

# MUSC Terra Dotta OPT STEM User Guide

## Upload copy of new EAD card

- Login to your [Terra Dotta portal](#)
- User > My Home > click on OPT STEM Extension record
- Under Questionnaire section, click 'Upload Copy of Employment Authorization Document'
- Upload a color copy of your EAD card (in PDF format) in the questionnaire, then click Submit
- Return to the OPT STEM Extension record main page and click Submit (top of the page)

## Verify or update contact information

- Login to your [Terra Dotta portal](#)
- User > My Home > click Edit Profile
- To edit address information: click Address Info button; click pencil icon in Actions column for appropriate address type
  - Make sure that both your US physical address and US mailing address are correct
- To edit phone number or email: click Profile button; update phone number and/or email fields > click Update

## Report end of employment

- Login to your [Terra Dotta portal](#)
- User > My Home > click the most recent OPT Employment Verification record for this employment
- Under the Questionnaire section, click 'OPT Employer End Date'
- Enter your last day of employment with this employer
- Upload a copy of the Form I-983 final evaluation for this employer
- Click Submit for the questionnaire portion
- Return to the OPT Employment Verification record main page and click Submit (top of the page)

## Report new employment

- Create a new [OPT Employment Verification](#) record\*
- For the type of verification question, select 'STEM New Employment'
- Enter all required details for your new employment
- Upload a copy of the new Form I-983 and a copy of your new offer letter
- Click Update

## Submit 6-month validation report

- Create a new [OPT Employment Verification](#) record\*
- For the type of verification question, select 'STEM 6 month'
- Enter all required details for your current employment
- Upload a copy of your current Form I-983 and your current offer letter
- Click Update

## Submit 12-month validation report & I-983 midpoint evaluation

- Create a new [OPT Employment Verification](#) record\*
- For the type of verification question, select 'STEM 12 month'
- Enter all required details for your current employment
- Upload a copy of your current Form I-983 with the completed Evaluation on Student Progress
- Click Update

## Submit 18-month validation report

- Create a new [OPT Employment Verification](#) record\*
- For the type of verification question, select 'STEM 18 month'
- Enter all required details for your current employment
- Upload a copy of your current Form I-983 and your current offer letter
- Click Update

## Submit 24-month I-983 final evaluation

- Create a new [OPT Employment Verification](#) record\*
- For the type of verification question, select 'STEM 24 month'
- Enter all required details for your current employment
- Upload a copy of your current Form I-983 with the completed Evaluation on Student Progress
- Click Update

## Request I-20 travel signature

- Create a new [OPT I-20 Travel Signature](#) request (click the link, then click Apply Now)
- Complete the learning content and questionnaires
- Click Submit

*\*To create a new OPT Employment Verification record, you must click the link provided herein. You cannot access the new record application page from within your Terra Dotta portal. After you have created an OPT Employment Verification Record, you will be able to access it from the Record section of your Terra Dotta user home page.*