



OPT Approval Next Steps

Do not plan to leave the country until you have received your EAD card, new I-20 and proof of employment. You have 90 days of unemployment.

1. After ISS receives your EAD card, they will email you. Please send your current mailing address with the name who receives mail there to Dawn Turner. If your name can receive mail at that address, your name can be added to the address, but if not, it must say, IN CARE OF and the person's name who receives mail. If not, it will not be delivered and be sent back to USCIS. receiving your EAD card. Once Dawn Turner has the correct mailing information, she will take your EAD card to the bookstore to be Fed Ex'd to you. Then, you will be notified and you can contact the Bookstore for your payment arrangements to have the card shipped to you.
2. Update the ISS team with your new contact information: Physical/ mailing address, cell phone, and email.
3. Once you secure employment, ask your employer to email ISS an employment contract letter (See the requirements for the letter; ISS will provide a sample letter):
 - a. Letter should be addressed to you
 - b. Letter should define what your job title will be
 - c. Letter should state what you will be doing in the job
 - d. Letter should list all of the employers contact information (STEM OPT employers must have an EIN number)
4. Once the letter has been received, you will be issued a new OPT I-20. Please print this, sign it and keep for your records, travel, and as proof of employment. Please make a copy for your employer as well.
5. Federal regulations state that you must update ISS within 10 days with any new information regarding your contact information, new employment, loss of employment, etc. ISS will issue you a new I-20 upon receiving this information.
6. OPT I-20s must be signed and dated for travel every 6 months, so please check your travel dates on your I-20 and contact us for signatures.
7. When you have completed your OPT year, you will then have a grace period of 60 days.
 - a. If you wish to apply for STEM OPT, you must do this before your regular OPT ends. (you can apply within 90 days of the end date of OPT)

- b. If you do not apply for STEM OPT or grad school, then you will have 60 days to leave the country.
8. Notify Dawn Turner by email with your plans after OPT completion.

If you decide to leave the country for a vacation or any reason, you must notify ISS. We will need to give you the necessary information you need before you travel. If you leave the country, it is at your own risk. There are no guarantees you will be granted re-entry.

A-Leaving the country before approved for OPT: Not advised.

B-Leaving the country after OPT approved but not employed. -Not Advised.

C-Leaving the country after OPT approved and employed- At your discretion. If your visa has expired, you must renew your visa before you return, or do not plan to leave the country.

Please contact ISS for that process for an OPT visa renewal.

- Ask your supervisor or employer to write you a letter stating you are currently employed and they are giving you permission to leave and to return on _____ date.
- Take your form I-20 with your signature and an updated travel signature on the 2nd page within the last 6 months.
- Passport, that is valid for at least 6 months in the future.
- Valid Visa. Not expired.
- EAD Card

Remember, it is always at the discretion of the US government and CBP at the airport to allow you to re-enter the US. Travel at your own risk if you leave the country.