

Please read this statement carefully before you sign it!!!

STUDENT STATEMENT

Responsibilities during 12-Month OPT

Name: _____ Student ID: _____ Date of Birth: _____

Address: _____

I confirm that I have been informed by International Center for Students and Scholars of my responsibilities during OPT. I understand it is my responsibility to keep a record of what I report to IC and SEVP Portal. If I have any questions or concerns, I can email IC at opt@bridgeport.edu. I must comply with the following:

Applying

- USCIS must **RECEIVE** my OPT application within 30 days of the OPT I-20 issuance date, or on or before the expiration date of my 60-day grace period following my degree completion date, **whichever comes first**. If I hold on to the I-20 and send it late to USCIS, **my OPT will be denied**.
- It is my responsibility to check all my documents to make sure they are filled out correctly before I send it to USCIS.
- Check my name and OPT dates when I receive my OPT receipt, approval notice and EAD card. If there are any errors, contact USCIS by calling 1-800-375-5283.
- I have the ability to monitor my OPT application case status at: <https://egov.uscis.gov/casestatus/landing.do>

Employment Requirements

- I **CANNOT** work until I receive the EAD card and the start date is in effect.
- I can have multiple jobs but each job must be **at a minimum** 20 hours per week.
- **ALL** my jobs must be **DIRECTLY** related to my major. Examples of work:
 - Work for hire
 - Self-employed business owner
 - Employment through an agency or consulting firm
 - Paid or unpaid employment
- I **CANNOT** be without work for more than 90 days during the 12-month post completion.
- I understand that it is my responsibility to keep track of my unemployment time.
- My SEVIS record will be terminated by immigration if I exceed the unemployment limit. If I have a job, but do not report it to SEVP, immigration will treat it as unemployment and my SEVIS record will be terminated once it reaches the unemployment limit.
- I understand that it is **NOT** International Center's responsibility to send me reminders.

OPT Termination/Cancellation

- I understand that the following reasons could lead to my OPT termination or cancellation:
 - I did not complete degree requirements by my program end date due to poor academic performance
 - I transfer to another school or begin study at another educational level
 - I change my non-immigrant status to another category and the start date is in effect
 - Traveling outside the U.S. for 5 months or more will lead to violation of my F-1 status and cancellation of my OPT.
 - If my OPT has been approved and I depart before I get a job, my OPT ends and I cannot reenter the U.S.

SEVP Portal

- Check email for link to activate SEVP Portal Account <https://sevp.ice.gov/opt/>
- Create account within 14 calendar days of receiving the email, otherwise my account will be locked.
- I will log in at least every 30 days to avoid being locked out.
- I can reset my SEVP Portal via "Reset Password" on the SEVP Portal homepage.

Reporting

- **If my OPT is PENDING and the address on my Form I-765 has changed:**
 - Contact USCIS by calling the National Customer Service 1-800-375-5283 as listed on my OPT receipt or by going to the USCIS website:
<https://egov.uscis.gov/coa/displayCOAInitForm.do?fromFirstCoaPage=true>
 - Submit “International Students Address Change Form” on www.webform.bridgeport.edu
- **If my OPT is APPROVED and start date on EAD is in effect:**
 - Update on SEVP Portal within 10 days <https://studyinthestates.dhs.gov/sevp-portal-help>
 - Employment updates (Do NOT delete/edit previous employer. Put an end date for previous employer and ADD new employer)
 - Name
 - Telephone number
 - Residential address
 - Upload on www.webforms.bridgeport.edu “12 Month OPT EAD Card/Notices”
 - Receipt Notice
 - Approval Notice
 - EAD card
 - Upload on www.webforms.bridgeport.edu **every time I update my employment.**
 - Employment & Major Confirmation Form signed in ink by supervisor. (Form can be found on ic.bridgeport.edu under OPT FAQs)
 - Screenshot of employment updated in SEVP Portal
- If I choose to leave the U.S. permanently during my OPT period, I must let IC know by emailing opt@bridgeport.edu

Travel Signature

- If I would like to travel outside the U.S. during my OPT period, I must submit an “OPT Travel Signature Request Form” on www.webform.bridgeport.edu with:
 - EAD card
 - Employer permission letter from employer on company letterhead, indicating specific travel dates.
- I need the following to travel outside the U.S. during OPT period:
 - An I-20 that reflects my OPT approved status with travel signature from an International Student Advisor within the last six months
 - Valid Employment Authorization Document (EAD card)
 - Valid F-1 visa and passport
 - Proof of employment (letter of permission for travel from employer with specific travel dates)
- I will make sure to check IC’s website www.ic.bridgeport.edu and www.webforms.bridgeport.edu frequently so I am current with all the information that I need to know about my F-1 status while I am on OPT.

Signature _____ Date _____