

ISSIS iSTART OPT reporting process

1. Go to istart.uga.edu
2. Click the blue "Login" button.
3. Enter your UGA MyID and password to login.
 - a. IMPORTANT! If your UGA MyID and password have expired, go to istart.uga.edu and choose "Limited Services" and click "Email me my limited access PIN" to obtain your login information.
4. Once you have logged in, click "F-1 Employment – Practical Training" in the column on the left.



The screenshot shows the iSTART Services Home Page. At the top, there is a world map graphic and the text "iSTART UGA's online services for international students, scholars & staff". Below this, the user's session information is displayed: "Secure Online Session", "Ima F-1TESTCASE1", "Campus: Athens", and "Network ID: waiver". The main heading is "iSTART Services Home Page" with a sub-heading: "Online Services for International Students, Scholars, and Staff: Update your institutional information, request signatures, work authorization, certificate of enrollments, sign-up for sessions, and more." On the left, there is a navigation menu with the following items: "iSTART Home Page", "Biographical Information", "F-1 Employment - Practical Training" (highlighted with a red arrow), "Immigration Check-in Forms", "Student Admission and Orientation", and "Logout of iSTART". The main content area is divided into three sections: "Recent Notes / Correspondence" showing a note dated "03/03/2014: ead", "SEVIS Status Information" stating "No SEVIS Information on File." and providing instructions for F-1 or J-1 sponsored students, and "Options" with two checkboxes: "View cases closed before today" and "View correspondence and notes older than 60 days". The word "ISSIS" is visible at the bottom left of the page.

5. Click "OPT Required Reporting"



The screenshot shows the iSTART Services Home Page. At the top left is a world map. The title "iSTART" is prominently displayed in red, with the subtitle "UGA's online services for international students, scholars & staff" to its right. Below the title, the user's session information is shown: "Secure Online Session", "Ima FOPTTEST", "Campus: Athens", and "Network ID: waiver". The main heading is "iSTART Services Home Page", followed by a description: "Online Services for International Students, Scholars, and Staff: Update your institutional information, request signatures, work authorization, certificate of enrollments, sign-up for sessions, and more." A sidebar on the left contains a menu with items like "Biographical Information", "F-1 Employment - Practical Training" (expanded to show "Curricular Practical Training - CPT", "OPT Application Group", and "OPT Required Reporting"), "F-1 Student Services", "Immigration Check-in Forms", "Student Admission and Orientation", and "Logout of iSTART". A red arrow points to "OPT Required Reporting". The main content area has three sections: "Recent Notes / Correspondence" with a link for "04/10/2014: test"; "SEVIS Status Information" with a message that no information is on file; and "Options" with checkboxes for "View cases closed before today" and "View correspondence and notes older than 60 days". The footer contains the text "ISSIS".

ISSIS

7. Click "OPT Employer / Status Update".



 **Secure Online Session**

Ima FOPTTEST


Campus: Athens

Network ID: waiver

04/15/2014 [1299] OPT Reporting

This form is required if you have been approved for OPT, and you have a change to your OPT status or to your employer information.

OPT REPORTING


[OPT Employer / Status Update](#) 

iSTART Home Page
+ Biographical Information
- F-1 Employment - Practical Training
Curricular Practical Training - CPT
OPT Application Group
OPT Required Reporting
+ F-1 Student Services
+ Immigration Check-in Forms
+ Student Admission and Orientation
Logout of iSTART

- | | | |
|--|--|--|
| <input type="checkbox"/> = Incomplete | <input type="checkbox"/> ⊕ = Submit Another | <input type="checkbox"/> ⓘ = Follow-Up Required |
| <input type="checkbox"/> ○ = Optional | <input type="checkbox"/> □ = Not Yet Available | <input type="checkbox"/> → = Routed to a 3 rd Party |
| <input checked="" type="checkbox"/> = Complete | <input type="checkbox"/> ▢ = Pending Review | <input type="checkbox"/> ✗ = Denied |
| <input type="checkbox"/> 📄 = Draft | | |

8. Complete the form and click "submit".





iSTART

UGA's online services
for international
students, scholars &
staff

Secure Online Session

Ima FOPTTEST
Campus: Athens
Network ID: waiver

- iSTART Home Page**
- Biographical Information**
- F-1 Employment - Practical Training**
 - Curricular Practical Training - CPT
 - OPT Application Group
 - OPT Required Reporting**
- F-1 Student Services**
- Immigration Check-in Forms**
- Student Admission and Orientation**
- Logout of iSTART**

OPT Employer / Status Update

Last Name	FOPTTEST	
First Name	Ima	
Middle Name		
University ID	TEMP322292	
Campus	Athens	
Citizenship Country	Haiti	
Immigration Status	F-1	
Date of Birth (mm/dd/yyyy)	01/01/1986	
Gender	Female	

For all students currently pursuing Optional Practical Training (OPT), UGA is required to report information in SEVIS regarding employment. It is crucial to your legal status for you to report complete information accurately and in a timely manner.

The regulations regarding unemployment while approved for OPT are very strict. Read more about OPT requirements here:
http://international.uga.edu/issis/f_1_work_authorization/international.uga.edu

Please provide complete responses to all of the questions listed below.

SEVIS # *

OPT start date (as listed on your OPT work card) (mm/dd/yyyy) *

OPT end date (as listed on your OPT work card) (mm/dd/yyyy)

Have you changed from F-1 student status to another immigration status? (Example H-1B, F-2, permanent residence, etc.) * YES NO

Have you permanently departed the U.S.? * YES NO

Are you currently unemployed? *

Have you changed or added a new OPT employer? *

Thank you for submitting your updated OPT and or employer information. Be sure to click submit below.

* required fields

