

WELLESLEY COLLEGE

SLATER INTERNATIONAL CENTER

OPTIONAL PRACTICAL TRAINING (OPT) DATE REQUEST AND ACKNOWLEDGEMENT FORM

There are several important rules and procedures that must be followed after applying for Optional Practical Training (OPT) employment authorization. Complying with these rules and procedures is necessary to maintain lawful F-1 immigration status.

Please complete the information below, carefully review each item on the next page, and sign this form to confirm that you understand and will abide by each item. Your signature also confirms your requested OPT dates. The original, signed copy of this acknowledgement will be kept in your file and a copy will be given to you for your reference.

I, _____, expect to complete my studies at Wellesley College on
(first name, last name)

(mm/dd/yyyy)

I would like to request the following:

Pre-Completion OPT part-time from _____ to _____
(Before graduation) full-time *(mm/dd/yyyy)* *(mm/dd/yyyy)*

Post-Completion OPT full-time from _____ to _____
(After graduation) *(mm/dd/yyyy)* *(mm/dd/yyyy)*

I understand that **these dates cannot be changed** once the application has been submitted to the United States Citizenship and Immigration Services (USCIS).

Listed below are all periods of my **previously authorized** Practical Training:

Curricular Practical Training (CPT)	Optional Practical Training (OPT)
From: _____ To: _____	From: _____ To: _____
From: _____ To: _____	From: _____ To: _____
From: _____ To: _____	

1. **Failure to complete the program requirements:** I understand that if I fail to complete all of my degree requirements before the program end date indicated on my Form I-20, my OPT authorization may become invalid. I will work with my International Student and Scholar Advisor (ISSA) if this occurs.
2. **Timely filing of the OPT application to USCIS:** I understand that for post-completion OPT, the earliest I may file my OPT application is 90 days prior to my program end date, and the latest I can file my OPT application is 60 days after my program end date.
 - a) USCIS must receive my OPT application within 30 days from the date that OPT is recommended by the International Student Advisor. Failure to file my OPT application in a timely manner may cause my application to be denied.
3. **Cancelling my application:** I understand that under extraordinary circumstances, I can attempt to cancel my OPT application only if the application has not been adjudicated by the USCIS. I will work with my ISSA if I need to cancel my OPT application.
4. **Submission of EAD copy to Slater International Center:** I understand that if my EAD is sent directly to me, I must send a copy of it to my ISSA to update my file.
5. **Maintaining status on OPT:** During post-completion OPT; I understand that my F-1 status is dependent upon employment. I understand that I may not accrue more than 90 days of unemployment during the 12 months of initial post-completion OPT. If I cannot get a paying job in my field, I understand that if I pursue an internship or other volunteer work in my field for at least 20 hours a week, it will count as employment so I will not accrue days of unemployment.
6. **Notifying Slater International Center of employer information:** I understand that I must update my ISSA on my employment status while on OPT. Within 10 days of beginning employment, I must inform my ISSA of the name and physical address of my employer and any change or termination in employment within 10 days of the effective date that such a change or termination occurs.
7. **Notifying Slater International Center of address changes:** I understand that I am required by federal regulations to notify my ISSA of my new address within 10 days.
8. **Invalidating OPT:** I understand that my OPT will be cancelled or invalidated if I begin a new program of study, transfer my SEVIS record to a new school, engage in unauthorized employment, or otherwise violate my F-1 status.
9. **Limits on future periods of OPT (Non-STEM majors):** I understand that I am eligible for one 12- month period of OPT per educational level (e.g. Bachelor's, Master's, PhD. etc.) and that all of my OPT employment must be directly related to my major field(s) of study.
10. **OPT for STEM majors:** I understand that if I major in one of the STEM (Science, Technology, Engineering or Mathematics) fields designated by the Department of Homeland Security (DHS) I may be eligible for an additional 24 month OPT STEM extension. I am also aware that I must contact my ISSA to apply for this additional 24-month period of OPT. If I am granted a OPT STEM extension, I understand that I may not accrue more than 150 days of unemployment during the total OPT period including both the initial post-completion OPT authorization and the OPT STEM extension period. I also understand that once I receive a STEM OPT extension, I am ineligible to receive another OPT STEM extension if I earn a higher degree(s) in a STEM field.

11. **Traveling outside the U.S.:** I understand that if I travel outside the U.S. without the following items, I will experience difficulty when returning and could, in fact, be prohibited from re- entering the U.S.
- a) Form I-20 with a valid travel signature (less than six (6) months old.)
 - b) Proof of Employment- A letter from my employer to prove that I have a temporary job to resume when I return to the U.S. or an offer letter to show that I will begin a job upon my return to the U.S.
 - c) Proof of Financial Support-Financial documentation to show that I have sufficient finances to live in the U.S. Offer letters should contain salary information.
 - d) F-1 visa in my passport must be valid on the day I plan to return to the U.S.
 - e) OPT Employment Authorization Document (EAD)
 - f) Valid Passport
 - g) Copy of Diploma or certification of completion from Wellesley (especially if I need to renew my F-1 visa)
12. **Entering the U.S.** I understand that I cannot enter the U.S. in any other visa status except F-1 during my OPT period. If I re-enter as a tourist (B-1/B-2) or on any other visa status, it will interrupt my F-1 status, and invalidate my OPT.
13. **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 EAD. I may not work during this period unless my immigration status is changed to a classification that permits employment. I can also use this time to transfer my F-1 status to another school, apply for a change of status, process a level change to begin a new program of study, or to depart the U.S. (which I must do no later than the sixtieth day).
14. **Beginning employment:** I know that I may not begin working until I have the EAD in my possession and reach the OPT start date indicated on my EAD. I understand that to do so constitutes unauthorized employment and a violation of my F-1 status.
15. **OPT start and end dates:** I am responsible for choosing my OPT employment dates which are, or will be reflected on my Form I-20. I know that I will not be able to change these dates once my OPT application has been received. The exact OPT dates that I request are stated on page one of this document.

I have read and understand the above rules and procedures and will abide by them. I verify that I have not used any period of OPT at my current educational level that would disqualify me from OPT authorization I now seek.

Non-Wellesley email address: _____

Name of Student: _____ Date: _____

Signature of Student: _____