

Tips and SEVIS Requirements While on Post-Completion OPT

Required Reporting while on Post-Completion OPT

Report updates via the ISS OPT Update Surveys at www.uwyo.edu/iss/opt or via the SEVIS Student Portal

- 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
- 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

- Your UW email will be deactivated in the semester after your graduate. You will receive all emails from ISS at the alternate email address that you give below.
- You may not work until you have received the Employment Authorization Document (EAD/OPT Card) from USCIS and the start date has been reached.
- 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. 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!
- 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.

Applying for an OPT Extension – STEM majors working for qualified employers only

Application can be filed 90 days before the EAD expiration. Check ISS website for application materials and information.

Contact Information – Phone: 307-766-5193; Email: uwglobal@uwyo.edu; Address: 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: _____