



OPT Approval Next Steps

Do not plan to leave the country until you have received your EAD card, new I-20 and proof of employment.

1. After receiving your EAD card, please scan a copy of the front and back of the card to Dawn Turner. (You have 90 days of unemployment.)
2. Update Dawn Turner with your new contact information: Physical/mailling address, cell phone, and email.
3. When you secure employment, ask your employer to email Dawn Turner an employment contract letter that defines what your job title will be, what you will be doing in your job, and all of their contact information so it can be added to your new OPT I-20. (EIN number is suggested on the contact info if they have one. You may not apply for STEM OPT with a company who does not have an EIN number.)
4. Once this has been received, you will be issued a new OPT I-20 and this will either be scanned or mailed to you. Please print this and sign it as you have all the others. Keep for your records for travel, proof of employment, etc.
5. Federal regulations state that you must update Dawn Turner with any new information regarding your contact info, new or loss of employment info, etc. within 10 days of the changes. She will issue you a new I-20 upon receiving this information.
6. OPT I-20's must be signed and dated for travel every 6 months, not yearly, so please maintain this with your travel dates on your I-20.
7. When you have completed your OPT year, you will then have a grace period of 60 days. If you do not apply for STEM OPT, change of status, another degree, or grad school, you will then prepare to leave the country. During this grace period, you may apply for STEM OPT if you qualify or apply for another degree. You may apply for STEM OPT within 90 days of the end of your regular OPT.
8. Notify Dawn Turner by email of your plans after OPT completion.

Dawn Turner

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Principal Designated School Official (PDSO) Student Affairs
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