

REPORTING REQUIREMENTS DURING OPTIONAL PRACTICAL TRAINING

While on Optional Practical Training (OPT), you must continue to report certain information to the US Department of Homeland Security (DHS) in order to maintain your F-1 visa status. The Office of International Services (OIS) is responsible for reporting this information on your behalf to DHS through the Student and Exchange Visitor Information System (SEVIS). It is imperative that you provide the documents and information below so that your SEVIS record may be updated appropriately. As of December 7, 2015, DHS is requiring some additional information to be reported to SEVIS while you are on OPT, as listed below.

Information to Report

Most of the information below may be reported online at <http://oregonstate.edu/international/atosu/reporting>. For all other notifications or changes, please email an international student advisor at ois.student@oregonstate.edu and attach, fax, or mail any supporting documentation to our office. Include your full name and OSU ID number in your email and on any documents you send.

Information to Report	Supporting Documents to Send	How to Report
Change of address, email address, or phone number	None	https://ipconnect.oregonstate.edu
Change of legal name, as indicated on passport	Copy of passport showing change	Email, fax, or mail
Intention to change visa/immigration status	Copy of I-797 Notice of Action Pending PR Form (if applicable)	Email, fax, or mail
Approved change of visa/immigration status	Copy of I-797 Notice of Approval	Email, fax, or mail
Receipt of Employment Authorization Document (EAD)	Copy of EAD	Email, fax, or mail
Start date and end date of employment	None	Online
Change of employment	None	Online
Employer Identification Number (EIN) (This number is from your Human Resources Department at your employer)	None	Online
How employment relates to your course of study	None	Online
Loss of employment	None	Online
Permanent departure from U.S.	Departure Form (OIS Forms page)	Email, fax, or mail

→ The information above must be reported to OIS within 10 days of the change. Failure to report this information may constitute a violation of your status and lead to termination of your SEVIS record. 90 consecutive days of unemployment reported to SEVIS may result in the termination of your SEVIS record and your employment authorization in the US.

Change of Status

If you intend to change to another immigration status while on OPT, please contact OIS so we can determine how to handle your SEVIS record. You should submit a copy of your form I-797 Notice of Action/Approval from USCIS if you are filing for or have been approved for a change of status to H-1B, U.S. permanent residency, or any other immigration status. Please submit the *Pending Permanent Residency* form to our office upon filing form I-485 for adjustment of status to U.S. permanent residency.

Students Authorized for 24-Month STEM Extension of OPT Benefit

In addition to meeting the reporting requirements above, students who have been authorized for a 24-month Science Technology Engineering and Mathematics (STEM) extension of their OPT benefit (STEM) must also submit a validation report to OIS every six months, beginning six months from the extension start date.

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Students Authorized for 24-Month STEM Extension of OPT Benefit (cont.)

Initial Report Due: Six months from OPT extension start date
Second Report Due: Twelve months from OPT extension start date

This report must include your full legal name, SEVIS ID, current residential address, current employer's name and address, and the start date of your current employment. You may submit your validation report online at the OIS reporting website listed above.

→ Failure to submit a validation report by the required due date will constitute a violation of your immigration status and may result in your SEVIS record being automatically terminated, ending your F-1 status and employment authorization.