



**POST COMPLETION
OPTIONAL PRACTICAL TRAINING (OPT)
Employer Information**

Full Name (last, first, middle):
Lewis ID Number:
SEVIS ID Number:
Degree/ Program of study:
Current US Address (street, bldg./apt #, city, state, zip code):
Current email address:
U.S. Phone Number:

Explain how this employment is related to your degree:

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Employer Name:
Employer EIN:
Job title:
Start Date:
End Date:
<input type="checkbox"/> Part-time (20hrs/less) or <input type="checkbox"/> Full-time (40hrs max)
Employer Address (street, city, state, zip code):
Supervisor Complete/ Full Name:
Supervisor Phone:
Supervisor Email:

Signature of Student: _____

Date Signed: _____

***Please include a copy of your offer letter and EAD card**

Return form to: International Student and Global Scholar Services Office
Email: isgss@lewisu.edu



POST COMPLETION OPTIONAL PRACTICAL TRAINING (OPT) Employer Information

It's very important to provide the following documents to get updated in the SEVIS system. All the documents can be emailed to International Student and Global Scholar Services (ISGSS) Office. If you have any changes on your employer or even job title, please report it immediately ISGSS Office.

TYPES OF EMPLOYMENT

- Multiple employers: You may work for more than one employer, but all jobs must be related to your field.
- Work for hire: Commonly referred to as 1099 or Independent Contractor Employment; keep evidence of the duration of contract periods and the name and address of the contracting company.
- Self-employed business owner: You can start a business or be self-employed while on OPT. You should be able to prove that you have the proper business licenses and that it is related to your degree program.
- Employment through an agency or consulting firm is also allowed.
- Unpaid Employment: You may work as a volunteer or unpaid intern, where this practice does not violate any labor laws

STUDENT AND EXCHANGE VISITOR PROGRAM (SEVP) PORTAL

The Student and Exchange Visitor Program (SEVP) Portal is an important tool that lets students on post-completion optional practical training (OPT) and science, technology, engineering, and mathematics (STEM) OPT meet their legal reporting requirements. Students can use the SEVP Portal to report these changes, or they can ask a designated school official (DSO) report it for them.

When your OPT has been approved and is active, check your email inbox for an email notice that includes a link to the SEVP Portal registration pages.

For more detailed information for SEVP Portal, please review SEVP Portal - Student User Guide from USCIS through: https://studyinthestates.dhs.gov/assets/sevp_portal_student_user_guide.pdf

WHAT CAN I DO AFTER ONE-YEAR OF OPT PERIOD?

After you finish your OPT, If you:

- Have STEM degree, you can apply for OPT extension. To know if you are eligible for OPT extension, check your CIP on your I-20 if it matches on this website: <https://www.ice.gov/doclib/sevis/pdf/stemList2022.pdf>
- Do not have STEM Degree, you can check the company that you are working at and apply for H-1 visa. Otherwise, you have to leave the U.S within 60 days.