

# OPT: TYPES OF EMPLOYMENT ACCEPTED

You are required to report any updates to your SEVP Portal within 10 days of the change.

TYPE	DOCUMENTATION/EVIDENCE YOU SHOULD KEEP FOR YOUR RECORDS
<p><b>SINGLE or MULTIPLE EMPLOYERS:</b> Must be directly related to program of study and at least 20 hours per week</p>	<ul style="list-style-type: none"> <li>• Keep your SEVP Portal up-to-date with any changes. You should update your information within 10 days of any changes</li> <li>• W-2 Tax Form from employer</li> <li>• File a tax return</li> <li>• Any/all offer letters or changes in title/position</li> <li>• Any/all pay stubs</li> </ul>
<p><b>UNEMPLOYED – ACTIVELY SEEKING EMPLOYMENT</b></p>	<ul style="list-style-type: none"> <li>• <b>To remain in the U.S., you must be actively looking for relevant employment and be within your unemployment limits.</b> Always keep records of your efforts (applications submitted, career fairs attended, etc.).</li> <li>• Your days of unemployment will be counted in SEVIS.</li> </ul>
<p><b>WORK FOR HIRE/CONTRACT EMPLOYMENT:</b> Must be directly related to program of study and at least 20 hours per week</p>	<ul style="list-style-type: none"> <li>• Keep your SEVP Portal up-to-date with any changes. You should update your information within 10 days of any changes</li> <li>• Keep a list of dates and duration of employment for each contract/employer.</li> <li>• Any/all Form 1099's if applicable</li> <li>• File a tax return</li> <li>• Keep all contracts/offer letters</li> </ul>
<p><b>UNPAID VOLUNTEER OR INTERN:</b> Must be directly related to program of study and at least 20 hours per week</p>	<ul style="list-style-type: none"> <li>• Keep your SEVP Portal up-to-date with any changes. You should update your information within 10 days of any changes</li> <li>• Any/all offer letters</li> <li>• If requested by DHS, you must be able to provide evidence that you worked full-time hours (at least 20 hours per week) and that your position is directly related to your field of study</li> <li>• Your employer must follow all labor laws regarding unpaid interns/volunteers</li> <li>• This option is NOT available to students on STEM Extension</li> </ul>
<p><b>SELF-EMPLOYED U.S. BUSINESS OWNER:</b> Must be directly related to program of study and at least 20 hours per week</p>	<ul style="list-style-type: none"> <li>• Keep your SEVP Portal up-to-date with any changes. You should update your information within 10 days of any changes</li> <li>• Keep a copy of your business license</li> <li>• Documentation of your tax ID</li> <li>• Documentation that your business is directly related to your program of study</li> <li>• Documentation that your business keeps you employed for at least 20 hours per week</li> <li>• File a tax return</li> <li>• This option is NOT available to students on STEM Extension</li> </ul>

For additional information on reporting requirements and other OPT resources, please visit:

<https://info.umkc.edu/ISAO/current-students/opt/>