



F-1 Student Acknowledgment / Request for **Post-Completion Optional Practical Training (OPT)**

LAST NAME: _____ FIRST NAME: _____ SEVIS ID: N _____

Personal Non-Cooper Email: _____

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 a lawful F-1 immigration status. This form includes a summary of key responsibilities for OPT students only and does not include all rules related to F-1 immigration status or OPT employment authorization.

- **SUMMARY OF OPT RESPONSIBILITIES:** More detailed information about maintaining your F-1 status during OPT can be found on the Student and Exchange Visitor Program (SEVP) website : <https://studyinthestates.dhs.gov/sevis-help-hub/student-records/fm-student-employment/f-1-optional-practical-training-opt>
- **ADDRESS / EMPLOYMENT REPORTING:** Report all changes and OPT employer changes within 21 days to the International Students and Scholars Office (ISSO): international@cooper.edu **AFTER** you log into your SEVP portal & make all the necessary changes: <https://studyinthestates.dhs.gov/sevp-portal-help>
- **ISSO OPT INSTRUCTIONS:** The ISSO has created frequently asked questions in the OPT training to help you prepare for your OPT application and guide you throughout your OPT process. By submitting this OPT request you are acknowledging that you understand the OPT rules and procedures provided.

1. **The Cooper Union as my F-1 sponsor:** During my OPT, I will still be in F-1 immigration status under the sponsorship of The Cooper Union.
 - a. The ISSO will continue to maintain my SEVIS immigration record and advise me on travel and status questions.
 - b. It is my responsibility to inform the The ISSO of any updates to my OPT application (including U.S. Citizenship and Immigration Services (USCIS) requests for additional information, approval, or denials). Updating address and OPT employer information in SEVP, and comply with all other responsibilities and reporting requirements, including those summarized in this document.
2. **Filing my OPT application:** My OPT application must be submitted to USCIS within the specific time frame below. If my application is received before or after this time frame, my application may be denied. It is my responsibility to submit the application on time.
 - a. Filed up to 90 days prior to program completion: My application may not be submitted to USCIS earlier than 90 days or prior to the expiration of my new Form I-20 with the OPT Recommendation.
 - b. Received by USCIS no more than 30 days after DSO provides you with the new I-20: My application must arrive at USCIS no later than 30 days from the date issued on my new Form I-20 with the OPT Recommendation.
 - c. Canceling my application: If extraordinary circumstances warrant it, I can attempt to cancel my OPT application if the application has not yet been adjudicated (approved) by the USCIS Service Center. I will work with my ISSO advisor if cancellation becomes necessary.
3. **Failure to complete program requirements:** If I fail to complete all requirements of my program, I must request an extension of my Form I-20 prior to the program end date, listed on my latest I-20. If I fail to request an extension of my I-20 before its expiration date, this may lead to termination of my immigration status, and the loss of my OPT benefit. If I fail to complete the program requirements as expected, I will notify the ISSO immediately.
4. **Working in my major field of study:** My OPT employment/training must be directly related to my major field of study. I must keep up-to-date records to verify my OPT employment and must report each employer to the ISSO by emailing international@cooper.edu and filling out an OPT change form.

- . **Reporting requirements:** In order to maintain my F-1 immigration status while on OPT, I must meet the following reporting requirements:
- a. Maintain up-to-date U.S. address I must maintain an up-to-date U.S. residential address on record. This must be updated within 10 days of any move by emailing the ISSO at international@cooper.edu, and by updating your SEVP portal at <https://studyinthestates.dhs.gov/sevp-portal-help>.
 - b. Report EAD approval to the ISSO I must email international@cooper.edu a front and back copy of my new OPT Employment Authorization Document (EAD) as soon as it arrives.
 - c. OPT employer name, address and dates I must maintain up-to-date OPT employer information for each OPT employer. I will submit any changes to the ISSO at international@cooper.edu within 10 days of any change.
 - o To report any change in employment, I will complete the **reporting change form** with the following information: employer's name, address, employer's identification number (EIN). Supervisor's full name, phone and email; student's job title; first and last day of work at that employer; the number of hours worked per week; and a brief description of how each job is related to my major field of study.
 - o I may work for multiple employers. In order to count as an "active" period of OPT, I must work more than 20 hours per week between all qualifying employers.
 - o If I do not report OPT employment information, my SEVIS record will inaccurately calculate days of unemployment and my SEVIS record may be subject to termination.
 - o The Student and Exchange Visitor Program (SEVP) has created the SEVP Portal which will allow you to report some of your required information directly to SEVP and to monitor your record of employment in SEVIS. However, you are still required to report personal and OPT employer information to the ISSO throughout the duration of your OPT.
6. **Unemployment during OPT:** I must keep complete and accurate records of my dates of active employment and periods of unemployment.
- a. Maximum period of unemployment: I may not accrue an aggregate of more than 90 days of unemployment during my approved period of OPT.
 - b. Termination of SEVIS Record after exceeding maximum unemployment: If I pass the 90-day mark for unemployment, or if I do not report corrected dates of employment in the "OPT Employer" address, my SEVIS record may be terminated by U.S. Department of Homeland Security (DHS). Termination of my SEVIS record ends my lawful F-1 immigration status and OPT employment authorization.
7. **Traveling outside the U.S.** If I travel outside the U.S. *after my program completion date*, I may need the following items to apply for a new F-1 visa and re-enter the U.S. Without these items, I may experience difficulty when returning and could be prohibited from reentering the U.S. in F-1 status:
- a. Valid passport
 - b. F-1 visa in my passport 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, I will obtain one at a U.S. consulate or embassy while outside the U.S.
 - c. Travel signature on my Form I-20 from your DSO that is less than six months old
 - d. OPT Employment Authorization Document (EAD, also known as "OPT Card")
 - e. Proof of OPT Employment, such as a letter from my employer to show that I have a job or OPT activity to resume when I return to the U.S., or that I will begin a job/activity upon my return to the U.S.
8. **Ending OPT:**
- a. Invalidating OPT authorization will be canceled or invalidated if I:
 - (1) Enter the U.S. in another immigration status or change status in the U.S. (including a visitor visa)
 - (2) Begin a new program of study or transfer my SEVIS record to a new school
 - (3) Engage in unauthorized employment; or otherwise violate my F-1 immigration status

