

# Tips and SEVIS Requirements While on Pre-Completion OPT

## Required Reporting while on OPT

Report updates via the ISS OPT Update Surveys at [www.uwyo.edu/iss/opt](http://www.uwyo.edu/iss/opt)

- Update your **CONTACT INFORMATION** within 10 days of any change  
Physical or mailing address, email and phone number
- Update your **EMPLOYER INFORMATION** within 10 days of any change  
First employment, new employer, adding second employer, leaving employment, etc. If you decide to leave the US and abandon your OPT, you must also notify ISS. Unemployed Allowed: cumulative period of no more 90 days

## 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. 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 – You do not need to contact ISS to let us know it has been approved.**
- 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](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: \_\_\_\_\_