

**While you are on the 24-month OPT Extension ...  
... you are still considered an EMU F1 student!!!**

- You must submit a copy of your new EAD card to OISS upon its receipt
- Name, Address, or Employer Changes - You must report all name, US address, and employer name/address changes to OISS within 10 days, using the IR-24 form found on the OISS website. Your address must describe where you live; it cannot be a PO Box or an office address. You are also required to advise OISS of this information every 6 months (see below). Failure to keep this information current can jeopardize your immigration status! If you change employers, please follow the instructions on the OISS website; you must submit a new I-983 training plan form.
- Periods of Unemployment – You must report to OISS all periods of unemployment (IR-24). Failure to report can jeopardize your immigration status. You cannot have more than a total of 120 days of unemployment, including those while on your initial OPT period. During your job search you need to keep an accurate record of your efforts to find employment (company contacted, date, phone number, name of contact person etc.)
- Validation Reporting - Students must submit a validation report (IR-24) to the EMU OISS every six months to confirm name and address, employer name and address, and continuation of employment. The report is due within 10 days of the six-month reporting date. It is your responsibility to submit the IR-24 in a timely manner!!
- Taxes – Generally, if you've been in the United States less than 5 years, while on OPT you should be exempt from Social Security Tax & Medicare Tax (FICA) (See Internal Revenue Service Publication 519, "US Tax Guide for Aliens"). However, your earnings are subject to applicable federal, state & local taxes unless your country has a tax treaty with the US exempting you from payment. Tax returns must be filed on or before April 15<sup>th</sup> each year, for the previous calendar year.
- Health Insurance – It is very important that you have health insurance while in the USA. For your own physical & financial wellbeing – BE INSURED at all times!!!
- Travel while on OPT – Before you travel, remember to:
  - Make sure your passport is valid at least 6 months into the future
  - Make sure your I-20 has been signed for travel within the past 6 months. If you need a new travel signature, bring or send your I-20 to OISS with a copy of your EAD card
  - Make sure your visa stamp is valid. If your visa is expired, you may need to renew it while overseas. If this is the case, please speak to an OISS advisor before traveling.
- If you have an expired visa stamp & plan a short trip to Canada, Mexico, or adjacent Caribbean islands, you may be qualified for Automatic Revalidation. Please contact an OISS advisor before traveling!
  - Carry your EAD card and proof of employment for the EAD time period with you. Proof of employment can include a letter from your employer and recent pay stubs.
  - Dependent Travel – Since OPT is not noted on dependent I-20's, an F2 dependent must carry copies of the F1 student's I-20 with OPT recommendation, EAD card & job offer letter in addition to their own F2 I-20 when traveling.
- Change of Status – If you change your immigration status during OPT, you are required to send us a copy of the application receipt notice and approval document (i.e. H-1B). We recommend you begin this process before your OPT is expired.
- Your OPT will automatically terminate if you transfer to another school or begin to study another educational program. Please contact OISS if you plan to apply for another degree program or transfer to another school.
- Remember to depart the USA within the 60 day grace period that follows your last day of OPT.