Your EAD has arrived! What next?

**STEP 1**  
Check the Card! Verify:  
1. Name is spelled correctly  
2. Date of Birth is correct  
3. Dates of Work Authorization are correct

**STEP 2**  
Make a Copy for your Records  
Make a copy:  
1. EAD Card front and back  
2. I-797A – Approval Notice

**STEP 3**  
Report  
1. Fill out the [OPT Reporting Form](https://www.sdsmt.edu/International/) and upload a copy of your documents  
2. Contact your HR office and show them your EAD card

**STEP 4**  
SEVIS Portal Account  
Once you receive an email from SEVP to set up a SEVIS portal account, make sure to:  

Log into your SEVIS Portal and verify that your:  
1. EAD card dates and your approval dates match  
2. Employment information is correct  
3. Address is correct

If you cannot log in to the portal or if anything is not accurate, contact the Ivanhoe International Center immediately

**CONTACT**

Ivanhoe International Center  
501 East St. Joseph Street  
Rapid City, SD 57701  
605-394-6884  
Email: International@sdsmt.edu

[https://www.sdsmt.edu/International/](https://www.sdsmt.edu/International/)  
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