

The Cooper Union
International Students & Scholars Office
41 Cooper Square, New York, NY 10003
international@cooper.edu

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

LAST NAME:	FIRST NAME:	SEVIS ID: N	
Personal Non-Cooper Email:			
Training (OPT) employment authoriza	ntion. Complying with these ru	lowed after applying for Optional Practical ules and procedures is necessary to maintain a responsibilities for OPT students only and doe	S

 SUMMARY OF OPT RESPONSIBLITIES: 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

not include all rules related to F-1 immigration status or OPT employment authorization.

- 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. <u>Canceling my application</u>: 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 <a href="https://studyinthestates.dhs.gov/sevp-portal-help.">https://studyinthestates.dhs.gov/sevp-portal-help.</a>
- 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. <u>OPT employer name, address and dates</u> 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 πumber of hours worked per week; and a brief description of how each job is related to my major field of study.
  - 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.
  - 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.
  - 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. <u>Maximum period of unemployment</u>: 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. <u>F-1 visa</u> 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. <u>Proof of OPT Employment</u>, 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

- b. Sixty-day "grace" period after OPT: Following the end date on my OPT, I am permitted a period of up to 60 days to remain the U.S. I may **not** work during this period unless my immigration status is changed to a classification that permits employment, or unless I qualify for "Cap-Gap" extension (described below). I can use this 60-day grace period to transfer my F-1 status to another school, apply for a change of immigration status, process a level change to begin a new program of study, or to depart the U.S. Once I depart the U.S. during my grace period, I am no longer eligible to return in F-1 status unless I have a new I-20 for a new program of study.
- c. <u>"Cap-Gap" Extension:</u> Current regulations allow certain students with pending or approved H-1B petitions to remain in F-1 status during the cap-gap period. This is referred to as filling the "cap-gap," meaning the regulations provide a way of filling the "gap" between the end of F-1 status and the beginning of H-1B status that might otherwise occur if F-1 status is not extended for qualifying students. For further information on cap-gap please inquire with your company's legal counsel.
- 9. **Eligibility for future periods of OPT:** I may be eligible for an additional 12-month period of OPT if I move to a higher level of education in the U.S. (for instance, if I move from a bachelor's to a master's). I may be eligible to apply for a 24-month extension of my OPT authorization if my major is in an eligible Science, Technology, Engineering or Math (STEM) field, and I am employed for a qualifying employer. Must inquire with the ISSO about applying for a STEM OPT extension. In order to be eligible for a STEM OPT extension, I can submit my application no earlier than 90 days before the expiration of my current OPT EAD card end date. My completed application must be submitted to USCIS no later than the end date on my OPT EAD card.

## 10. Selecting an OPT start date and beginning employment:

- a. **Recommended OPT start date:** The ISSO will recommend me for an OPT start date based on my request below. The start date I select must be within 60 days of my program completion date (listed on my I-20).
- b. **Actual OPT start/end dates approved by USCIS:** The actual start and end date of OPT approved by USCIS may differ slightly from the recommended dates. OPT applications may take 3-5 months for USCIS review and adjudicate. USCIS may slightly change the dates of authorization when they adjudicate my application.
- c. **Changing OPT dates:** I know that I will not be able to request a different OPT start date or end date should the dates become incompatible with a future offer of employment.
- d. **Beginning employment:** I may not begin work until I have the OPT EAD (card) in my possession and the start date of the EAD has been reached. Beginning employment prior to my date of authorization constitutes unauthorized employment and is a violation of my F-1 status.

OPT dates you are requesting:	OPT start date:	OPT end date:
Anticipated program end date (Com Acknowledgment:	nmencement Date):	
disqualify me from the OPT authorizate I understand that it is my responsibilit employment information on record wi	d of OPT at my current educational levition I now seek.  The proof my application before submit the ISSO to ensure that my SEVIS refers or omissions, or for the results obtains.	rel or a higher educational level that would  anission and to maintain accurate and current ecord remains up-to-date while on OPT. It is a sined from USCIS. Any advice provided to you by
Signature of Student		