

RULES AND RESPONSIBILITIES WHILE POST-COMPLETION OPT

OPT is an extension of your F-1 status and you will remain under Harvard's F-1 visa sponsorship throughout your OPT period. It is your responsibility to maintain your F-1 status while on OPT. The HIO will send out important immigration reminders and information throughout your F-1 OPT period.

When can I start working while on OPT?

- You may start working only AFTER you receive the physical employment authorization document (EAD) and you are within the authorized dates on the EAD.
- You are not permitted to work in-between your I-20 program end date and the start date of your EAD.
 - This includes **ALL EMPLOYMENT**, including on-campus work

What kind of work can I do while on OPT?

- All OPT employment must be related to your field of study.
- To maintain status while on OPT, you must work at least 20 hours per week.
- Acceptable forms of OPT employment include both paid and unpaid positions. More information can be found on our [website](#).

Should I keep employment documentation? What is the limit on unemployment on OPT?

You may find it beneficial to document your employment if it requested when applying for a future immigration status or benefit. You do not need to provide this documentation to the HIO but you may wish to keep record for your personal files. For a list of examples, please visit our [website](#).

- You may accrue a **maximum of 90 days of unemployment** while on post - OPT.
- Unemployment time begins to accrue after the start date of your EAD, if no employer is reported.
- The only way to stop unemployment time from accruing is to [report your OPT employment](#).

MANDATORY POST-OPT REPORTING REQUIREMENTS

 Report the following changes within 10 days via the F-1 Post-Completion OPT Reporting form:

<https://www.hio.harvard.edu/opt-reporting-form>

- New OPT employment
- Ending OPT employment
- Changes to your OPT Employer's name or address
- Change of U.S residential address

 If you choose to depart the U.S. permanently before the end date of your OPT EAD card **OR** you obtain another visa status or permanent residency you must notify the HIO using the [HIO's Post-Completion OPT Reporting Form](#).

 Notify your HIO advisor directly via e-mail if:

- You decide after submitting your OPT application to USCIS that you no longer wish to pursue OPT.
- You change your name or country of citizenship (or there is a change in your dependent's names/citizenships)