



Post-Completion OPT Reporting Resource Guide

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Reporting Requirements

Students participating in Post-Completion Optional Practical Training have several reporting requirements. Listed below are the most common types of reporting situations and how students can report while participating in Post-Completion OPT:

ACTION	WHEN	HOW
Change of Address or Phone Number	Update within 10 days of change	<ol style="list-style-type: none"> 1. Complete and submit OPT Employment Reporting Form 2. Update the SEVP Portal
Change of Email Address	Update within 10 days of change	<ol style="list-style-type: none"> 1. Complete and submit OPT Employment Reporting Form <p>Note: Changing your email address will update the email address used to access the SEVP Portal</p>
Change in Legal Name	Update within 10 days of change	<ol style="list-style-type: none"> 1. Submit a scanned copy of your passport ID page listing your updated legal name to your International Student Advisor
Beginning New Employment with an Employer	Update within 10 days of beginning employment	<ol style="list-style-type: none"> 1. Complete and submit OPT Employment Reporting Form 2. Update the SEVP Portal
Ending Employment with an Employer	Update within 10 days of ending employment	<ol style="list-style-type: none"> 1. Complete and submit OPT Employment Reporting Form 2. Update the SEVP Portal
Changes to Worksite Location	Update within 10 days of moving worksites	<ol style="list-style-type: none"> 1. Complete and submit OPT Employment Reporting Form 2. Update the SEVP Portal
Change of Status	Notify ISSS within 10 days of the change	<ol style="list-style-type: none"> 1. Submit Form I-797 approval notice or a copy of your latest Form I-94, showing your new status and its effective date
Formal Departure from U.S. before end of OPT	Notify ISSS within 10 days of departure	<ol style="list-style-type: none"> 1. Complete and submit the International Student Departure Notice 2. Complete and submit the OPT Employment Reporting Form, if you were working

SEVP Portal

The SEVP Portal is a tool created and managed by the Student and Exchange Visitor Program (SEVP) that allows F-1 students participating in Post-Completion OPT to view and report certain information in their F-1 SEVIS record. Any information updated in the SEVP Portal is immediately sent to the student's SEVIS record and becomes a permanent part of the student's immigration record with the Department of Homeland Security (DHS).

Information Reported Through the SEVP Portal

The SEVP Portal allows students to view and report the following information:

- Physical Home Address
- Mailing Address
- Telephone Number
- Employer Information

Creating an SEVP Portal Account

Once a student is eligible to create an SEVP Portal account, which will be on the OPT authorization start date, the student will receive an email from do-not-reply.SEVP@ice.dhs.gov prompting them to create an account. The SEVP Portal account creation email will be sent to the student's email address as listed in SEVIS and contains information on how to set up the portal account.

Troubleshooting Tips

Students who have not received an SEVP Portal account creation email after the OPT authorization period has begun should follow the troubleshooting tips below:

1. Check your email inbox, junk and spam folders.
2. Contact your [International Student Advisor](#) to see if the option to resend the SEVP Portal account creation email is available in SEVIS.
3. Contact SEVP@ice.dhs.gov explaining that you have not received the SEVP Portal account creation email. Be sure to include SEVP Portal in the subject line.

Changes to Email Address

Students are permitted to change the email address used to access their SEVP Portal account either before or after creating an SEVP portal account. In order to update the email address used to access the SEVP Portal, students must complete and submit the [OPT Employment Reporting Form](#) and send this form via email to their [International Student Advisor](#). ISSS will report the new email address in SEVIS. Several days after the information is updated in SEVIS, the student will receive two emails (one to their previous email address and one to the new email address). The emails will provide instructions on how to activate or reset a portal account using the new email address.

SEVP Portal Resources

The following resources are provided by SEVP to assist students with navigating the SEVP portal:

1. [SEVP Portal Help Hub](#)
2. [SEVP Portal User Guide](#)

Tips on Reporting OPT Employment

Reporting Employment Location

Students are required to report their employment address. When reporting this information on the [OPT Employment Reporting Form](#) and in the SEVP portal, students must indicate their **physical location of work**. Do **not** use the company/organization's mailing address or a P.O./campus box address. Some common examples are below:

<u>Employment Scenario</u>	<u>Address Reported</u>
Company is headquartered in New York, NY, but student is working for company branch location in Charlotte, NC.	Report the address in Charlotte, NC as the student's employment address.
Student is working for Company ABC and has been placed at a client site (Company XYZ), where they will be physically located while working.	Report Company ABC in "Employer Name" but the client's address as the employment address.
Student's employer of record/staffing agency (Company ABC) is located in California but student is working for Company XYZ in Texas.	Report Company ABC in "Employer Name" but Company XYZ's address in Texas as the employment address.
Student is working for Company ABC but is primarily working remotely from home.	Report Company ABC in "Employer Name" but the student's home address as the employment address.

Changing Worksites for the Same Employer

Students should update their worksite location only after they've begun working at the new site. Students are still required to report any change in employment location within 10 days of the change. The information reported in SEVIS must always reflect the student's current physical location of work.

Establishing a Direct Relationship between Employment and Major Area of Study

Students on OPT are required to explain how their job is directly related to their degree/field of study which should be articulated on the [OPT Employment Reporting Form](#) and also in the SEVP Portal. Below are a few examples provided by the Student and Exchange Visitor Program (SEVP) to describe the relationship in detail:

- Bachelor's degree in Electrical Engineering:** I work full time as an Electrical Engineer at ABC Corp., a government contractor. In my job, I analyze client requirements for electrical systems and provide them with cost estimates of such systems. My work requires understanding of electrical circuit theory, which I studied in-depth at the University of ABC.
- Bachelor's degree in Business:** I work full time as a Loan Officer at a mortgage company, Happy Homes, where I meet with clients and evaluate, authorize and recommend approval of loan applications. On a daily basis, I use the knowledge I gained in my credit analysis, sales and marketing classes that I took as part of my major program of study.
- Master's degree in Music:** I am working at a hospital playing the harp in patient rooms. I also conduct hands-on harp beginner workshops for long-term patients. On average, I work at the hospital 35 hours a week. My duties directly utilize the skills and knowledge I acquired from my coursework and degree in music therapy.
- PhD in Computer Science:** I am employed as a Computer and Information Research Scientist at ABC Research Institute. I work as part of a team of scientists and engineers that designs experiments to test the operation of various software

systems. My work builds on research in complex algorithms and machine learning, which I studied as part of my dissertation.

5. **Master's degree in Kinesiology:** I am working 25 hours a week in a health food store as a consultant for Self-Made Inc., designing and teaching exercise classes that are incorporated into a customer's overall nutrition and exercise plan. My designs and customer instruction draw upon my studies and classwork in exercise therapy and physical reconditioning.