



Maintaining Your Status during Post-Completion Optional Practical Training (OPT)

After you have been approved for OPT employment, there are important things students should know and do. This document outlines expectations for international students while approved for post-completion OPT, which is OPT that occurs after completion of a program of study)

Changes to Personal Information

All name and address changes should be reported to the PDSO or DSO at the seminary within 10 days of change. It is the student's responsibility to report any changes to the school.

Employment

Employment during OPT must be related to your program of study. The employment may be paid or volunteer. In all cases, the employer should provide you documentation of your employment status.

Your EAD card indicates the dates for your post-completion OPT. You may not be unemployed for more than 90 total days. (It does not have to be consecutive days.) Every day (including Saturdays and Sundays that you are not employed counts toward your 90 days of unemployment. If you reach 90 days of unemployment, you must depart the United States. If you believe you will reach your 90 day limit, you should prepare to leave the United States or transfer to another institution.

Students who remain employed during post-completion OPT and do not reach the 90 day unemployment limit will have the 60 day grace period to depart the United States or transfer to another institution.

Students may not begin a new program of study during post-completion OPT.

Reporting Requirements to ISS

Any new employment, changes to employment, or the decision to leave the United States should be reported to the PDSO or DSO at CBTS immediately. Your notice should include the following information:

- Employer Name
- Employer Address
- Date Employment Started
- Change of Employment (including begin and end dates)
- Decision to exit the U.S. and complete F-1 status prior to OPT expiration date (if applicable)
- Your Contact Information (including address, phone, email)

It is the student's responsibility to report any changes to the school.

Documentation

It is important that you maintain records of your employment during OPT. Your records should include letters of employment and changes to employment.

Traveling during Post-Completion OPT

The school recommends the following regarding travel:

- Do not travel an OPT application is pending.
- Do not travel to renew your visa until after your OPT application is approved
- Always take all your employment documentation with you when traveling (including letter or employment and EAD card)
- Always travel with your I-20 document that contains a valid travel signature

Any time spent traveling outside the United States will count as days of unemployment, unless it is approved vacation from your employer or a required part of your employment. Obtain documentation from your employer stating that you are on approved vacation or required to travel for work.

It is always a risk to travel out of the country even if you are maintaining status. There are no guarantees that you will be allowed re-entry to the United States.