

**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](mailto: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 or by going to the USCIS website: <https://egov.uscis.gov/coa/displayCOAInitForm.do?fromFirstCoaPage=true>
- I must also submit "International Students Address Change Form" on [webforms.bridgeport.edu](http://webforms.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>
- Upload "12 Month OPT EAD Card/Notices" on [webforms.bridgeport.edu/ic/opt-employment/](http://webforms.bridgeport.edu/ic/opt-employment/)
  - Receipt Notice
  - Approval Notice
  - EAD card
- **Employment Updates**
  1. Update new company in your SEVP Portal and take a screenshot of the update
  2. Submit "**Employment & Major Confirmation**" (EMC) form through [webforms.bridgeport.edu/ic/opt-employment/](http://webforms.bridgeport.edu/ic/opt-employment/) and include a screenshot of the update in your SEVP Portal (EMC form must be signed in blue ink by your supervisor. You will find this form when you are filling out the employment form)  
\*You must complete steps 1 & 2 every time you have a new employer\*  
**Do NOT delete/edit previous company. Put an end date for previous company and ADD new company.**
- **Address/telephone number changes**
  1. Update in your SEVP Portal
  2. Submit "**International Students Address Change Form**" on [webforms.bridgeport.edu](http://webforms.bridgeport.edu)

If I choose to leave the U.S. permanently during my OPT period, I must let IC know by emailing [opt@bridgeport.edu](mailto: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 [webforms.bridgeport.edu](http://webforms.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 [ic.bridgeport.edu](http://ic.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.