



REPORTING FOR A STUDENT ON POST-COMPLETION OPT

Adapted from original source on 3-3-14: http://www.ice.gov/doclib/sevis/pdf/opt_policy_guidance_042010.pdf

In General:

Students on all types of post-completion OPT — regular, cap gap extension or 17-month extension — have reporting obligations.

- Update the Registrar with your new address. This must happen within 10 days of obtaining your new address. Your new address will then be reported to Department of Homeland Security (DHS) by the Austin College Registrar's Office.
- Initial employment or changes of employment. You must notify the Registrar within 10 days of the change. The Registrar will notify DHS.
- Periods of unemployment of more than 10 days (post completion or coursework completion OPT only). You must notify the Registrar within 10 days of the change. The Registrar will notify DHS.

Utilize the ***Austin College OPT Employment Report*** to report changes to your DSO.

In addition, for 17-month STEM Extension ONLY:

A student pursuing a period of 17-month extension must report:

- Work in a paid position for an E-Verify employer at least 20 hours per week
- Work in a position related to the STEM CIP approved by DHS for the 17-month extension
- Report to his or her DSO within 10 days of:
 - Legal name changes
 - A change in residential or mailing address
 - Changes in employer, giving the employer name and employer address
 - Loss of employment
- Send the DSO a validation report every six months utilizing the ***Austin College OPT Extension Validation Report***, starting from the date the 17-month extension starts and ending when the student's F-1 status ends or the 17-month extension ends, whichever is first.
- A student pursuing a period of 17-month extension must not:

- Work in a paid position for any employer that is not an E-Verify employer
- Have more than 120 days of unemployment time during the entire period of post-completion OPT (regular post-completion OPT and 17-month extension).

Recommended Reporting Table

| 19 SEVP Policy Guidance 1004-03 Update to Optional Practical Training Situation | Report |
|---|---|
| New job | <ul style="list-style-type: none"> • Name of the employer • Start date of employment • Mailing address for the employer |
| Change to a new job | <ul style="list-style-type: none"> • Name of the previous employer • Ending date of the employment with the previous employer • Name of the employer • Start date of employment • Mailing address for the employer |
| Multiple short-term gigs in one period with less than 10 days between gigs | Report at the beginning of the first gig and indicate "Multiple short term gigs" |
| Work for hire (start) | <ul style="list-style-type: none"> • Indicate "Self-employed work for hire" • Indicate the start date of the contract |
| Work for hire (ending more than 10 days between the end of one contract and the beginning of another contract or a new job) | <ul style="list-style-type: none"> • Indicate "Self-employed work for hire" • Indicate you have no current contract • Ending date of the last contract worked |
| More than 10 days of unemployment | <ul style="list-style-type: none"> • Indicate "unemployed" • Ending date of last job |
| Self-employed business owner (start) | <ul style="list-style-type: none"> • Indicate "Self-employed business owner" • Indicated date went into business |
| Self-employed business owner (end) | <ul style="list-style-type: none"> • Indicate "Self-employed business owner" • Indicate date business closed or student no longer worked for the business full time |