

## After your OPT is approved

- **SEVP PORTAL:** When Status of OPT is “APPROVED” in SEVIS, student is sent an Account Creation Email. Look for this email and create your SEVP Portal online account.
- **Documents:** Bring or email [international@kutztown.edu](mailto:international@kutztown.edu) your USCIS approval notification and EAD card to put in your file.
- **Employment:** Find employment related to your major.
- **Employment Information:** UPDATE SEVP Portal and Email International Office with the following information whenever your employment changes:
  - **Required Information:**
    - Explain how employment is related to student's course of study (Max 1000 characters):
    - Employer Name:
    - Start Date:
    - Full Time / Part Time:
      - Full Time: more than 20 hours/week
      - Part Time: 20 or less hours/week
    - Employer Address:
      - Street Address:
      - Suite/Apt #
      - Other Address Information (if applicable):
  - City: State: Zip
  - **Recommended Information:**
    - Employer EIN (Highly Recommended)
    - Job Title:
    - End Date:
    - Supervisor Information:
      - Last Name
      - First Name
      - Telephone Number
      - Telephone extension
      - Email Address:
- **Contact Information:** Your personal updated contact information while on OPT (address, phone, and email).
- **Minimum Hours:** Work or volunteer for a minimum of 20 hours per week to avoid accrual of unemployment days.
- **Documentation:** Keep documentation of employment/volunteer hours and unemployment days in case you are ever questioned about your activity while on OPT and to make sure you are staying in status.
- **Unemployment:** Do not accrue 90 days of unemployment or your SEVIS record will automatically terminate and your OPT authorization will end. There is no grace period when unemployment ends.
- **Updates and Changes:** Continue to report changes in employment or your contact information by logging into the SEVP Portal to make changes and emailing the International Office at KU within 10 days of the change.
- **Travel:** Get travel signatures prior to departing U.S. for temporary absences. See Travel section for more details.
- **Grace Period:** Leave U.S., transfer to a new institution, or change status during the grace period, 60 days after OPT end date.

### Travel while on OPT

Students may travel outside of the U.S. while on OPT. It is best to speak with the KU International Office before making any travel plans. In general, you should not be absent from the U.S. for more than 30 days at a time while on OPT. Time spent outside of the U.S. while on OPT counts towards the unemployment limits if the travel is for leisure and not required as a part of your job.

Documents to carry while travelling on OPT:

- I-20 endorsed for travel (within six months of your return date)
- EAD card
- Letter from employer confirming employment upon return to the U.S.
- Passport valid for at least 6 months beyond end of stay in U.S.
- Unexpired multiple-entry visa: If you have an expired visa, you may be eligible for automatic visa revalidation when travelling to Canada, Mexico, or the Caribbean (except Cuba). The International Office can provide a letter and copy of the regulations concerning automatic visa re-validation prior to your travel to these locations. Otherwise, you will have to obtain a new visa while you are abroad.