

This document is intended only for students who have completed an OPT workshop and are recommended for OPT by the Hawaii Pacific University Office of International Students and Scholars.

Please read this informational flyer before sending out your packet to USCIS.

Employment Regulations

- Employment must be in a job that is related to the student's degree program. If the relationship between the job and a student's field of study is called into question by USCIS in the future, the burden of proof is on the student to demonstrate the relationship
- Employment must be more than 20 hours per week
- Students on Post-Completion OPT may not accumulate more than 90 days of unemployment. If you accumulate more than 90 days of unemployment, you will be in violation of your F-1 status
 - *Check the authorization date on your EAD card.* During the period of OPT authorization, each day without qualifying employment counts as one day towards your 90 day unemployment allowance
 - If you travel outside of the United States while unemployed during the approved period of OPT, time spent outside the United States will also count towards your 90 day unemployment allowance
 - If you travel while employed (either during a period of leave authorized by the employer or as part of your employment), the time spent outside the United States will not count as unemployment

If you are completing your OPT before the end date on your EAD card, please contact an OISS advisor.

OPT Reporting Requirements

You must report the following information to OISS (iss@hpu.edu, 500 Ala Moana Blvd, Ste 5A) within 10 days when/if you:

- **Receive your EAD card:** Scan (front and back) of your EAD card and email or bring it into our office
- **Experience changes in employment:** Complete and sign the OPT Employment Information form found on our website: www.hpu.edu/oiss/forms or update through your SEVP Portal account
- **Plan to end your OPT earlier than the date listed on your EAD card:** You must provide the date you plan to leave the United States
- **Make any legal changes:** including change of visa status, change of name
- **Move to a new address**
- **Change your phone number or primary email address**

Traveling and OPT

OISS does not recommend traveling outside the U.S. while your OPT request is pending. Once your OPT has been approved make sure you carry the following documents upon your return to the U.S.:

- Your passport:** must be valid for at least 6 months after your intended arrival in the United States
- Valid, original EAD card**
- Valid F-1 visa**
- Form I-20 with OPT recommendation**
- Travel authorization signature** on your most recent Form I-20 (valid for 6 months)
- Proof of Employment:** letter from your employer verifying employment (official letterhead verifying that you are employed under OPT or a letter from an employer offering you a job)
- If you have dependents, they must also carry a copy of your EAD card and employer letter*

Mailing Instructions

→ HARD COPY APPLICATIONS ONLY ←

1. **Double check that your OPT application is complete.** It is your responsibility as the OPT applicant to ensure that your OPT application is accurate and complete before you submit it to the U.S. government. Incomplete applications could result in a delay in processing time or denial. Hawaii Pacific University in no event shall be held liable for any delay, denial, or mistake on your OPT application.
2. **OISS highly recommends that you make copies of the entire application for your records.**
3. Mail your original application via certified U.S. mail (or through a courier service). It is recommended to send your application with a **tracking number**.
 - a. Application must be received by USCIS no later than 60 days after your program completion date and within 30 days of the issuance of the Form I-20.

Mail your application to:

For U.S Postal Service (USPS) Deliveries:
USCIS
P.O. Box 805373
Chicago, IL 60680

For FedEx, UPS, and DHL Deliveries:
USCIS, Attn: I-765 C03
131 South Dearborn – 3rd Floor
Chicago, IL 60603-5517

Verify your assigned mailing address at: <https://www.uscis.gov/i-765-addresses>

Important Next Steps

1. Keep your I-797C form, Notice of Action Receipt, which you will receive from USCIS
2. Submit a copy of the front and back of your EAD card to OISS (iss@hpu.edu)
3. Complete AND submit the online OPT Reporting Form between 1 and 89 days from the start date of your OPT. This form is required and if not completed on time, you could lose your OPT status. The form can be found on Hawaii Pacific University's OISS website.
4. If you have a change of employment during your OPT, you **MUST** complete and submit a NEW OPT Reporting Form between 1 and 9 days of this change.
5. If you have a change in physical address, email address, and/or telephone number during your OPT, you **MUST** complete an OPT Reporting Form between 1 and 9 days of this change.

NOTE: failure to submit your information in a timely manner to Hawaii Pacific University OISS via the online OPT Reporting Form, may result in the cancelation of your OPT and/or F-1 status. Please contact OISS if you have any questions or concerns.

Hawaii Pacific University
Office of International Students and Scholars (OISS)
iss@hpu.edu
(808) 356-5299