

# Tips and SEVIS Requirements While on OPT 24-month Extension

## Required Reporting While on OPT Extension

- Update your **CONTACT INFORMATION** within 10 days of any change via the ISS OPT Update Surveys at [www.uwyo.edu/iss/opt](http://www.uwyo.edu/iss/opt) or via the SEVIS Student Portal
  - Physical or mailing address, email and phone number.
- Update your **EMPLOYER INFORMATION** within 10 days of any change via the ISS OPT Update Surveys at [www.uwyo.edu/iss/opt](http://www.uwyo.edu/iss/opt)
  - Change to different employer or adding second employer – Also submit a Form I-983 for the new employer
  - Leaving employment or leaving US/Terminating OPT early – Keep track of your unemployment days!
- Complete **6-month update survey** via the 6-month Survey at [www.uwyo.edu/iss/opt](http://www.uwyo.edu/iss/opt) - Due:
- Complete **One Year Self-Evaluation** on I-983 – Due:
- Complete second **6-month update survey** via the 6-month Survey at [www.uwyo.edu/iss/opt](http://www.uwyo.edu/iss/opt) – Due:
- Complete **Final Self-Evaluation** on I-983 (or when you leave/change jobs) – Due:
- Update any major **CHANGES to your I-983** Training Plan job description, hours of employment, salary within 10 days. Your employer must complete the Employer Reporting Form and new Form I-983 Form (both located on the ISS OPT Information webpage - [www.uwyo.edu/iss/opt/](http://www.uwyo.edu/iss/opt/)) and submit directly to ISS via email.
- Report **APPLICATION FOR CHANGE OF STATUS** – Email receipt notice to ISS.
  - If an H-1B petition is submitted as part of the cap lottery process – Email a copy of your I-797 Receipt Notice and the completed Cap Gap Extension Request form found on the ISS OPT Information website to ISS and your updated I-20 will be sent to you. \*\*\*Cap-exempt H-1B petitions are not eligible for cap gap extension.

## Tips While on OPT Extension

- 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. Print a copy for your records and save an electronic copy too.
- To check application status: [www.uscis.gov](http://www.uscis.gov). Click on “Check Case Status” and enter your receipt number. You may “sign up” at the top of the page for automated status updates to your email. ISS staff will email you the day that your card is received in the office. \*\*\*DO NOT update your address on the Check Case Status page!
- Travel while on active OPT: You will need to have the OPT I-20 validated on the back with a signature for travel within six months, your EAD card, a valid F-1 visa, and a letter verifying employment.
- Applying for a new visa while on OPT: Use caution as this can be risky. If you leave the US and re-enter on a visitor visa, or visa waiver, you may NOT use your OPT as you will no longer be in valid F-1 status.
- If you must register at UW while on OPT: you WILL be charged the student fees and the student health insurance. This is based on you being a non-citizen/international student. You may qualify for a waiver of the insurance and the fees. YOU must contact the Student Insurance Advocate at 307-766-3025 BEFORE the add/drop deadline for each semester to request the waiver. No waivers will be allowed after the add/drop deadline.

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

**By signing this form, I agree to provide all REQUIRED updates by the deadlines given. ISS is not obligated to remind me to submit these updates. If I do not submit the updates, my SEVIS record, OPT, and immigration status may be TERMINATED without notice by USCIS.**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Alternate Address (NOT UW)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_