How To Submit the OPT Other Report in MyiSCU
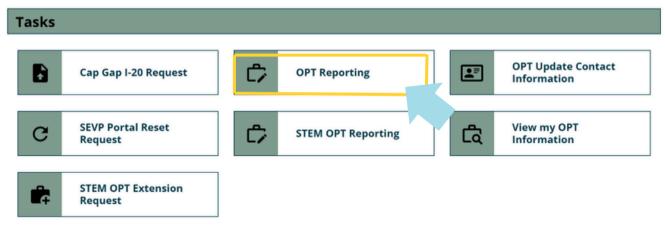
Select the OPT Reporting eForm under the F–1 Practical Training Menu

Global Engagement
SANTA CLARA UNIVERSITY

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

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

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

Select Other, provide the necessary 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?*

Other ⌄

Other

Please provide any details about your OPT employment. Please do not submit questions here, email **iss@scu.edu** for questions. Updates to your address should be submitted through the OPT Update Contact Information eForm.

Additional Comments*

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**

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