

OPT REPORTING

As of April 8, 2008, the Department of Homeland Security requires students to report to their schools all periods of employment and unemployment while authorized for OPT. This is in addition to the ongoing F-1 requirement of supplying changes of address. **Updates must be reported within 10 days of any change.** Please use the [reporting form](#) as often as is necessary to make sure the UT Dallas ISSO has your most current information.

Please direct any questions regarding OPT reporting to issocurrent@utdallas.edu.

Type of Employment	Instructions
<p align="center">Single Employer</p>	<p>Provide the employment dates and your employer's name and address.</p>
<p align="center">None - Actively Seeking Employment</p>	<p>If you have been unemployed for more than 10 days since your OPT start date, indicate those dates. <u>To remain in the U.S., you must be actively looking for relevant employment.</u></p> <p>In order to maintain your visa status, you must limit unemployment while on OPT to a total of 90 days or 120 days if you have been approved for the 17-month OPT extension.</p>
<p align="center">Work for Hire (contract employment)</p>	<p>Provide the employment dates and your employer's name and address.</p> <p>If requested by DHS, you must be able to provide evidence that you worked an average of at least 20 hours per week.</p>
<p align="center">Unpaid Volunteer or Intern</p>	<p>Provide the employment dates and your employer's name and address.</p> <p>If requested by DHS, you must be able to provide evidence that you worked an average of at least 20 hours per week and that the work was related to your OPT degree.</p> <p>This option is not available to students in the 17-month OPT extension period.</p>
<p align="center">Self-Employed U.S. Business Owner</p>	<p>List your company's name or print "Self-Employed" and the business address. This location may be the same as your personal address, if appropriate.</p> <p>If requested by DHS, you must be able to provide evidence that you have proper business licenses, the business is related to your degree and that the business keeps you full-time employed.</p>
<p align="center">Self-Employed in Performing Arts (short-term gigs)</p>	<p>Provide employment dates and locations.</p> <p>If requested by DHS, you must be able to provide a list of all gigs and dates of employment.</p>