

OPT Regulations Agreement

Even though you will no longer be a student, Calvin still holds your SEVIS record during your OPT. The law requires you to report certain things during this time.

SEVP PORTAL

Watch for a link from SEVP to create your Portal account. These generally arrive by e-mail on or shortly after the start date shown on your EAD. When you receive the link, you should create your account **immediately** because the link will expire.

You will use the SEVP Portal to do your required reporting to Calvin University and SEVP. More information about the Portal can be found here:

REQUIRED REPORTING, NEW I-20:

If any of the following changes, you must update the information in the SEVP Portal as soon as possible and then contact the DSO to receive an updated I-20:

- Start date of job
- End date of job
- City where job is performed
- Change of legal name

REQUIRED REPORTING, NO NEW I-20:

If any of the following changes, you must update the information in the SEVP Portal as soon as possible. You do NOT need to contact the DSO for these changes, and you will not receive a new I-20 because this information does not appear on your I-20:

- Name, e-mail address, or phone number of your supervisor
- Whether the job is more or less than 20 hours per week
- The address where you live

UNEMPLOYMENT

You may be unemployed for no more than 90 days starting from the start date on your EAD. Every day counts toward the 90 days, including Saturdays, Sundays, and holidays.

Unemployment days stop accumulating when you **start** a new job, not when you get a job offer. Once you start a new job, weekends and holidays do NOT count as unemployment.

You do not need to “report” unemployment; simply report the start date and end date of all employment, and SEVP will automatically calculate how many days of unemployment you have accrued.

TRAVEL:

If your OPT is approved, you will need the following for reentry to the U.S.:

- Valid passport
- Valid F-1 visa
- I-20 with recent travel signature on page 2 (less than 6 months old)
- Unexpired EAD card

- Optional but recommended: proof of employment (a letter from your employer stating that you are employed, that your international travel is either required for business OR is taking place during an authorized vacation)

After graduation, it is not recommended to travel internationally before your OPT has been approved AND you have a job. You risk not being allowed reentry to the U.S.

OPTIONAL EMPLOYMENT DOCUMENTATION

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."

Please note that none of this documentation can be provided by Calvin, nor can Calvin request it for you; it is between you and your employer. Some employers will be willing to provide documentation, others will not.

This documentation is not required. Some students have found it helpful when applying for other immigration benefits such as H1-B, permanent residency, etc.

STUDENT ATTESTATION

I have read these regulations and agree to inform Calvin University and SEVP of any necessary information. I understand that failure to report on time will result in the loss of my F-1 status

Signed: _____ Date: _____

Please sign by hand. Typed "signatures" will not be accepted.