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 Dr. Sue Ponremy, DSO and International Students/Scholar Advisor. You can also reach out to a PDSO/DSO if you find yourself locked out from your portal. They 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 Dr. Sue Ponremy, DSO and International Students/Scholar Advisor.

4. After you have reported your valid employment, please let Dr. Sue know by email. A PDSO/DSO is now required to approve your entry and to make a copy of the SEVIS page. We 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. Provide additional information that states what you actually do in your work.

5. **NEW!** SEVP is now requiring that the university verify the employment and company for students on OPT.
    a. You must submit an offer letter/contract to the DSO immediately after you have completed reporting your OPT. This official document must include: your job title, a summary of your job duties, start date, full-time status (if not considered full-time by the employer, it must include the number of hours worked per week).
    b. Remember –You must work fulltime, **BUT** Immigration considers **21 + hours per week to be ful**l-**time,** although most employers do not consider 21 hours to be part-time.
    c. If not included in the offer letter/contract, then you must submit the website address for your employer. The DSO will check the website before approving your OPT employment.

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 Dr. Sue Ponremy, DSO and International Students/Scholar Advisor

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 Dr. Sue Ponremy, DSO and International Students/Scholar Advisor.