Contents

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.

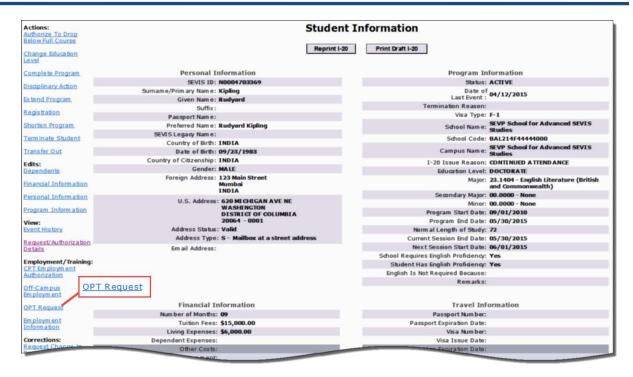DSOs have 21 days to update SEVIS to reflect the changes.

- [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
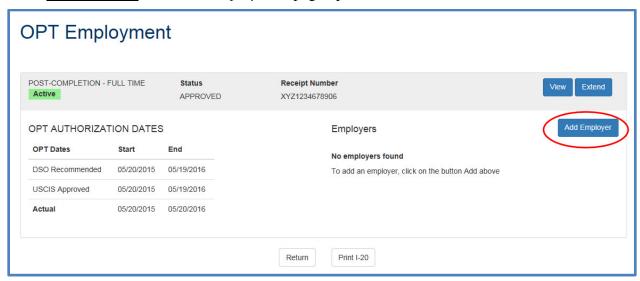
To report OPT participation:

1. Navigate to the *Student Information* page.

(**ALT Text:** Screenshot of *Student Information* page with OPT request link circled in the Employment/Training section)
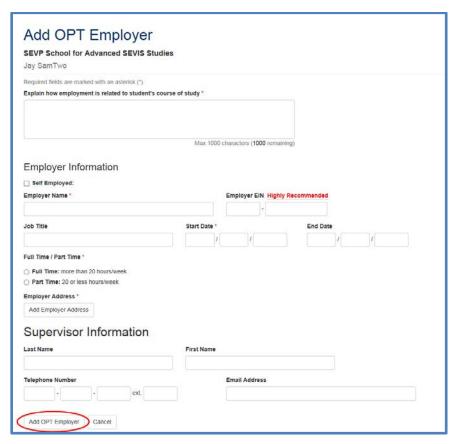
2. Click **OPT Request**. The *OPT Employment* page opens.

(**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**	• 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	• Check this box, if the student is self-employed. • If checked, SEVIS populates the Employer Name with the student's name.
* **Employer Name**	• Enter the business name of the employer. • This is a required field.
Employer EIN	• Enter the employer's Employer Identification Number. • This is an optional field.

Field	Description
Job Title	• Enter the student's job title. • This is an optional field.
* **Start Date**	• 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. **Format:** MM/DD/YYYY
End Date	• Enter the date the student stopped working for the employer. • Leave this field blank, if the end date is not known. **Format:** MM/DD/YYYY
* **Full Time/Part Time**	• Click either the **Full Time** or **Part Time** radio button. • This is a required field.
* **Employer Address**	• 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. **Note:** SEVIS validates the employer address when Address Doctor is working.
Supervisor Last Name	• Enter the last name of the student's supervisor. • This is an optional field.
Supervisor First Name	• Enter the first name of the student's supervisor. • This is an optional field.
Telephone Number	• Enter the telephone number for the student's supervisor. • This is an optional field.
Email Address	• 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.
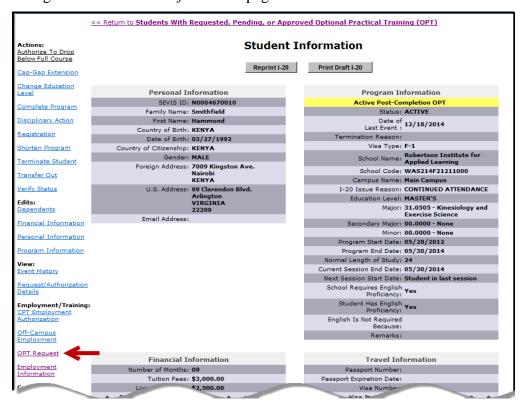
Special Employment Circumstances

Circumstance	How to Report
Change employers	• Edit existing employer to reflect end date of employment. • Add new employer.
Self-employed, Independent Contractor	• 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	• 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	• 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	• Enter the name and address of the company where the student volunteers. • In the employment remarks, indicate that the student is a volunteer.
Unemployed	• 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.

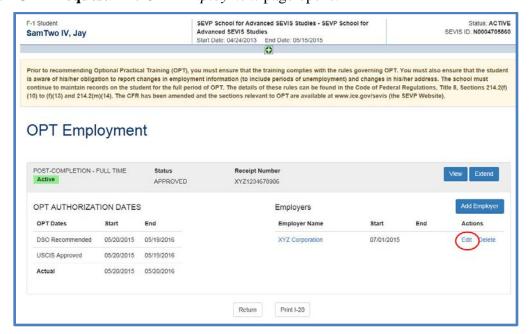## Edit Employer Information

To edit employer information:

1. Navigate to the *Student Information* page.

(**Alt Text:** Screenshot of *Student Information* page with OPT Request hyperlink highlighted)
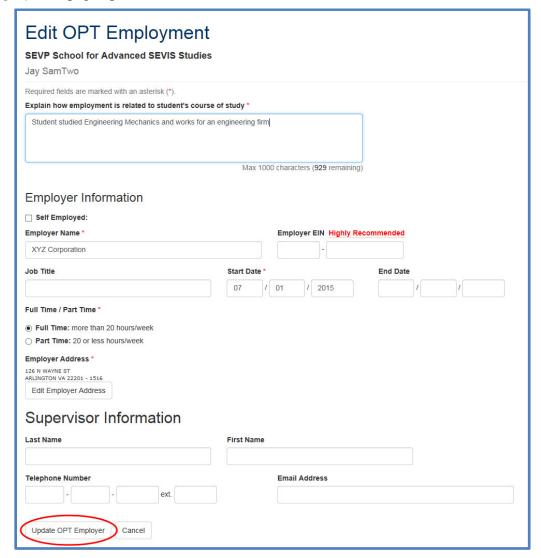
2. Click **OPT Request**. The *OPT Employment* page opens.

(**Alt Text:** *OPT Employment* page)

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

Edit OPT Employment

SEVP School for Advanced SEVIS Studies

Jay SamTwo

Required fields are marked with an asterisk (*).

Explain how employment is related to student's course of study *

Student studied Engineering Mechanics and works for an engineering firm

Max 1000 characters (929 remaining)

Employer Information

☐ **Self Employed:**

Employer Name *   **Employer EIN** Highly Recommended

XYZ Corporation   [ ] - [ ]

Job Title   **Start Date** *   **End Date**

[ ]   07 / 01 / 2015   [ ] / [ ] / [ ]

Full Time / Part Time *

⦿ **Full Time:** more than 20 hours/week
○ **Part Time:** 20 or less hours/week

Employer Address *

126 N WAYNE ST
ARLINGTON VA 22201 - 1516

Edit Employer Address

Supervisor Information

Last Name   **First Name**

[ ]   [ ]

Telephone Number   **Email Address**

[ ] - [ ] - [ ] ext. [ ]   [ ]

Update OPT Employer   Cancel

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

4. 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**	• 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	• 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**	• Enter the business name of the employer. • This is a required field.
Employer EIN	• Enter the employer's Employer Identification Number. • This is an optional field.
Job Title	• Enter the student's job title. • This is an optional field.
* **Start Date**	• 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. **Format:** MM/DD/YYYY
End Date	• Enter the date the student stopped working for the employer. • Leave this field blank, if the end date is not known. **Format:** MM/DD/YYYY
* **Full Time/Part Time**	• Click either the **Full Time** or **Part Time** radio button. • This is a required field.
* **Employer Address**	• 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. **Note:** SEVIS validates the employer address when Address Doctor is working.
Supervisor Last Name	• Enter the last name of the student's supervisor. • This is an optional field.
Supervisor First Name	• Enter the first name of the student's supervisor. • This is an optional field.
Telephone Number	• Enter the telephone number for the student's supervisor. • This is an optional field.
Email Address	• 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.
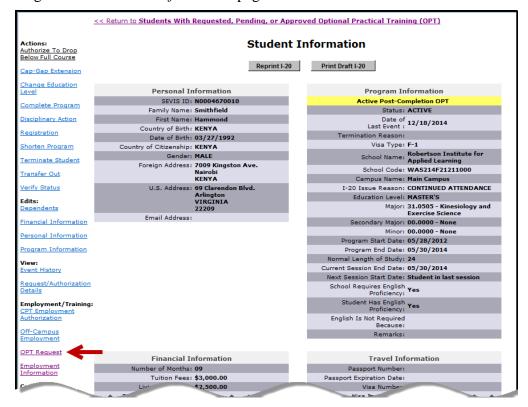- DSO entered an employer in error.

> **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.
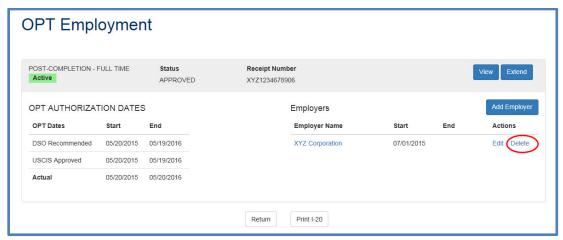
To delete an employer:

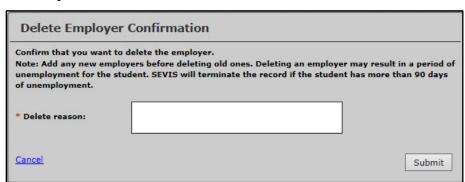1. Navigate to the *Student Information* page.

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

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

(**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.

(**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 **Active** | Status APPROVED | Receipt Number ABC 1234567 | | | | View |

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 Add Employer

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

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