International Student And Scholar Services (ISSS)
Website: https://isss.unc.edu
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Post-Completion OPT Reporting Resource Guide

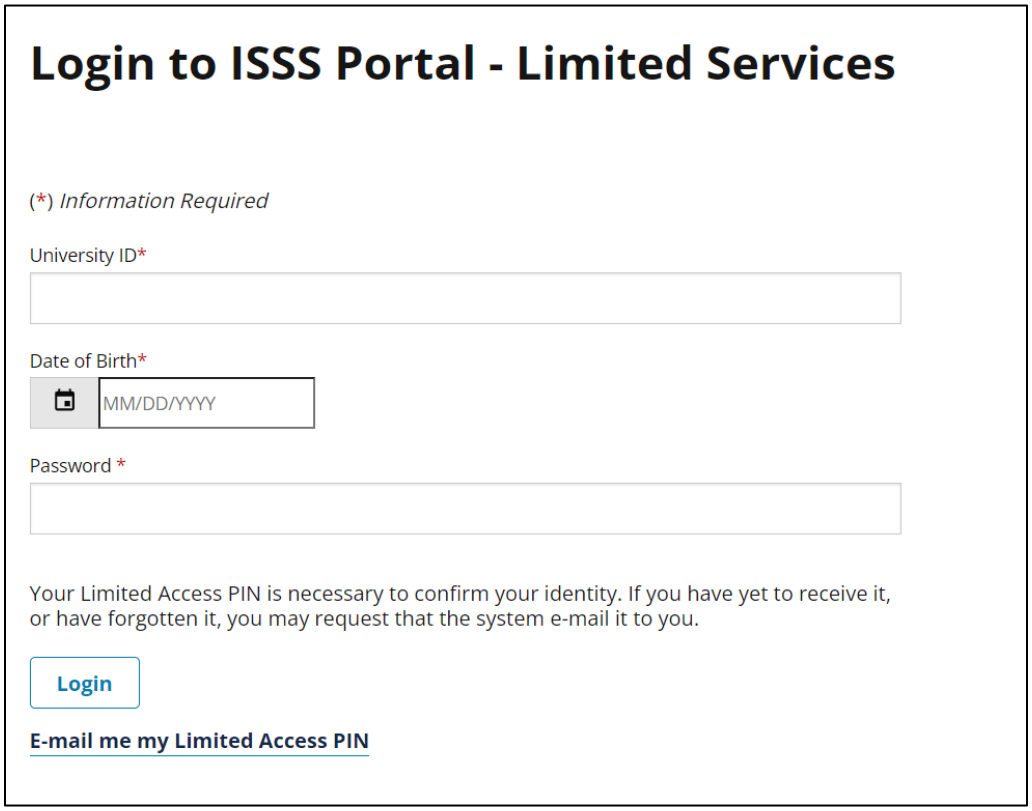
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Limited Services access in the ISSS Portal

Students participating in Optional Practical Training may use **Limited Services in the ISSS Portal** to report changes to their contact information, address, employment as well as submit requests for a travel signature, STEM OPT Extension, SEVIS record transfer and to notify ISSS about their departure from the U.S.

To access Limited Services in the ISSS Portal, students will need their University ID (PID), Date of Birth and PIN (as the password).



The Limited Access PIN is necessary to confirm a student's identity. Students may request to have their PIN be sent to their **email address on file** by clicking "E-mail me my Limited Access PIN" at the bottom of the login page. We encourage students to update their primary email address to their **personal email**, since access to their UNC email account will be discontinued shortly after program completion.

If students are experiencing technical issues logging into Limited Services in the ISSS Portal, they should contact ISSS at isss@unc.edu for assistance.

Post-Completion OPT Reporting Requirements

During the authorized period of Optional Practical Training students have several reporting requirements. Listed below are the most common types of reporting situations and how students can report while participating in Post-Completion OPT:

Event or Update	How/What to report
Approval of OPT	Upload a copy of your EAD card to ISSS as soon as it is received. The card can be uploaded in the **Upload my EAD card** form that can be found in the "View and Update my Student Information" menu, or while reporting your employment information in the **Add New OPT Employer** form that can be found under the **"F-1 Practical Training"** menu.
Changes to contact information: Address, Phone number, Email address	Complete the **OPT Address, Phone Number and Email Update** form to update changes to address, phone number and/or email address. Note: Changing your email address will update the email address used to access the SEVP Portal. Both forms can be found under the **"View and Update my Student Information"** menu in Limited Services in the ISSS Portal. **Report within 10 days of the change.**
Passport and Visa update, or change to biographical information	Complete the **Update my Passport Information for Students** or **Update my Visa Information for Students** form and upload a copy of your new passport or visa stamp. Forms can be found under **"View and Update my Student Information"** menu.
Employment Information	Students must report the beginning of new employment **no later than 10 days after the start date** and submit any updates to employment information **no later than 10 days after the change occurs.** For all jobs held while on OPT, paid or unpaid, F-1 students must report the employer's name and physical location of work, the start date of employment and the end date of employment (if applicable). Students must also explain how each job is directly related to their major or program of study at UNC-Chapel Hill. Complete the **Add New OPT Employer** form under the **"F-1 Practical Training"** menu to report the beginning of new employment. Complete the **Update Current OPT Employer Information** form under the **"F-1 Practical Training"** menu to report any changes to the employment information, including the change in physical location or the end date of employment.

Change of immigration status or departure from the U.S.	Students who change their immigration status to a status other than F-1 should notify ISSS within 10 days of the change and submit the appropriate documentation confirming the approval of their new status: copy of I-797 Approval Notice, Visa Stamp, Form I-94, or other proof of status in the U.S. Students who decide to depart the U.S. prior to the end date of their OPT, must notify ISSS as well. Complete the **Report Completion of F-1 Status** form that can be found in the **"F-1 Practical Training"** menu.

Tips on Reporting OPT Employment

Reporting Employment Location

Students are required to report their employer address, as well as their physical location of work. The employer address can be the official address of the company, but the physical location of work should be where the student is physically working. Some common examples are below:

Employment Scenario	Address Reported
The student is working for Company ABC but is primarily working remotely from home.	Report Company ABC in "Employer Name" but the student's home address as the physical location of work
The student is working for Company ABC and has been placed at a client site (Company XYZ), where they will be physically located while working.	Report Company ABC in "Employer Name" but the client's address as the physical location of work.
The student's employer of the record/staffing agency (Company ABC) is in California, but the student is working for Company XYZ in Texas.	Report Company ABC in "Employer Name" but Company XYZ's address in Texas as the physical location of work.
The company is headquartered in New York, NY, but the student is working for a company branch location in Charlotte, NC.	Report the address in Charlotte, NC as the student's physical location of work.

Changing Worksites for the Same Employer

Students should update their physical location of work only after they've begun working at the new site. If a student is working remotely from home and changes their residential address, they should also report this change to their physical location of work so that it can be updated in SEVIS. Students are still required to report any change in employment location within 10 days of the change. The information reported in SEVIS must always reflect the student's current physical location of work.

Establishing a Direct Relationship between Employment and Major Area of Study

Students on OPT are required to explain how their job is directly related to their degree/field of study at UNC Chapel Hill.. Below are a few examples provided by the Student and Exchange Visitor Program (SEVP) to describe the relationship in detail:

1. **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 an understanding of electrical circuit theory, which I studied in-depth at the University of ABC.

2. **Bachelor's degree in Business:** I work full time as a Loan Officer at a mortgage company, Happy Homes, where I meet with clients and evaluate, authorize and recommend approval of loan applications. On a daily basis, I use the knowledge I gained in my credit analysis, sales and marketing classes that I took as part of my major program of study.

3. **Master's degree in Music**: I am working at a hospital playing the harp in patient rooms. I also conduct hands-on harp beginner workshops for long-term patients. On average, I work at the hospital 35 hours a week. My duties directly utilize the skills and knowledge I acquired from my coursework and degree in music therapy.

4. **PhD in Computer Science**: I am employed as a 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.

5. **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.

Submitting a request while on OPT

Event or Update	How to Report
Travel Signature	For students to re-enter the U.S. after travel abroad, they will need a Form I-20 updated with the most recent employment information (if applicable) and with a travel signature that will be less than six months old at the time of re-entry. If you can confirm that your employment information is already up to date, complete the **OPT Student Travel Signature** form under the **"F-1 Practical Training"** menu in Limited Services in the ISSS Portal. If you need to report a new employer or update your employment information, complete the **Add New Employer** or **Update Current OPT Employer Information** form in the **"F-1 Practical Training"** menu. Once reported, ISSS will issue a new Form I-20 that will contain a travel signature valid for 6 months from the date of update.
SEVIS Record Transfer Out Request	Students who wish to transfer their SEVIS record to another institution in the U.S. should submit the **SEVIS Record Transfer Out Request** under the **"General Student Services"** menu and upload a copy of their admission letter to the new institution. Students will be asked to select the SEVIS Transfer Release date, which generally should be after their last day of employment. If the selected SEVIS release date is prior to the end date of authorized period of OPT, the student must forfeit the remainder of their OPT authorization. Please contact your ISSS Advisor if you need guidance on selecting a transfer release date based on other personal, employment, or academic circumstances.
OPT Completion	Students who change to an immigration status other than F-1 should notify ISSS within 10 days of the change and submit the appropriate documentation confirming the approval of their new status: Copy of I-797 Approval Notice, Visa Stamp, Form I-94, or other proof of immigration status in the U.S. Students who decide to depart the U.S. prior to the end date of their OPT must notify ISSS as well. Please submit the **Report Completion of F-1 Status** form that can be found in the **"F-1 Practical Training"** menu. ISSS will then properly close the student's SEVIS record.

SEVP Portal

The SEVP Portal is a tool created and managed by the Student and Exchange Visitor Program (SEVP) that allows F-1 students participating in Post-Completion OPT to view and report certain information in their F-1 SEVIS record. Any information updated in the SEVP Portal is immediately sent to the student's SEVIS record and becomes a permanent part of the student's immigration record with the Department of Homeland Security (DHS).

Information Reported Through the SEVP Portal

The SEVP Portal allows students to view and report the following information:

- Physical Home Address
- Mailing Address
- Telephone Number
- Employer Information

Creating an SEVP Portal Account

Once a student is eligible to create an SEVP Portal account, which will be on the OPT authorization start date, the student will receive an email from do-not-reply.SEVP@ice.dhs.gov prompting them to create an account. The SEVP Portal account creation email will be sent to the student's email address as listed in SEVIS. That email will contain information on how to set up the portal account.

Troubleshooting Tips

Students who have not received an SEVP Portal account creation email after the OPT authorization period has begun should follow the troubleshooting tips below:

1. Check your email inbox, junk and spam folders.
2. Contact your International Student Advisor to see if the option to resend the SEVP Portal account creation email is available in SEVIS.
3. Contact SEVP@ice.dhs.gov explaining that you have not received the SEVP Portal account creation email. Be sure to include "SEVP Portal" in the subject line.

Changes to Email Address

Students are permitted to change the email address used to access their SEVP Portal account either before or after creating an SEVP portal account. In order to update the email address used to access the SEVP Portal, students must complete the **"Update my Email"** form in the ISSS Portal. ISSS will report the new email address in SEVIS Several days after the information is updated in SEVIS, the student will receive two emails (one to their previous email address and one to the new email address). The emails will provide instructions on how to activate or reset a portal account using the new email address.

SEVP Portal Resources

The following resources are provided by SEVP to assist students with navigating the SEVP portal:

1. SEVP Portal Help Hub
2. SEVP Portal User Guide