April, 2008. This is what is required for compliance to Federal Regulations during one’s year of OPT.

Federal Regulations requires F-1 students are responsible for reporting **within 10 days of changes:**

- their address
- their employer’s name
- their employer’s address
- their start date
- any periods of unemployment while on OPT – you get 90 days of unemployment

**EMPLOYMENT REPORTING:** Once you find employment, you must report by e-mail the name, and address of employer, and start date of employment. If there is ever a **change or interruption** in your employment status, you must report by e-mail immediately.

**PERSONAL REPORTING:** While on OPT, regulations say you must continue to update Calvin regarding your residential address. Your address must describe where you live. It cannot be a P.O. Box or an office address.

In its **OPT Policy Guidance [7.3.1]**, Student & Exchange Visitor Program (SEVP) recommends that:

"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."

In its **OPT Policy Guidance [7.2.3]**, SEVP also recommends that students keep documentation that their OPT employment is directly related to their degree program:

"SEVP recommends that students maintain evidence - for each job - of the position held, proof of the duration of that position, the job title, contact information for the student's supervisor or manager, and a description of the work. If it is not clear from the job description that the work is related to the student's degree, SEVP highly recommends that the student obtain a signed letter from the employer's hiring official, supervisor, or manager stating how the student's degree is related to the work performed."

The regulations state that:

(i) General. An F-1 student authorized by USCIS to engage in optional practical training (OPT) is required to report any change of name or address, or interruption of such employment to the DSO for the duration of the authorized training. A DSO who recommends a student for OPT is responsible for updating the student's record to reflect these reported changes for the duration of the time that training is authorized. A student must inform the DSO and the Service of any legal changes to his or her name and any change of address, within 10 days of the change, in a manner prescribed by the school (e-mail).

- An F-1 student authorized by the Service to engage in practical training is required to report any change of name or address, or interruption of such employment to the DSO for the duration of the authorized training.
• Actual Regulation on un-employment:

(E) Periods of unemployment during post-completion OPT. During post-completion OPT, F-1 status is dependent upon employment. Students may not accrue an aggregate of more than 90 days of unemployment during any post-completion OPT carried out under the initial post-completion OPT authorization. Students granted a 17-month OPT extension may not accrue an aggregate of more than 120 days of unemployment during the total OPT period comprising any post-completion OPT carried out under the initial post-completion OPT authorization and the subsequent 17-month extension period.

VERY IMPORTANT!!!!

Reporting an employer to the DSO AND The DSO entering data into SEVIS is what makes the 90 day clock stop ticking and keeps your status valid instead of “terminated.” You should get a new I-20 with your employer on page 3 within a few days if your record is updated properly. If you do not, contact the DSO again very soon.

VERY IMPORTANT!!!!

During STEM Extension – Call every 6 months from start date to verify your position and employer with the DSO. If this report does not happen, your record will automatically go to “Terminated” with reason of Failure to Report

VERY IMPORTANT!!!!

TRAVEL: If you leave the U.S. and wish to return after the program completion date, you must show special documentation in order to return.

• If your OPT is pending (not yet approved), you will need the following upon reentry to the U.S.:
  o Valid passport
  o Valid F-1 visa stamp
  o I-20 with OPT recommendation and recent travel signature (within past 6 months)
  o OPT Receipt Notice (proof of application)

• If your OPT is approved, you will need the following upon reentry to the U.S.:
  o Valid passport
  o Valid F-1 visa stamp
  o I-20 with OPT recommendation and recent travel signature (within past 6 months)
  o Unexpired EAD card
  o Proof of employment (offer letter or employment confirmation letter from employer)

I have read these regulations and agree to inform Jo Cooper of these changes by e-mail: jcooper@calvin.edu. I understand that by not reporting these requirements, I will be out of status.

Signed: _________________________________ Date: ___________________