

## STUDENT RESPONSIBILITIES WHILE ON POST-COMPLETION OPT

The document below outlines your **REPORTING REQUIREMENTS**. **FOLLOWING THESE GUIDELINES WILL HELP YOU REMAIN IN STATUS WHILE ON OPT.**

International students are required by U.S. law to abide by immigration regulations throughout their stay in the U.S., including the time they are on authorized F-1 OPT. Current regulations require F-1 students to continue to report specific information Department of Homeland Security through the use of the SEVIS OPT Portal. Students who fail to comply with these requirements are considered to be out of status by Department of Homeland Security.

### 1. Employment Authorization Document:

After you have been approved for OPT and have received your Employment Authorization Document (EAD/OPT card), you are expected to email a copy of the front and back of your card to UNK international student services.

### 2. What counts as employment?

During the time of your authorized OPT period, you may:

- Be employed, engage in an unpaid internship, or perform unpaid volunteer work
- Work for one or more businesses, companies, organizations, or agencies simultaneously
- Have a series of jobs with different businesses, organization, or agencies
- Be self-employed and work for others on a contractual basis
  - Please keep in mind that this is a very complex option. If requested by DHS, you must be able to provide evidence that you have proper business licenses, the business is related to your degree, and that the business keeps you full-time employed.

OPT regulations require that all activities must be directly related to your program of study and appropriate for the degree level indicated on your Form I-20.

### 3. What to report while on OPT:

All F-1 students on OPT must report the following details within 10 days of the start of your OPT work authorization and within 10 days of any subsequent change:

- Current U.S. address
- Change of your official name
- Start or end of employment and the following details about your employment:
  - Employer name and address
  - Full time (more than 20 hours/week) or part-time (less than 20 hours/week)
  - Start date
  - End date
  - How employment is related to your program of study
- Change of your employer's address or name

You would need to notify UNK ISS if:

- Your name has changed
- Your immigration status has changed from F-1 student to another status while in the U.S.
- You have departed (or plan to depart) the U.S. and do not intend to re-enter in F-1 prior to the completion of your OPT period.

#### 4. How to Report:

- Option 1: SEVP Portal -- see *SEVP Portal Account Instructions*  
You can use the SEVP OPT Portal to view, add, and edit phone number, mailing or physical address, and OPT employer information.
- Option 2: email your ISS Advisor at UNK  
If you are unable to access the OPT Portal, you can email employment, address, or phone number information/changes.

#### 5. Unemployment Limits:

During post-completion OPT, students may not have a total of more than 90 days of unemployment during the initial post-completion OPT authorization.

Each day (including weekends) during the period when OPT authorization begins counts as unemployment. If you travel outside of the U.S. during a time of unemployment, the days that you are traveling still count towards the 90 days.

You are responsible for keeping track of the number of unemployment days you accrue while participating in OPT. **Exceeding the limits means you have violated a term or condition of your lawful F-1 status. Please work with your ISS advisor to avoid exceeding the maximum number of unemployment days.**

#### 6. Records you should keep.

It is important that you keep written records on each of your post-completion OPT activities so that you have a record of all time spend engaged in appropriate activities. We suggest that when you cease your OPT employment, or when you cease your unpaid internship or volunteer work with an organization or agency, you ask for a letter verifying the beginning and ending dates of your work or activities. This information might be included in a general letter of recommendation, if you believe it would be appropriate to ask for such a letter. Keep a copy of this document with your other important visa and immigration records.

#### 7. Can I travel while on OPT?

Since you will remain in F-1 status during your OPT, traveling abroad and re-entering the country is allowed. Please make sure to have the following documents prior to any travel outside the U.S.: proof of employment, EAD card for OPT, a valid passport, form I-20 endorsed for travel, and a valid F-1 visa stamp. ***If you are living/working outside of Kearney, you will need to mail your I-20 to Welch Hall for a travel signature. Please mail it at least 1 month in advance so that there will be enough time for it to arrive and be mailed back to you at your address.***

**8. What happens if I want to transfer to another school or begin studying for another degree?**

OPT will end and you will need to forfeit any remaining OPT time if you transfer to another school, enroll as a full-time student, or begin a new program of study. If you are thinking about any of these options, contact your advisor in the International Student Services Office at UNK to discuss these options.

**9. Can I extend my OPT after the 12 months?**

You can apply for a STEM extension if your degree is in the fields of science, technology, engineering, or math. Please email your ISS Advisor for details on this extension.

**10. Options after OPT expiration:**

You have 60 days after your OPT end date to prepare to leave the U.S. If you plan to continue with your studies, you must be accepted into a new program of study and have your SEVIS I-20 transferred to the new school BEFORE the EAD card end date.