

## STEPS TO FOLLOW AFTER YOU RECEIVE YOUR OPT EAD CARD

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### REMEMBER, THE FOLLOWING POINTS

- Once you have received your EAD card, you must request an updated I-20 via email to [international@utrgv.edu](mailto:international@utrgv.edu) that reflects your approval for OPT.
- You can only begin to work **on or after the start date on the EAD card**.
- All OPT employment **must be in a job that is related to your degree program**, no exceptions!
- You are limited to a maximum of **90 days** of unemployment; starts counting on the first day of EAD start date. Unemployment dates are accumulative throughout your 12-month OPT.
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- Employment allowed during OPT:
  - Must be **greater than** 20 hours to count
  - **Paid** Employment
  - **Unpaid Employment** (volunteers, unpaid interns) *must not violate labor laws*.
  - Multiple Employers
  - Short-term Multiple Employers (performing artists)
  - Work for Hire
  - Self-employed (Business Owner)
  - Employment through an Agency

### WHAT SHOULD YOU DO NEXT?

1. Activate an account with SEVP Portal
2. **On the start date of your EAD**, you will receive an email from [do-not-reply.sevp@ice.dhs.gov](mailto:do-not-reply.sevp@ice.dhs.gov) to activate a SEVP Portal. This portal is a tool used by Student and Exchange Visitor Program. If you do not receive this email, please check your spam, or junk mail folder. If you still do not see it, contact us via email at [international@utrgv.edu](mailto:international@utrgv.edu) so we can help you further.
3. Keep log of your employment (contacts, interview, offers) and unemployment.
4. Volunteer in relevant field to stop unemployment days from counting
5. If you requested your EAD be mailed to you directly, submit a photocopy to IASS.

### What should you report on the SEVP Portal? (Within 10 days of change):

1. Change of employment
2. Change of personal address and telephone number
3. Termination of employment

**We wish you the best of luck in what is to come; keep in touch!**