OPTIONAL PRACTICAL TRAINING (OPT)

A C K N O W L E D G E M E N T
F O R M

There are several important rules and procedures that must be followed before and after applying for OPT. Complying with these rules and procedures is necessary to maintain lawful F-1 immigration status. Your signature confirms that you have read and understand what you are required to do. This form will be kept in your file and you should make a copy for your records.

First Name:_____   Last Name: _____

Telephone:_____ Email:_____ Student ID:_____

You are required to attend an OPT workshop before you apply for OPT. Did you attend? Yes_____ No_____

TO THE STUDENT:

1. **OPT workshop:** I understand that I need to attend an OPT workshop before I am able to apply for OPT through ISSP.

2. **Thirty-day filing deadline:** I understand that my OPT application (all supporting documents) must reach USCIS Service Center no later than 30 days from the date my new Form I-20 is issued. I am responsible for assuring timely delivery and if I fail to mail within the 30 days of the signature date on my I-20 than I must notify ISSP.

3. **Express mail/tracking method:** I understand that I should mail my OPT documents by a mail method where I can track my package and assure properly delivery.

4. **Mailing address:** I understand that I am responsible for notifying the Student Immigration Specialist immediately, if I move from the address that I listed on my I-765 application. I understand that if I do not notify the Student Immigration Specialist than I could risk delays in notification and/or my EAD card being undelivered (Official USCIS mail is not forwarded even if you put in a change of address at your local post office).

5. **OPT start date:** I am responsible for choosing the employment start dates which will be recorded on the OPT advisor recommendation form and on my Form I-20. **An OPT start date must begin no earlier than the day after your completion date of your academic courses and no later than 60 after your completion date.**

6. **Failure to complete program requirements:** I understand that if I fail to complete all the requirements of my program, I must request an extension of my Form I-20 prior to the program end date found in item #5 of my latest I-20. I know that this may invalidate or otherwise effect the post-completion OPT authorization, prior to beginning post-completion OPT.

7. **WAC number:** I understand that if I completed the G-1145 notification that I will receive either an e-mail or written notification with a WAC number. I understand that I can go to https://egov.uscis.gov/cris/Dashboard/CaseStatus.do

8. **Submission of EAD to ISSP:** I understand that I must e-mail or bring a copy of my OPT Employment Authorization Document (EAD) to ISSP as soon as it is issued by USCIS.

9. **Reporting Requirements:** I understand that in order to maintain my immigration status while on post-completion OPT, I must

     a.   Notify ISSP of my new address by updating my student portal within ten days

     b.   Report change in OPT employment. I am required to e-mail ISSP with the name of company, address, job title, and start date each time I change employer.

10. **Periods of unemployment during Post-completion OPT:** I understand that I may not accrue an aggregate of no more than 90 days of unemployment. I will keep thorough and accurate records of my employment and request an updated I-20 every time I change employer, and any periods of unemployment. If I accrue more than 90 days than my SEVIS record will be terminated and I must transfer my SEVIS record to a new program of study or return home. I also understand that volunteer work is considered employment if I work at least 20 hours a week.

11. **Beginning Employment:** I may not begin work until I have the OPT Employment Authorization Document (EAD-card) in my possession and the start date of the EAD has been reached. To work prior to receipt of my EAD card and prior to my start date will constitute unauthorized employment and a violation of my F-1 status.

12. **Limits on future periods of OPT:** I understand that I am eligible for only one 12-month period of OPT per educational level (e.g. bachelor's, master's, Ph.D.). I understand that if I am in a STEM field, I am eligible once for an additional 17 months of OPT but I must apply for this extension prior to the end of my OPT.

13. **Traveling outside the U.S.:** I understand that if I travel outside the U.S., during post-completion OPT without the following items, I will experience difficulty when returning and could, in fact, be prohibited from re-entering the U.S.
    a. Valid passport
    b. F-1 visa that will be valid on the day I plan to return to the U.S. If I do not have a visa that will be valid for my return than I will obtain one at a U.S. consulate or embassy while outside the U.S. I understand the potential risk of denial of a visa and if denied I will not be allowed into the U.S.
    c. Travel signature on my Form I-20 that is less than 1 year old from the day I plan to travel.
    d. OPT Employment Authorization Document (EAD card –also known as OPT card)
    e. Letter from employer to prove employment or an offer letter to show employment upon return to U.S.

14. **Sixty-day "grace" period after OPT:** I understand that I am permitted a period of 60 days to remain in the U.S. following the end date on my OPT/EAD card. I may **not** work during this period of time.

15. **Health Insurance:** I understand that while I am in the U.S. that I must maintain health insurance coverage.

16. **STEM eligible majors.** I understand that if I am in a Science, Technology Engineering or Math field that I may apply for a 24-month extension before my OPT expires.

Acknowledgement: I have reviewed the information and I understand all that I have read and acknowledge that I will abide by the rules and procedures outlined here.

Student Signature	Date

For questions or concerns regarding OPT acknowledgement form, please contact California State University, Fresno's
intlstudentservices@csufresno.edu

FRESN⬤STATE
International Student Services
and Programs