Instructions for Reporting OPT Employment Information via iStart

Please remember that you may not accrue more than a total of 90 days of unemployment during the initial 12 months of post-completion OPT. Failure to report your employment information will be viewed as unemployment and may lead a termination of your SEVIS record by the Department of Homeland security.

1. To access iStart, go to **istart.gatech.edu**

2. Click "GT Login"

3. Log in to iStart using your GT username and password (i.e., the same credentials you use to log into Buzzport, etc.)**.**
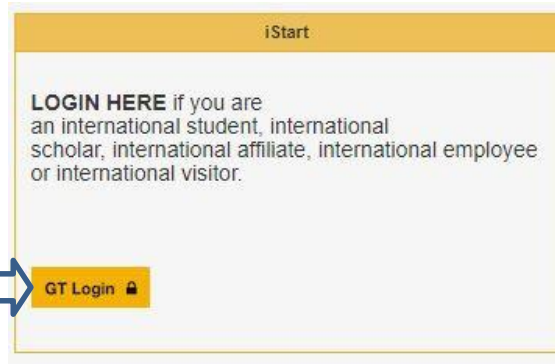
   If you are having trouble logging into iStart please follow the instructions located here: http://oie.gatech.edu/sites/default/files/instructions_for_limited_access_using_pin.pdf

4. From the iStart home page menu, select **"OPT (Optional Practical Training)"** and **"Post Completion OPT"**. You can find the OPT Personal Contact / Employment Update in the e-form group.

   Please note that you must submit the I-797 Confirmation and EAD Confirmation e-forms before updating your employment

5. In the e-form you will need to answer the question: "Explain how your employment is *directly* related to your field of study". Your answer should follow this format:

   The position of _____(job title) will allow me to apply the knowledge of _____ (description of how you will apply skills or knowledge) which was fundamental to the completion of my degree.

   You can use the structure above to answer the question but you will need to fill out the above blanks on your own. Overall things to consider when you write your answer:

   - Take look at your job description and note key skills/tasks that you will be performing and how this is connected to the theoretical concepts in your field of study

   - You can list technologies/theories/skills that apply both to the current job you will be doing and what you did in your coursework related to your major.