Tips and Reporting Requirements While on Post-Completion OPT

After you apply:

1. You will receive a text and/or email from USCIS when your application is received.
2. ISS will email your receipt notice to you as soon as it is received by if you used the ISS mailing address. If you used your mailing address, email the receipt notice to uwglobal@uwyo.edu when you receive it. This should be approximately two weeks after your application is mailed to USCIS.
3. 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. ***DO NOT update your address on the Check Case Status page if you used the ISS address for your mailing address! If you used your mailing address, then you MUST update your address on the Check Case Status page so that your card will be mailed to your correct address.
4. “Received” tracking status means that the card was received by the UW mailroom, NOT by ISS. Delivery to ISS can take 2-3 days after the online tracking says the card was delivered. ISS staff will email you within 24 hours after your card is received in the office – You do not need to contact ISS to let us know it has been approved. If the card is mailed to you, you must scan and email the card, and the page it is attached to, to uwglobal@uwyo.edu within 48 hours, after it is checked for accuracy.
5. You may not work until you have received the Employment Authorization Document (EAD/OPT Card) from USCIS and the start date has been reached.

Required Reporting while on Post-Completion OPT – no more than 10 days after the change

Update via the ISS OPT Update Surveys: at www.uwyo.edu/iss/opt
   - EMAIL – any change to your email address
   - EMPLOYMENT INFORMATION - 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

Update via the SEVP Student Portal:
   - CONTACT INFORMATION – Physical, mailing, or international address; US or international phone number

Report APPLICATION FOR CHANGE OF STATUS
   - Email receipt notice to ISS.

Tips While on Post-Completion 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.
- Travel while on active OPT: You will need the OPT I-20 with a signature for travel within six months, your EAD card, a valid F-1 visa, and a letter verifying employment to return to the US.
- Applying for a new visa while on OPT: Use caution as this can be risky. If you 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 must contact the Student Insurance Specialist, stuins@uwyo.edu, 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.

By applying for OPT, you agree to provide all REQUIRED updates by the deadlines given. ISS is not obligated to remind you to submit these updates. If you do not submit the updates, your SEVIS record, OPT, and immigration status may be TERMINATED without notice by USCIS.

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