

# RESPONSIBILITIES WHILE ON POST-COMPLETION OPT

**While on Optional Practical Training (OPT), I acknowledge that I must comply with the reporting requirements in the table below **WITHIN 10 DAYS** of any change to maintain my F-1 status.**

## **SEVP Portal vs iHawk Reporting**

I understand SEVP will send me an email once my OPT is approved to set up an account for an SEVP Portal for reporting purposes. The SEVP Portal is OPTIONAL. ISS recommends:

- I report ALL changes through [iHawk](#).
- I use the SEVP Portal ONLY for VIEWING accuracy of data.
- I should NOT report changes in both iHawk and the SEVP Portal.

<b>iHawk E-forms</b>
Upload OPT EAD card
Email Update (changes SEVP Portal username)
Phone Number Update
U.S. Address Update (residential or mailing)*
Employer Updates: Add New Employer Info Edit Previously Reported Employer Info Report Job Ended
Leaving U.S. and Forfeit Remainder of OPT
Change of Status and Forfeit Remainder of OPT
Passport Name Change

**Do ALL OPT Reporting  
through iHawk**  
<https://ihawk.ku.edu>

## **Why Report Through iHawk?**

- ISS reviews info for compliance before submitting to SEVIS
- ISS automatically issues a new I-20 when appropriate

**\*ADDRESS CHANGES:** If my OPT application is still pending, I must report address changes in 3 places (even if I request the post office to forward all my mail):

1. [iHawk](#) **AND**
2. USCIS at <http://www.uscis.gov/addresschange> **AND**
3. the ISS advisor who processed my OPT

## **Furthermore, I understand:**

- I will not work on campus beyond the I-20 Program End Date on my new OPT recommendation I-20.
- I shall only look for and accept employment that is directly related to my field of study.
- If I should be questioned in the future by U.S. Department of Homeland Security (ex. when applying for an H-1B or permanent residence) the burden of proof will be on me to document how my OPT employment was directly related to my field of study.
- Since F-1 status is dependent on employment, I may not accrue an aggregate of more than 90 days of unemployment while on post-completion OPT.
- OPT employment does not have to be paid, but volunteer or unpaid opportunities do need to be reported in order to avoid accrual of unemployment. Unpaid internships must not violate any labor laws, must be directly related to my field of study and the work must be at least 20 hours per week.
- The U.S. Department of Homeland Security (not ISS) will be responsible for determining if my status has been violated by exceeding the permissible period of unemployment. They may deny future immigration benefits and/or they may terminate my SEVIS record if I fail to maintain the proper period of employment.
- I am allowed 60 days after the expiration of the EAD to remain in the U.S. for the purpose of preparing for departure, to change education levels at the same school, to transfer out, or apply for a change of status.
- Transferring to another school or beginning study at another education level automatically terminates any remaining OPT.

**I certify that I have read and understand the above stated responsibilities that are required of me while engaged in optional practical training. I agree to provide to KU's International Student Services Office the required information stated above and understand that failure to do so can result in a violation of F-1 status and subsequent termination of my SEVIS record.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **KUID:** \_\_\_\_\_

**Important: Please retain this copy for your records, do not discard.**