

REPORTING RESPONSIBILITIES WHILE ON POST-COMPLETION OPT

While engaged in a 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 will report to International Programs (OIP), within 10 days, any changes to the following:

- Legal name (as it occurs in my passport)
- Residential or mailing address*
- Employer name and address (including the report of initial employment)
- Any loss or termination of employment

I will report the information directly to International Programs by sending an e-mail to international@washburn.edu *International Programs will report your information in the SEVIS system. For your protection, please keep a record of all reports made to OIP.*

*ADDRESS CHANGES: If you still access MyWashburn, you need to report any address changes first through <http://my.washburn.edu> AND then through the e-mail above.

Furthermore, I understand that:

- I must provide International Programs with a copy of the OPT approval card (EAD).
- Since F-1 status is dependent on employment, I may not accrue an aggregate of more than 90 days of unemployment while on post-completion OPT.
- OPT employment does not have to be paid, but volunteer or unpaid opportunities do need to be reported in order to avoid accrual of unemployment. Unpaid internships must not violate any 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 (not OIP) 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 60 days after the expiration of the EAD card to remain in the U.S. for the purpose of preparing for departure, to change education levels at the same school, to transfer out, or apply for a change of Immigration status.
- Transferring to another school or beginning study at another education level will automatically terminate any remaining portion of my OPT.
- I may be eligible for a 17-month extension of OPT if my major qualifies as a STEM (Science, Technology, Engineering, Math) major 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 Optional Practical Training. **I agree to provide to WU's Office of International Programs the required information stated above and understand that failure to do so can result in a violation of F-1 status and subsequent termination of my SEVIS record.**

Signature: _____ **Date:** _____

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

Important: Please retain this copy for your records, do not discard.

POST COMPLETION OPT RECOMMENDATION GUIDELINES AND TIPS

- Do provide the Office of International Programs (OIP) with a copy of the OPT application receipt (I-797C) received from USCIS. Contact OIP if a receipt from USCIS has not been received 4 weeks after the date in which you mailed the OPT application, or if you have not received your EAD after 90 days from the “received” date on your official USCIS receipt from the Nebraska Service Center.
- DO provide OIP a copy of your OPT EAD (work permit card). 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. If the OPT shows “pending” in SEVIS more than 180 days, your SEVIS record will be “completed” and you will not appear to be in legal status.
- Do maintain 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 student position once you have completed your academic program.
- 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 have your Employment Authorization Document (EAD card).
- 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 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 overseas.
- If the ***OPT is still pending*** when you re-enter the U.S., you will only 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
- ***Once 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 inquire first through International Programs.