

REPORTING OPT

1. As soon as you have received the email from SEVP (usually one day after the start date of your OPT), you must register your account, even if you do not yet have a job.
2. If you do not receive the email, please check with me. If you find yourself locked out from your portal, please **contact me**. I can have the link re-sent and you can re-set your account.
3. Immediately after you begin to work, you must report your employment through your SEVIS portal. This will stop the “unemployment clock.” If you fail to report employment within 90 days, the computer will terminate your F-1 status. If you are having difficulty reporting employment, please **contact me**.
4. After you have reported your valid employment, please let me know. I am now required to approve your entry and to make a copy of the SEVIS page. I may make suggestions or ask questions. SEVIS states that you should write 3-4 sentences or examples of your duties which can act as proof that you are working in your major field(s). For example, if you are an accounting major, you can’t just write “accountant” in the employment field. State what you actually do in your work.

QUITTING A JOB

1. **DO NOT DELETE THE JOB.** If you do this, it erases the record and the time which you spent working this job becomes unemployment days. If you worked 6 months and then delete, the computer adds 180 days of unemployment to your record and you are automatically out of status.
2. Change the end date of this job and update.
3. Let me know you have done this so I can check. Or let me know the new end date and I can do it myself.
4. **If in doubt, contact me.**

CHANGING or ADDING A JOB

1. You are allowed to work two jobs. If you are adding another job, follow the process above.
2. If you are changing jobs, follow the directions for “quitting a job” and then add the new job above.
3. **As always, if in doubt, contact me.**