Post-Completion OPT Reporting Requirements:
Frequently Asked Questions

Do I need a job offer to apply for post-completion OPT?

- No.

What are acceptable jobs while I'm on post-completion OPT?

- All positions must be directly related to your field of study. Several types of jobs can fulfill this requirement:
  - Full-time positions that are over 20 hours per week
  - Multiple part-time positions that total over 20 hours per week when combined
    - Example: One part-time job at 11 hours per week plus one part-time job at 10 hours per week adds up to over 20 hours per week.
  - "Gig" work or short-term employment
  - Contract work, often called "1099 employment" because of the tax forms you receive
  - Self-employment (you should work with an attorney to obtain any required business licenses)
  - Unpaid positions
    - Any unpaid positions must adhere to Department of Labor rules.
    - Read the Department of Labor's Fact Sheet #71 for rules about unpaid internships.

How does the US government define "directly related" to my field of study?

- The government expects students to make a logical connection between their position's regular duties and their academic programs.
- If you have questions about the types of jobs that students with your degree obtain, we suggest that you speak with your academic advisor or your career services office.
- If your job title does not clearly describe how the position is related to your field of study, you should keep a position description on file in case you need it for the future.

Can I work anywhere in the US for any employer?

- Yes, if the position is directly related to your field of study.

Can I work at Pitt while my OPT application is still pending?

- It depends. If your OPT application is pending with USCIS before your I-20 end date, you can continue to work on-campus until the end date listed on your I-20. If you have received the EAD card and the start date is reached, you could continue to work on-campus and report your employment via My OIS (see page 2).
- Please note that students must work in their field of study while on OPT. So, if your position at Pitt is not related to your field of study, you cannot continue to work after the semester ends regardless of your OPT status.

When do my days of unemployment start to be counted?

- You will have 90 days of unemployment, starting from the start date listed on your EAD card.
- You can "stop" the "unemployment clock" by reporting your OPT job via the "Report Employment" e-form in My OIS (see page 2).
  - OIS reports your employment details on your behalf within the SEVIS database.
- It's OK to have gaps in employment, for example, if you switch jobs. However, you must not exceed 90 cumulative days of unemployment during your entire post-completion OPT approval period.

Can I travel while on OPT? What about while my I-765 is still pending?

- Students may travel internationally while on OPT. It is easier to travel on OPT if you have your EAD card and a letter confirming/verifying your employment. For this reason, we do not recommend that you travel until you have both of those items, especially if you must apply for a new F-1 visa to return to the U.S. If you leave the US while your OPT application is pending, you will need to plan to have your EAD card mailed to you abroad before re-entering the US, which can be risky.
- Please see the ICE Travel website for details about travel while on OPT, and OIS' Travel website for general travel guidance while in F-1 status.

What do I need to do when I have a job, change jobs, move, etc.?

- You must report any of the following changes via My OIS *within 10 days*:

Event	E-Form in "Limited Services Login" section of My OIS
Start job, or change jobs (i.e., you end one job, and you have new job to report)	F-1 Students → OPT Report Participation → Report Employment
End job (No new job to report)	F-1 Students → OPT Report Participation → End of OPT Employment
Address change*	Biographical Information → Address Confirmation
Name change	Biographical Information → Change of Name
Visa status change	Biographical Information → Notification of Non-Pitt Status
Depart US (will not continue with OPT)	F-1 Students → Departure Notification

NOTE: if you start/change jobs at the same time as you change your address, just submit the "OPT Report Employment" e-form.

How do I log into My OIS during my OPT period?

- Use the "Limited Services Login" login method to access My OIS. You will receive an email about how to access "Limited Services" on your OPT start date. Here are instructions:
  - Go to https://my.ois.pitt.edu
  - Click "Limited Services Login" at the bottom of the page
  - Enter your 7-digit PeopleSoft #
  - Enter your Date of Birth
  - Enter your PIN:
    - If you don't know your PIN, follow the steps in the "E-mail me my Limited Access PIN" link in the "Limited Services Login" site.
  - Access and submit the proper e-form
- Review our online tutorial if you still have questions about accessing My OIS during your OPT period.

What is the SEVP Portal? Should I use it?

- The SEVP Portal is a tool designed by the federal government that allows OPT participants to view and report their address, telephone number, and employment activities.
- The SEVP Portal does not provide students with a full array of services. Additionally, OIS cannot resolve many of the technical issues that students may experience with the SEVP Portal.
- OIS prefers that students use My OIS during their OPT period to streamline all reporting requirements and requests into *one location*. This way, OIS can ensure the accuracy of students' SEVIS records.
- OIS recommends that students use the SEVP Portal for *view access only*.

If you have additional specific questions about reporting requirements on OPT, please email or schedule an appointment to discuss with your Immigration Specialist.