

Tips and SEVIS Requirements While on Pre-Completion OPT

Please keep this document for YOUR responsibilities and “tips” while on your OPT/OPT Extension. Remember, it is YOUR responsibility to be aware of all reporting requirements and to follow procedures to report information to ISS and USCIS. Failure to do so may result in termination of your SEVIS record/immigration status which can lead to removal proceedings.

Required Reporting while on OPT

- **Update your CONTACT INFORMATION within 10 days of any change.** Because you are continuing as an F-1 student at the University of Wyoming while on pre-completion OPT you should continue to report any changes to your contact information to ISS within 10 days so that your SEVIS record can be updated. You can update your employer information via the appropriate online survey by clicking on OPT Information on the ISS website.
- **Update your EMPLOYER INFORMATION.** This includes name and address of your employer/company, start date of your employment, name, email and phone number of your supervisor, and a brief statement of how the job relates to your major field of study (two sentences maximum). The employment may be unpaid or volunteer as long as it is documented. You can update your employer information via the appropriate online survey by clicking on OPT Information on the ISS website.
- **Report END DATE OF EMPLOYMENT.** If you quit your job or are terminated, you must report your last date of employment to ISS so that it can be added to your SEVIS record. Unemployment days do not affect your record when on pre-completion OPT, but if you wish to shorten your pre-completion OPT period you must request this in writing from ISS. You can update your employer information via the appropriate online survey by clicking on OPT Information on the ISS website. Contact ISS if you would like to shorten your pre-completion OPT period.

Tips While on OPT

- You may not work until you have received the Employment Authorization Document (EAD/OPT Card) from USCIS and the start date has been reached.
- You may not apply for the OPT extension (for STEM majors) directly after pre-completion OPT. If you wish to pursue the OPT extension, you should apply for post-completion OPT first. Talk to ISS staff for process.
- ISS will email your receipt notice to you as soon as it is received by our office. This should be approximately two weeks after your OPT application is mailed to USCIS. You should print a copy for your records and save an electronic copy too.
- You may go to www.uscis.gov to track your application status. Click on “Check Case Status” and enter your individual receipt number. The status will read “Case Received” until it is approved. You may “sign up” at the top of the page for automated status updates to your email. Once your status reads “My Card Was Received” ISS should receive the card in the office approximately two days later. ISS staff will email you the day that your card is received in the office. We know this is important and WILL notify you as soon as we receive it. No need to contact us for this!
- DO NOT update your address on the Check Case Status page! This does not update SEVIS. Only ISS can do that. If you change your address on that page, ISS will no longer be able to help you track your case status or find any lost mailings.
- Travel while on pre-completion OPT: As you re maintaining your regular F-1 status as a full-time student, you will present the same documents for re-entry to the US as you would without the pre-completion OPT. You should carry your EAD card with you, and proof of employment if you are working, however.
- Pre-completion OPT does NOT allow you to register for less-than-full-time coursework during the fall and spring semesters. You must maintain your regular F-1 status and meet all regulations while on pre-completion OPT.

Contact Information

If you have any additional questions, please do not hesitate to contact ISS at 307-766-5193; uwglobal@uwyo.edu; or stop by the Cheney International Center Suite 5 (Dept. 3228, 1000 E. University Avenue, Laramie, WY 82071).

Name: _____ E-mail: _____
Alternate Address (NOT UW)

Signature: _____ Date: _____