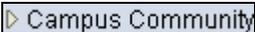
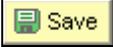


## Entering SEVIS Employment Authorization

Step	Action
1.	<p>Begin by navigating to the <b>Employment Authorizations</b> page.</p> <p>Click the <b>Campus Community</b> link.</p> 
2.	Click the <b>SEVIS</b> link.
3.	Click the <b>Employment Authorizations</b> link.
4.	Click the <b>Add a New Value</b> tab.
5.	Enter the desired information into the <b>EmplID</b> field. Enter a valid value e.g. " <b>SEV1000</b> ".
6.	<p>Click in the <b>SEVIS School Code</b> field.</p> 
7.	Enter the desired information into the <b>SEVIS School Code</b> field. Enter a valid value e.g. " <b>DAL214F12345123</b> ".
8.	<p>Click the <b>Add</b> button.</p> 
9.	Use the <b>Employment Authorizations</b> page to enter or update employment authorization information for an individual for F or M student visas.
10.	<p>For F and M visas, use the <b>Employment Type</b> field to select the employment type relevant to the authorization or endorsement for this student. Options are: Curricular Practical Training (CPT), Optional Practical Training (OPT), and Off-Campus (to enter recommendation information for the student to obtain off-campus employment authorization).</p> <p>M-1 students are only authorized for OPT. The system does not enable you to enter CPT or off-campus employment for an M-1 student. F-1 students are eligible for all employment authorizations.</p> <p>Click the <b>Employment Type</b> list.</p> 
11.	<p>Click the <b>Curricular Practical Training</b> list item.</p> 
12.	The fields in the <b>Employment Details</b> group box remain the same for CPT and OPT. The system displays different fields when you enter the Off-Campus employment type.
13.	In the <b>Sequence number</b> field, the system displays the number that the system uses to track multiple rows.

Step	Action
14.	<p>In the <b>Start Date</b> field, enter the date when the employment is expected to begin.</p> <p>Click in the <b>Start Date</b> field.</p> <input data-bbox="354 369 500 411" type="text"/>
15.	<p>Enter the desired information into the <b>Start Date</b> field. Enter a valid value e.g. <b>"01/15/2006"</b>.</p>
16.	<p>In the <b>End Date</b> field, enter the date when the employment is expected to end.</p> <p>The employment type Curricular Practical Training requires that the end date not exceed the end date for the student on the I-20 form.</p> <p>Click in the <b>End Date</b> field.</p> <input data-bbox="354 705 500 747" type="text"/>
17.	<p>Enter the desired information into the <b>End Date</b> field. Enter a valid value e.g. <b>"06/15/2006"</b>.</p>
18.	<p>Click the <b>Employment Code</b> list.</p> <input data-bbox="354 873 532 915" type="text" value="Full Time"/>
19.	<p>Click the <b>Part Time</b> list item.</p> <input data-bbox="354 968 532 1010" type="text" value="Part Time"/>
20.	<p>Click the <b>Employer Address</b> link to access the <b>SEVIS Employer Address</b> page, where you can enter employer name and address information.</p> <p>Employer information is required for CPT authorizations, but it is optional for OPT endorsements.</p> <p>Click the <b>Employer Address</b> link.</p> <a data-bbox="354 1255 558 1287" href="#">Employer Address</a>
21.	<p>Use the <b>SEVIS Employer Address</b> page to enter or update employer address information for F or M student visas.</p>
22.	<p>If the employer is defined in the <b>External Organization</b> table, you can enter that employer's organization ID to populate the <b>Employer Name, Address 1, Address 2, City, State, and Postal Code</b> fields.</p> <p>You can also enter employer name and address information manually without using an external organization ID.</p> <p>Enter the desired information into the <b>External Org ID</b> field. Enter a valid value e.g. <b>"000010014"</b>.</p>
23.	<p>Refresh the page.</p> <p>Press <b>[Tab]</b>.</p>
24.	<p>Click the <b>OK</b> button.</p> <input data-bbox="354 1845 500 1898" type="button" value="OK"/>

Step	Action
25.	<p>In the <b>Course Relevance</b> field, enter comments identifying the relevance of the employment to the student's course of study.</p> <p>Comments are required in this field for both CPT and OPT employment types.</p> <p>Click in the <b>Course Relevance</b> field.</p>
26.	<p>Enter the desired information into the <b>Course Relevance</b> field. Enter a valid value e.g. "<b>In support of teaching credential.</b>".</p>
27.	<p>Comments are optional in the <b>Remarks</b> field, but are submitted to SEVIS when provided.</p>
28.	<p>Click the <b>Save</b> button.</p> 
29.	<p>You have successfully entered SEVIS employment authorization information.</p> <p><b>End of Procedure.</b></p>