



You have many responsibilities when applying for OPT and during your period of OPT. Read all the following information carefully, understanding that you must take care to maintain your legal F-1 status. Mark each statement to confirm that you understand, and sign the form. Please ask your CGE advisor if you have any questions.

___ I attest that the information contained in my application for OPT is correct. I understand that I am solely responsible for ensuring that my OPT application is complete and the information is correct when I send my application to USCIS.

___ I understand that USCIS must receive my application for OPT no more than 30 days after my CGE advisor recommends OPT in SEVIS and issues my new I-20. USCIS will deny the application if they receive my application even one day late. I also understand that USCIS cannot receive my application more than 90 days before the program end date on my I-20 or they will deny my application.

___ I understand that the I-20 issued by the CGE with a recommendation for post-completion OPT is my new I-20. It replaces previous I-20s that I should keep for my records. I might need them for future applications with USCIS. The CGE does not keep student records for more than five years from the end of my F-1 record.

___ I understand that I will receive email from Do-Not-Reply.sevp@ice.dhs.gov on the start date on my approved Employment Authorization Document (EAD), or very soon after. I must follow the instructions to create an SEVP Portal account. If I do not receive the email, I must check my spam or junk mail folders and then contact my CGE advisor who can request a Portal account reset. The SEVP Portal User Guide is here:

https://studyinthestates.dhs.gov/assets/sevp_portal_student_user_guide.pdf

___ I understand that I must use the Portal to report and update this information:

Employment: Employer's name and address, dates of employment, full or part-time, and description/explanation of employment and how it relates to my degree program. I understand there must be a direct relationship between my job duties and the classes that were part of my degree program. I can use the Portal to keep accurate records of my start and end dates of employment and to be sure that I don't exceed 90 days of unemployment.

Address (physical and/or mailing): Must be accurate. Address updates required within 10 days of a move.

Telephone Number

___ I understand that I must contact my CGE advisor if I change my name or if I want to change the email address in my SEVIS record. SEVP uses the email address in SEVIS to contact me.

___ I understand that F-1 regulations do not allow unemployment for more than an aggregate of 90 days while on 12-month post-completion OPT. SEVIS keeps track of the days of unemployment and can terminate my SEVIS record (ending my legal status) for exceeding the allowed days of unemployment. I must enter accurate information in SEVIS.

___ I understand that I should let the CGE know if I end my OPT and leave the U.S. or change to another immigration status. The CGE can end my SEVIS record and stop any days of unemployment from continuing to accrue in my SEVIS record.

___ I understand that I can change my contact and employment information in the Portal for up to 15 days after the end date of my OPT. I cannot make changes after that date but I can access the Portal for 6 months after the end of my OPT. After six months I no longer have access to the Portal.

Name:

Signature:

Date: