



Contents

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Report OPT Participation

While on Optional Practical Training (OPT), a student is required to report the following to their DSO:

- Change in student's legal name.
- Change in student's address while on OPT.
- Changes in employment or interruption of employment.

DSOs have 21 days to update SEVIS to reflect the changes.



- [8 CFR 214.2\(f\)\(12\)\(i\)](#)
- [8 CFR 214.2\(f\)\(12\)\(ii\)](#)
- [8 CFR 214.3\(g\)\(2\)](#)
- [SEVP OPT Policy Guidance](#)

Add Employer

To report OPT participation:

1. Navigate to the *Student Information* page.



Student Information

Reprint I-20 | Print Draft I-20

Actions:
[Authorize To Drop Below Full Course](#)
[Change Education Level](#)
[Complete Program](#)
[Disciplinary Action](#)
[Extend Program](#)
[Registration](#)
[Shorten Program](#)
[Terminate Student](#)
[Transfer Out](#)
Edits:
[Dependents](#)
[Financial Information](#)
[Personal Information](#)
[Program Information](#)
View:
[Event History](#)
[Request/Authorization Details](#)
Employment/Training:
[CPT Employment Authorization](#)
[Off-Campus Employment](#)
[OPT Request](#)
[Employment Information](#)
Corrections:
[Request Changes](#)

Personal Information
 SEVIS ID: **40004703369**
 Surname/Primary Name: **Kipling**
 Given Name: **Rudyard**
 Suffix:
 Passport Name:
 Preferred Name: **Rudyard Kipling**
 SEVIS Legacy Name:
 Country of Birth: **INDIA**
 Date of Birth: **09/23/1983**
 Country of Citizenship: **INDIA**
 Gender: **MALE**
 Foreign Address: **123 Main Street
Mumbai
INDIA**
 U.S. Address: **620 MICHIGAN AVE NE
WASHINGTON
DISTRICT OF COLUMBIA
20064 - 0001**
 Address Status: **Valid**
 Address Type: **S - Mailbox at a street address**
 Email Address:

Program Information
 Status: **ACTIVE**
 Date of Last Event: **04/12/2015**
 Termination Reason:
 Visa Type: **F-1**
 School Name: **SEVP School for Advanced SEVIS Studies**
 School Code: **BAL214F4444000**
 Campus Name: **SEVP School for Advanced SEVIS Studies**
 I-20 Issue Reason: **CONTINUED ATTENDANCE**
 Education Level: **DOCTORATE**
 Major: **23.1404 - English Literature (British and Commonwealth)**
 Secondary Major: **00.0000 - None**
 Minor: **00.0000 - None**
 Program Start Date: **09/01/2010**
 Program End Date: **05/30/2015**
 Normal Length of Study: **72**
 Current Session End Date: **05/30/2015**
 Next Session Start Date: **06/01/2015**
 School Requires English Proficiency: **Yes**
 Student Has English Proficiency: **Yes**
 English Is Not Required Because:
 Remarks:

Financial Information
 Number of Months: **09**
 Tuition Fees: **\$15,000.00**
 Living Expenses: **\$6,000.00**
 Dependent Expenses:
 Other Costs:

Travel Information
 Passport Number:
 Passport Expiration Date:
 Visa Number:
 Visa Issue Date:
 Visa Expiration Date:

(ALT Text: Screenshot of *Student Information* page with OPT request link circled in the Employment/Training section)

2. Click **OPT Request**. The *OPT Employment* page opens.

OPT Employment

POST-COMPLETION - FULL TIME | Status: APPROVED | Receipt Number: XYZ1234678906 | View | Extend

Active

OPT AUTHORIZATION DATES | Employers

OPT Dates	Start	End
DSO Recommended	05/20/2015	05/19/2016
USCIS Approved	05/20/2015	05/19/2016
Actual	05/20/2015	05/20/2016

No employers found
To add an employer, click on the button Add above

Add Employer

Return | Print I-20

(ALT Text: *OPT Employment* page)

3. Click **Add Employer**. The *Add Employer* page opens.



(Alt Text: Screenshot of *Add OPT Employer* page)

4. Enter the relevant information about the student’s job. An * (asterisk) indicates required fields:

Field	Description
* Explain How the Employment is Related to Student’s Course of Study	<ul style="list-style-type: none"> Describe how the employment relates to the student’s major area of study. The student should be able to provide this information. This is a required field.
Self Employed checkbox	<ul style="list-style-type: none"> Check this box, if the student is self-employed. If checked, SEVIS populates the Employer Name with the student’s name.
* Employer Name	<ul style="list-style-type: none"> Enter the business name of the employer. This is a required field.
Employer EIN	<ul style="list-style-type: none"> Enter the employer’s Employer Identification Number. This is an optional field.



Field	Description
Job Title	<ul style="list-style-type: none"> Enter the student’s job title. This is an optional field.
* Start Date	<ul style="list-style-type: none"> Enter the date the student began the job. This date cannot be before the Actual OPT Start Date. DSOs can enter a date that is in the past. This is a required field. <p>Format: MM/DD/YYYY</p>
End Date	<ul style="list-style-type: none"> Enter the date the student stopped working for the employer. Leave this field blank, if the end date is not known. <p>Format: MM/DD/YYYY</p>
* Full Time/Part Time	<ul style="list-style-type: none"> Click either the Full Time or Part Time radio button. This is a required field.
* Employer Address	<ul style="list-style-type: none"> Click the Add Employer Address button to enter the employer’s address. This opens an address modal similar to the one used to enter a student’s address. Follow the guidance on entering U.S. addresses. This is a required field. <p>Note: SEVIS validates the employer address when Address Doctor is working.</p>
Supervisor Last Name	<ul style="list-style-type: none"> Enter the last name of the student’s supervisor. This is an optional field.
Supervisor First Name	<ul style="list-style-type: none"> Enter the first name of the student’s supervisor. This is an optional field.
Telephone Number	<ul style="list-style-type: none"> Enter the telephone number for the student’s supervisor. This is an optional field.
Email Address	<ul style="list-style-type: none"> Enter the email address for the student’s supervisor. This is an optional field.

5. Review the information and click either **Add OPT Employer** or **Cancel**:

- **Add OPT Employer:** Adds the employer to the OPT authorization. A message indicates if the update was successful. The employer should now be listed in the Employer section of the *OPT Employment* page.
- **Cancel:** Cancels the action and returns the user to the *OPT Employment* page.



Special Employment Circumstances

Circumstance	How to Report
Change employers	<ul style="list-style-type: none"> Edit existing employer to reflect end date of employment. Add new employer.
Self-employed, Independent Contractor	<ul style="list-style-type: none"> Enter the primary location where employment is administered. Depending on the nature of the employment, this may be a residence, office or formal business.
One employer, but multiple sites	<ul style="list-style-type: none"> The employment location listed in SEVIS should be the one that is best able to meet reporting responsibilities to the school and, through DSO communication, to DHS. For administrative practicality, the school may want to list the primary location in SEVIS. To do so, they would want to ensure that administrators at the primary location, in addition to knowing their reporting responsibilities to the school, have shared those responsibilities with any ancillary locations and gotten a commitment from them to receive their support.
Multiple short-term gigs [employment] in one period	<ul style="list-style-type: none"> Indicate the student is self-employed and in the employment remarks section indicate what the student is doing such as being a musician, actor, etc. with multiple gigs.
Volunteer	<ul style="list-style-type: none"> Enter the name and address of the company where the student volunteers. In the employment remarks, indicate that the student is a volunteer.
Unemployed	<ul style="list-style-type: none"> If the student did not have an employer, enter nothing. If the student had an employer in the past, but is currently unemployed, edit the End Date for the previous employer.

Edit Employer Information

To edit employer information:



1. Navigate to the *Student Information* page.

[<< Return to Students With Requested, Pending, or Approved Optional Practical Training \(OPT\)](#)

Student Information

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Personal Information	Program Information
SEVIS ID: N0004670010	Active Post-Completion OPT
Family Name: Smithfield	Status: ACTIVE
First Name: Hammond	Date of Last Event: 12/18/2014
Country of Birth: KENYA	Termination Reason:
Date of Birth: 03/27/1992	Visa Type: F-1
Country of Citizenship: KENYA	School Name: Robertson Institute for Applied Learning
Gender: MALE	School Code: WAS214F21211000
Foreign Address: 7009 Kingston Ave. Nairobi KENYA	Campus Name: Main Campus
U.S. Address: 69 Clarendon Blvd. Arlington VIRGINIA 22209	I-20 Issue Reason: CONTINUED ATTENDANCE
Email Address:	Education Level: MASTER'S
	Major: 31.0505 - Kinesiology and Exercise Science
	Secondary Major: 00.0000 - None
	Minor: 00.0000 - None
	Program Start Date: 05/28/2012
	Program End Date: 05/30/2014
	Normal Length of Study: 24
	Current Session End Date: 05/30/2014
	Next Session Start Date: Student in last session
	School Requires English Proficiency: Yes
	Student Has English Proficiency: Yes
	English Is Not Required Because:
	Remarks:

Financial Information	Travel Information
Number of Months: 09	Passport Number:
Tuition Fees: \$3,000.00	Passport Expiration Date:
Living Expenses: \$2,500.00	Visa Number:

(Alt Text: Screenshot of *Student Information* page with [OPT Request](#) hyperlink highlighted)

2. Click **OPT Request**. The *OPT Employment* page opens.

F-1 Student **SamTwo IV, Jay** SEVP School for Advanced SEVIS Studies - SEVP School for Advanced SEVIS Studies Status: **ACTIVE**
SEVIS ID: **N0004705860**
Start Date: 04/24/2013 End Date: 05/15/2015

Prior to recommending Optional Practical Training (OPT), you must ensure that the training complies with the rules governing OPT. You must also ensure that the student is aware of his/her obligation to report changes in employment information (to include periods of unemployment) and changes in his/her address. The school must continue to maintain records on the student for the full period of OPT. The details of these rules can be found in the Code of Federal Regulations, Title 8, Sections 214.2(f)(10) to (f)(13) and 214.2(m)(14). The CFR has been amended and the sections relevant to OPT are available at www.ice.gov/sevis (the SEVP Website).

OPT Employment

POST-COMPLETION - FULL TIME	Status	Receipt Number	View	Extend
Active	APPROVED	XYZ1234678906		

OPT AUTHORIZATION DATES			Employers			Add Employer
OPT Dates	Start	End	Employer Name	Start	End	Actions
DSO Recommended	05/20/2015	05/19/2016	XYZ Corporation	07/01/2015		Edit Delete
USCIS Approved	05/20/2015	05/19/2016				
Actual	05/20/2015	05/20/2016				

Return Print I-20

(Alt Text: *OPT Employment* page)



- Click **Edit** next to the employer whose information you want to change. The *Edit OPT Employment* page opens.

(Alt Text: Screenshot of *Edit OPT Employment* page)

- Edit the information that needs to be changed. An * (asterisk) indicates required fields.

Field	Description
* Explain How the Employment is Related to Student's Course of Study	<ul style="list-style-type: none"> Describe how the employment relates to the student's major area of study. The student should be able to provide this information. This is a required field.
Self Employed checkbox	<ul style="list-style-type: none"> Check this box, if the student is self-employed. If checked, SEVIS populates the Employer Name with the student's name.



Field	Description
* Employer Name	<ul style="list-style-type: none">Enter the business name of the employer.This is a required field.
Employer EIN	<ul style="list-style-type: none">Enter the employer's Employer Identification Number.This is an optional field.
Job Title	<ul style="list-style-type: none">Enter the student's job title.This is an optional field.
* Start Date	<ul style="list-style-type: none">Enter the date the student began the job. This date cannot be before the Actual OPT Start Date. DSOs can enter a date that is in the past.This is a required field. <p>Format: MM/DD/YYYY</p>
End Date	<ul style="list-style-type: none">Enter the date the student stopped working for the employer.Leave this field blank, if the end date is not known. <p>Format: MM/DD/YYYY</p>
* Full Time/Part Time	<ul style="list-style-type: none">Click either the Full Time or Part Time radio button.This is a required field.
* Employer Address	<ul style="list-style-type: none">Click the Edit Employer Address button to update the employer's address. This opens an address modal similar to the one used to enter student addresses. Follow the guidance on entering U.S. addresses.This is a required field. <p>Note: SEVIS validates the employer address when Address Doctor is working.</p>
Supervisor Last Name	<ul style="list-style-type: none">Enter the last name of the student's supervisor.This is an optional field.
Supervisor First Name	<ul style="list-style-type: none">Enter the first name of the student's supervisor.This is an optional field.
Telephone Number	<ul style="list-style-type: none">Enter the telephone number for the student's supervisor.This is an optional field.
Email Address	<ul style="list-style-type: none">Enter the email address for the student's supervisor.This is an optional field.



5. Review the information and click either **Update OPT Employer** or **Cancel**:

- **Update OPT Employer:** Updates the employer’s information. A message indicates if the update was successful.
- **Cancel:** Cancels the action and returns the user to the *OPT Employment* page.

Delete Employer

A DSO may need to delete an employer for a variety of reasons. For example:

- Employer withdrew the job offer before the student began work.
- Student never worked for the employer.
- DSO entered an employer in error.



For students on post-completion optional practical training, deleting an employer may affect the status of a student’s record. SEVIS will terminate student records, if the student exceeds 90 consecutive days of unemployment.

Note: This functionality is currently turned off.

To delete an employer:

1. Navigate to the *Student Information* page.

[<< Return to Students With Requested, Pending, or Approved Optional Practical Training \(OPT\)](#)

Actions:

[Authorize To Drop Below Full Course](#)

[Cap-Gap Extension](#)

[Change Education Level](#)

[Complete Program](#)

[Disciplinary Action](#)

[Registration](#)

[Shorten Program](#)

[Terminate Student](#)

[Transfer Out](#)

[Verify Status](#)

Edits:

[Dependents](#)

[Financial Information](#)

[Personal Information](#)

[Program Information](#)

View:

[Event History](#)

[Request/Authorization Details](#)

Employment/Training:

[CPT Employment Authorization](#)

[Off-Campus Employment](#)

[OPT Request](#)

[Employment Information](#)

Student Information

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Personal Information	Program Information
SEVIS ID: N0004670010	Active Post-Completion OPT
Family Name: Smithfield	Status: ACTIVE
First Name: Hammond	Date of Last Event: 12/18/2014
Country of Birth: KENYA	Termination Reason:
Date of Birth: 03/27/1992	Visa Type: F-1
Country of Citizenship: KENYA	School Name: Robertson Institute for Applied Learning
Gender: MALE	School Code: WAS214F21211000
Foreign Address: 7009 Kingston Ave. Nairobi KENYA	Campus Name: Main Campus
U.S. Address: 69 Clarendon Blvd. Arlington VIRGINIA 22209	I-20 Issue Reason: CONTINUED ATTENDANCE
Email Address:	Education Level: MASTER'S
	Major: 31.0505 - Kinesiology and Exercise Science
	Secondary Major: 00.0000 - None
	Minor: 00.0000 - None
	Program Start Date: 05/28/2012
	Program End Date: 05/30/2014
	Normal Length of Study: 24
	Current Session End Date: 05/30/2014
	Next Session Start Date: Student in last session
	School Requires English Proficiency: Yes
	Student Has English Proficiency: Yes
	English Is Not Required Because:
	Remarks:
Financial Information	Travel Information
Number of Months: 09	Passport Number:
Tuition Fees: \$3,000.00	Passport Expiration Date:
Living Expenses: \$2,500.00	Visa Number:



(Alt Text: Screen shot of *Student information* page with arrow pointing to [OPT Request](#) link)

2. Click **OPT Request**. The *OPT Employment* page opens.

The screenshot shows the 'OPT Employment' page. At the top, it displays 'POST-COMPLETION - FULL TIME' with a green 'Active' status, 'Status' as 'APPROVED', and 'Receipt Number' as 'XYZ1234678906'. There are 'View' and 'Extend' buttons. Below this is a section for 'OPT AUTHORIZATION DATES' with a table:

OPT Dates	Start	End
DSO Recommended	05/20/2015	05/19/2016
USCIS Approved	05/20/2015	05/19/2016
Actual	05/20/2015	05/20/2016

To the right of the dates is an 'Employers' table with an 'Add Employer' button:

Employer Name	Start	End	Actions
XYZ Corporation	07/01/2015		Edit Delete

The 'Delete' link in the actions column is circled in red. At the bottom of the page are 'Return' and 'Print I-20' buttons.

(Alt Text: Screenshot of *OPT Employment* page with three employers listed)

3. Click **Delete** next to the employer you want to delete. The *Delete Employer Confirmation* modal opens.

The screenshot shows a modal titled 'Delete Employer Confirmation'. It contains the following text:

Confirm that you want to delete the employer.
Note: Add any new employers before deleting old ones. Deleting an employer may result in a period of unemployment for the student. SEVIS will terminate the record if the student has more than 90 days of unemployment.

* Delete reason:

At the bottom left is a 'Cancel' link and at the bottom right is a 'Submit' button.

(Alt Text: *Delete Employer Confirmation* modal)

4. Enter the **Delete Reason** and click either **Submit** or **Cancel**:
 - **Submit**: Deletes the employer's information. A message indicates if the update was successful.
 - **Cancel**: Cancels the action and returns the user to the *OPT Employment* page.

The deleted employer still displays on the *OPT Employment* page, but indicates the date the employer was deleted.



OPT Employment

New OPT Request

PRE-COMPLETION - PART TIME	Status	Receipt Number	View
Active	APPROVED	ABC 1234567	

OPT AUTHORIZATION DATES		
OPT Dates	Start	End
DSO Recommended	09/01/2015	12/01/2015
USCIS Approved	09/01/2015	12/01/2015
Actual	09/01/2015	12/01/2015

Employers			
Employer Name	Start	End	Actions
SEVP Building Museum	10/16/2015	11/20/2015	Edit Delete
Fantastic SEVIS Design and Builds deleted on 09/16/2015			
Fantastic SEVIS Design and Builds	09/10/2015	10/15/2015	Edit Delete

Add Employer

Return
Print I-20

(Alt Text: Screenshot of *OPT Employment* page with one employer deleted)

Correct Employer Data: Correction Requests and Data Fixes

If the student’s employer information in SEVIS is not accurate, DSOs have two ways to correct data in a student record:

1. DSOs can add, edit, or delete OPT employer information for up to 60 days following the Actual OPT End Date.
2. Help Ticket (Data Fix): For any changes that cannot be requested through SEVIS, call the SEVIS Help Desk (1-800-892-4829) to request a data fix.

Icon Guide

See the [SEVIS Help Icons](#) on the SEVIS Help Hub for a quick-reference of the icons used in this user guide.

Document Revision History

Date	Revision Summary
November 6, 2015	Initial Release