

STUDENT RESPONSIBILITIES WHILE ON POST-COMPLETION OPT

Students are encouraged to report changes in employment to their DSO as soon as possible. SEVP recommends that students report changes within 10 business days of the change to avoid situations where a DHS official may determine the student is out of status. The following table suggests the best way to report employment or a change in employment.

SITUATION	REPORT (information in email to DSO)
New Job	<input type="checkbox"/> Name of the employer <input type="checkbox"/> Start date of employment <input type="checkbox"/> Mailing address for the employer
Change to a different job	<input type="checkbox"/> Name of the previous employer <input type="checkbox"/> Ending date of the employment with the previous employer <input type="checkbox"/> Start date of new employment <input type="checkbox"/> Mailing address for employer
Multiple short-term gigs in one period with less than 10 days between gigs	<input type="checkbox"/> Report at the beginning of the first gig and indicate "multiple short term gigs"
Work for hire (start)	<input type="checkbox"/> Indicate "self-employed work for hire" <input type="checkbox"/> Indicate start date of the contract
Work for hire (ending more than 10 days between the end of one contract and the beginning of another contract or a new job)	<input type="checkbox"/> Indicate "self-employed work for hire" <input type="checkbox"/> Indicate you have no current contract <input type="checkbox"/> Ending date of the last contract worked
More than 10 days of unemployment	<input type="checkbox"/> Indicate "unemployed" <input type="checkbox"/> Ending date of last job
Self-employed business owner (start)	<input type="checkbox"/> Indicate "self-employed business owner" <input type="checkbox"/> Indicate date you went into business
Self-employed business owner (end)	<input type="checkbox"/> Indicate "self-employed business owner" <input type="checkbox"/> Indicate date business closed or you no longer worked for the business full time
Deciding to exit the U.S. and complete your F-1 status prior to the end date of OPT	<input type="checkbox"/> Indicate "completing OPT and exiting the U.S." <input type="checkbox"/> Date of exit
Deciding to begin a new program of study	<input type="checkbox"/> Indicate "ending employment and transferring to a new school" <input type="checkbox"/> Provide the name of school, beginning date of study, and copy of official acceptance letter/email