkbox"/> Select this box if Form G-28 is attached	<b>Attorney or Accredited Representative USCIS Online Account Number (if any)</b> _____

► **START HERE - Type or print in black ink.**

### Part 1. Reason for Applying

I am applying for (select **only one** box):

- 1.a. ☒ Initial permission to accept employment.
- 1.b. ☐ Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.
- NOTE:** Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error in the What is the Filing Fee** section of the Form I-765 Instructions for further details.
- 1.c. ☐ Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

### Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in **Part 6**.

#### Additional Information.

- 2.a. Family Name (Last Name) \_\_\_\_\_
- 2.b. Given Name (First Name) \_\_\_\_\_
- 2.c. Middle Name \_\_\_\_\_
- 3.a. Family Name (Last Name) \_\_\_\_\_
- 3.b. Given Name (First Name) \_\_\_\_\_
- 3.c. Middle Name \_\_\_\_\_

### Part 2. Information About You

**Your Full Legal Name**

- 4.a. Family Name (Last Name) \_\_\_\_\_
- 4.b. Given Name (First Name) \_\_\_\_\_

# At this point save your progress and return to our website for the I-20 application

Getting Started

About You

Evidence

Additional Information

**Review and Submit**

Review your application

Your application summary

**Your statement**

Your signature

You must complete all fields with an asterisk (\*) to submit this form.

**Applicant's statement \***

You must read and agree to the statement below.

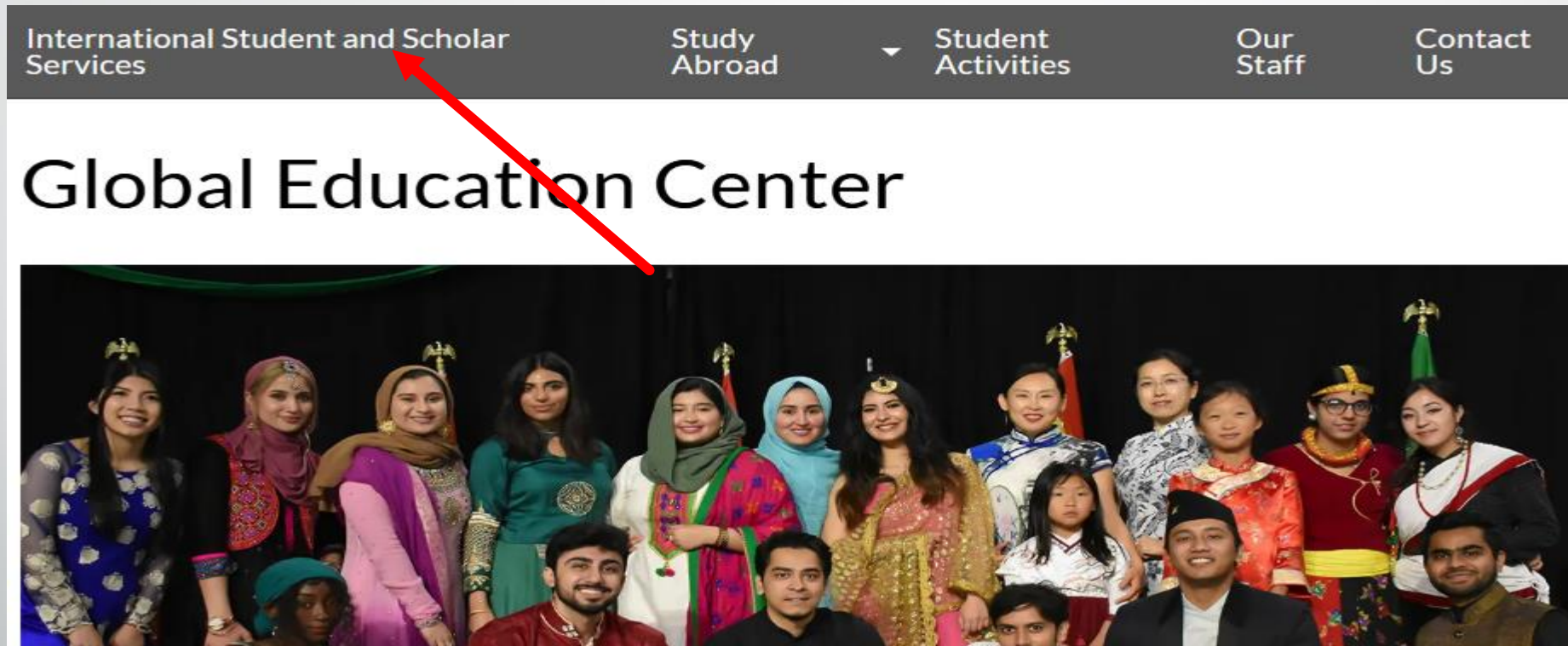
☒ I can read and understand English, and have read and understand every question and instruction on this application, as well as my answer to every question.

Back

Next

# Step 2 – I-20 Request Process

- Log on to [lamar.edu/international](http://lamar.edu/international) website



- Click on International Student and Scholar Services



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# I-20 Request Process

Click on  
"Guides and  
Forms"

On Campus Services
Maintaining Immigration Status
International Student Employment
International Student and Scholar Services
Guides and Forms
Frequently Asked Questions

Scroll down to International  
Student Employment and  
Training

Then click on "OPT I-20  
Application".

## International Student Employment and Training

- [International Student Employment - Main Page and Info Hub](#)
- [On-Campus Employment for International Students](#)
  - [Search "Student Position" Openings](#)
  - [FORM - Social Security Support Letter Request](#)
- [CPT - Curricular Practical Training](#)
  - [Internship Approval Form \("Attachment II"\) for ...](#)
    - [Graduate Level Students \(.PDF\)](#)
    - [Undergraduate Level Students \(.PDF\)](#)
  - [FORM - CPT Application](#)
- [OPT - Optional Practical Training](#)
  - [OPT Tutorial](#)
  - [Advisor's Recommendation Form \(.PDF\)](#)
  - [FORM - OPT I-20 application](#)



# Step 3: Preparing your Post-Completion OPT Request to USCIS



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# Post-Completion OPT Application Checklist

- Documents needed for application– See checklist below:
  - [I-765 - Forms Available to File Online | USCIS](#)
  - Copy of I-20 with the OPT recommendation – signed by DSO and Student
  - Copies of all prior I-20s
  - \$470 for online filing or \$520 for paper filing (current as of 4/2024)
  - **Passport style photo** taken within 30 days of filling the Form I-765
  - Copies of any previous and current EAD cards
  - Copy of [I-94](#)
  - Copy of passport and visa
  - And any other information that is requested in the online I-765 application with USCIS



# Step 4: Receiving your EAD & USCIS Documents



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# I-765 Receipt/Approval Notice

- Applicants will typically receive a **I-765 Notice of Action** receipt from USCIS approximately 3-4 weeks from the date the OPT application was received by USCIS. The status of an OPT application can be viewed online with a **Receipt Number**:  
<https://egov.uscis.gov/casestatus/landing.do>
- Applicants will receive their Employment Authorization Document (EAD) card approximately 3 months from the date the OPT application was received by USCIS (**times may vary**)

U.S. Department of Justice  
Immigration and Naturalization Service

Notice of Action

THE UNITED STATES OF AMERICA

Case Type: I-765  
APPLICATION FOR EMPLOYMENT AUTHORIZATION

Receipt Number: WAC07-116-52869

Received Date: September 30, 2014

Notice Date: October 15, 2014

Amount received: \$ 360.00

Class requested: C033

Please see the additional information on the back. You will be notified separately about any other cases you filed.

IMMIGRATION & NATURALIZATION SERVICE  
CALIFORNIA SERVICE CENTER  
P. O. BOX 39111  
LOS ANGELES, CA 90039-0111  
Customer Service Telephone: (949) 831 8427

Form I-797C (Rev. 05/05/03)

**\*\*\*verify all biographical information is correct as soon as you receive your I-797 notice and notify USCIS if there is any incorrect information shown.**

# While OPT Application is Pending

- Student may NOT begin employment until they have received their Employment Authorization Document (EAD) card and the start date as indicated on the EAD card has been reached.
- Student may not continue working beyond the end date of the EAD card.
- Student may NOT continue to work on campus after graduation or degree completion



# Application Problems: RFE or Rejection/Denial

- **RFE:** If there is a problem with your application, USCIS may send you a notice by mail called a “Request for Evidence (RFE).” An RFE does not mean that your application has been rejected, it simply means you need additional documents before your EAD can be issued.
- **Rejection/Denial:** If you receive a denial notice, please follow the directions in the letter for further details.
- To avoid delays, review your application materials for completeness and correct/current information.

# SEVP Portal

- Once your OPT is approved, you will receive a link from SEVP to create your student portal around your approved start date.
- Make sure that your email address is current on your OPT application to our office to ensure you are receiving the portal link.
- For portal help, please see
  - <https://studyinthestates.dhs.gov/sevp-portal-help>



# Step 5: Reporting Requirements While On OPT

# Reporting Requirements While On OPT

- F-1 students are required to report to the DSO within 10 days if any of the following changes during their OPT period:
  - ALL employment changes including changing jobs, employer name change, acquisitions, etc. Changes in the student's name
  - Address (physical/mailing)
  - Visa Status (i.e. – H1B Approval)
  - Primary work location



# How To Report OPT Employment

- Employment Updates/Changes
  - <https://www.lamar.edu/international-education/international-students-and-scholars/index.html>

Click “**Guide and Forms**” scroll down to International Student Employment and Training

Click on OPT/STEM OPT Employment Update from

- STEM OPT Tutorial (.PDF)
  - I-983 Instructions
  - FORM - STEM OPT I-20 application
- 
- Frequently Asked Questions and Special Topics
  - FORM - OPT / STEM OPT Employment Update
  - **FORM - Economic Hardship Application**
  - FORM - STEM OPT Validation Report
  - FORM - Submit OPT/STEM OPT EAD Card

# How To Report OPT Employment?

## OPT / STEM OPT Employment Update

Employment update for:\*

☐ OPT ☐ OPT STEM Extension

Type of Update

- ☐ Material Change(s) in Current Employment  
☐ New Employment  
☐ Additional Employment

SEVIS ID #\*

LU ID #\*

Name\*

First Name

Middle Name  
(optional)

Last Name

Email\*

Phone\*

Please use a non @lamar.edu email. The email provided will be used for all future SEVP

Please read and complete all applicable information and click “[submit](#)” when completed.





# Traveling Abroad While On OPT

- Complete Travel Application Online - <https://www.lamar.edu/forms/international/travel-request-application1.html>
- Documents required to re-enter the U.S. in valid F-1 status:
  - Valid Passport
  - Endorsed I-20 (each travel authorization signature is valid for 6 months from the date it was last signed and must be valid at the time of entry to the U.S.)
  - Valid F-1 Visa (if expired, you must renew with the U.S. Consulate/embassy)
  - EAD Card
  - Proof of Employment or Offer Letter
- NOTE: If you are planning to travel while your OPT is PENDING – contact OIES regarding risks involved. **OIES does NOT recommend international travel while the OPT application is pending with USCIS**



# Options After Initial OPT Period

- STEM Extension
- Resume studying at Lamar or transfer to another school
- Return to Home Country



# Resume Studying

- If a student wish to resume studies, the updated I20 must be printed prior to the start of class and prior to the 60-day grace period ending.
- Your OPT work authorization ends on the date your new I20 is generated.
- Ending OPT early is allowed.
- If you are resuming study at another institution, you must request a transfer of your SEVIS record PRIOR to the student's 60-day grace period ending. Please submit our [transfer out form](#) to proceed with this option.
- First day of classes MUST be within 5 months of the OPT EAD card end date



# Changing Status

- Applications for change of visa status ***must*** be received by USCIS prior to the end of the 60-day grace period
- Work with an immigration legal counsel regarding a Change of Status application to a new visa category (I-539 form).

