



**SOUTH  
DAKOTA  
MINES™**

sdsmt.edu

# EAD

## 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](#) 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  
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