After 12-Month Post-Completion OPT Approval

CONGRATULATIONS ON YOUR OPT APPROVAL!

Now that you have been approved for the 12-month Post-Completion OPT, please see below on how you can maintain your F-1 status during your OPT period.

Set up Your SEVP OPT Portal

Now that you are approved for OPT, you will need to set up your SEVP OPT Portal account. The OPT Portal is an important tool to maintain your F-1 status by reporting your personal and employment information during your OPT period. From the start date of your EAD card, you will receive an OPT Portal link through your UCR email to set up your portal account. If you do not receive this link or it has expired, please contact the ISS Office (internationalstudents@ucr.edu) to reset your OPT portal link. Once your OPT portal is set up, you must report any changes **within 10 days** of that change.

Report your Personal and Employment Information

Now that you have set up your OPT Portal account, please report your personal information and employment information through your OPT Portal within 10 days of the change or within 10 days of your job start date. When entering your OPT employment information, you must enter details of your position, company, and write a detailed description on how your position is directly related to your field of study.

Below are examples on how to describe a direct relationship per the 2019 SEVP Guidance on Practical Training:

Bachelor's degree in Electrical Engineering:

I work full time as an Electrical Engineer at ABC Corp., a government contractor. In my job, I analyze client requirements for electrical systems and provide them with cost estimates of such systems. My work requires understanding of electrical circuit theory, which I studied in-depth at the University of ABC. dissertation.

Master's degree in Kinesiology:

I am working 25 hours a week in a health food store as a consultant for Self-Made Inc., designing and teaching exercise classes that are incorporated into a customer's overall nutrition and exercise plan. My designs and customer instruction draw upon my studies and classwork in exercise therapy and physical reconditioning.

PhD in Computer Science:

I am employed as a full-time Computer and Information Research Scientist at ABC Research Institute. I work as part of a team of scientists and engineers that designs experiments to test the operation of various software systems. My work builds on research in complex algorithms and machine learning, which I studied as part of my dissertation.

If it has been over 10 days since your job start date, the OPT Portal will not allow you enter the original start date. Instead, please enter today as the start date and send a copy of your offer letter (with the original job start date) to internationalstudents@ucr.edu. Once received, an ISS Advisor will manually update the job start date per your offer letter.

However, if you are experiencing technical difficulties with the OPT Portal, please send detailed information on your OPT employment to ISS (internationalstudents@ucr.edu) so that an ISS Advisor can manually enter it in your I-20 record.

Please type out the following information and attach relevant documents in an email:

Personal Information

1) Current U.S. Address
2) Phone Number

Employment Information

1) Employer Name
2) Job Title
3) Start Date
4) End Date (if available)
5) Full-Time (more than 20 hrs. per week) or Part-Time (20 hrs. per week)
6) Company Address
7) Explain how employment is related to student's course of study - You can follow the examples above.
8) Attach your Offer Letter

Unemployment Rule

USCIS allows 90 days of unemployment time during the 12-month Post-Completion OPT period. Unemployment days is counted from the start date on your EAD card/your approved OPT start date. In order to stop the unemployment clock, please be sure to report your employment information through your OPT Portal account. It is important to report your OPT Employment before your unemployment time has passed to avoid falling out of F-1 status.

Allowable OPT Employment

Employment positions during the 12-month Post-Completion OPT period must meet the below criteria:

- Directly related to your field of study
- Part-Time (20 hrs. per week) or Full-Time (more than 20 hrs. per week)
- Paid, Unpaid, or Volunteer
- Self-Employed Business Owner
- Multiple Positions

- Short-Term Positions
- Work for Hire
- Third-Party Placement Agency

International Travel during OPT

When traveling internationally during your OPT period, please carry the following items to enter back to the U.S. To request for an updated travel signature, please email internationalstudents@ucr.edu.

- Valid Passport (must be valid for 6 months into the future)
- Valid F-1 Visa stamp
- OPT I-20 with Travel Signature (only valid for 6 months)
- EAD Card
- Supporting Documents:
    - Proof of Employment (i.e. job offer letter or employment verification letter)