How To Submit the OPT Approval (with Employment) Report in MyiSCU

Select the OPT Reporting eForm under the F-1 Practical Training Menu

SCU • • ISS

Click on OPT Reporting to access the eForm.

OPT Reporting

Use this form to report one of the following:

- OPT approval (without employment)
- OPT approval (with employment)
- Change in OPT company
- A period of unemployment
- Other

More information about OPT reporting obligations is available on our **OPT website.**

E-Forms —

☐ **REQUIRED**
OPT Reporting

You will first need to confirm your contact information is correct. If it's not, you will need to update it.

OPT Reporting

MAIN PAGE FOR E-FORM GROUP

(*) Information Required

Verify your Personal Contact information

SEVIS ID on File
[ ]

Email address on file
[ ]

Select OPT Approval Period*

12/15/2024 - 12/14/2025
○ Requested Post-Completion

12/15/2024 - 12/14/2025
○ Requested Post-Completion

Is your email address for SEVP portal purposes correct?*
○ Yes   ○ No

US Phone Number on file
[ ]

Is your Phone Number correct?*
○ Yes   ○ No

US Address Line 1
[ ]

US Address Line 2
[ ]

US Address City
[ ]

US Address State
[ ]

US Address Zip Code
[ ]

Is your current US Address on file correct?*
○ Yes   ○ No

Select OPT Approval (with employment), provide the required information, and click Submit.

You can report one of the following:

- OPT approval (without employment),
- OPT approval (with employment),
- Change in OPT company,
- A period of unemployment,
- Other

What kind of change or update are you reporting?*

OPT approval (with employment)

OPT approval with employment

Upload copy of OPT EAD card *

Select File

Full Legal Name of OPT Company

As it appears on your paystubs (for example "Apple, Inc" not just "Apple")*

Hours Per Week

Please select*

Job Title*

Explain how this job relates to the degree that qualified you for this OPT

This section should address the skills and knowledge you expect to learn and how it relates to your studies at SCU, not just what you expect to "do". Oftentimes students will simply list their job duties. Keep in mind that this section does not ask for your job duties, it asks for your training objectives. Try starting your bullets or sentences with learning centric statements such as "gain experience with..." or "learn how to..." or "practice..."

In your response do not include any special characters. Alphabet, numbers, commas, hyphens, and dashes are okay. Do not include ! @ # & * % ? > < ( )" "or bullet points.*

Would you like an updated I-20 issued? We will email you when the I-20 is available for download from the MyiSCU portal.*

○ Yes   ○ No

Save Draft   **Submit**

Are you working remotely?*

○ Yes   ○ No

Address line 1*

Address line 2

City*

State*

Zip Code*

99999

Start Date

To start legally working working during the OPT period, your start date has to be valid (on or after the start date listed on the OPT EAD Card). You're also required to have the EAD card in hand. Working without an I-20and outside the OPT-Approved dates can jeopardize your F-1 Status.*

📅 MM/DD/YYYY

If you would like an updated I-20 select Yes and click Submit.

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