OPT REPORTING REQUIREMENTS: Remember you may not begin your employment until after you receive your EAD card & are only authorized to work the dates listed on the card!

1. You must report your US employer and work address to the ISS office every time you have a change or at least once every 6 months.

2. You must contact the help desk at (961) 631-3500 to keep your utulsa.edu email address current and check it weekly for updates or information requests.

3. You must report start and end dates of any period(s) of unemployment.

4. More than 90 days of unemployment (counted from your EAD start date) may result in the loss of your F-1 status – contact the ISS office after 75 days of unemployment for advice.

5. 120+ days of unemployment during your STEM extension period (counted from original 12 month OPT EAD start date) may result in the loss of your F-1 status- contact the ISS office at 100 days for advice.

6. While on your OPT STEM extension your U.S. Employer must report within 48 hours if you have left their employment, they may call (918) 631-3114.

7. ISS is **not** responsible for your employer's reporting responsibilities, or for advising your employer of their report responsibilities. If you have an application for an H-1B any questions need to be addressed with your employer.

8. If you will have a cap gap issue (time between OPT end date and H-1 effective start date) it will be your responsibility to contact the ISS office so that we can file a request for an F-1 extension until the H-1B effective date.

This process is subject to change due to updates and changes in the regulations. Please contact the ISS office if you have questions.

Updated January 2012