



Office of International, Immigrant, Undocumented, DACAdmented, and Refugee Students

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Student Acknowledgement for Post-Completion OPT (F-1 Students)

Name: _____ RIC ID: _____

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

- Rhode Island College as my F-1 sponsor:** During my OPT I will still be in F-1 immigration status, under the sponsorship of Rhode Island College.
 - RIC ISO will continue to maintain my SEVIS immigration record and advise me on travel and status questions.
 - It is my responsibility to inform the ISO of any updates to my OPT application (including USCIS requests for information and approval or denial decisions), to maintain up-to-date address and OPT employer information, and to comply with all other responsibilities and reporting requirements.
- Filing my OPT Application:** I must mail my OPT application within a specific timeframe and if my application is received before or after this timeframe, my application may be denied.
 - Filed up to 90 days prior to program completion: My application must arrive at USCIS no sooner than 90 days prior to the expiration of my current OPT authorization.
 - Filed no more than 30 days after DSO recommendations: My application must arrive at USCIS no later than 30 days after my ISO advisor signs the OPT recommendation on my new Form I-20. If my I-20 will not arrive within 30 days I must request a new recommendation from the ISO.
 - Cancelling my application: If extraordinary circumstances warrant it, I can attempt to cancel my OPT application only if the application has not yet been adjudicated (approved) by the USCIS Service Center. I will work with my ISO advisor if cancellation becomes necessary.
- Failure to complete program requirements:** If I fail to complete all program requirements of my program, I must request an extension of form I-20 prior to the program end date found on my latest I-20. If I fail to request an extension of my I-20 before its expiration this may lead to termination of my immigration status, and loss of my OPT benefit. If I do extend my I-20 before its expiration, this may also impact my OPT, as my dates of OPT eligibility may change.
- Working in my major field of study:** My OPT employment / training must be directly related to my major field of study and must be commensurate with my current level of education. I must keep up-to-date records to verify my OPT employment and must report each employer to the ISO.

5. **Reporting requirements:** I must create a SEVP portal account.
SEVP Portal Account Overview: The Student and Exchange Visitor Program (SEVP) Portal is an important tool that lets international students on post-completion optional practical training (OPT) and science, technology, engineering, and mathematics (STEM) OPT meet their legal reporting requirements.

In the SEVP Portal (Portal), students in F-1 or M-1 status can:

- Update their physical home address
- Update their mailing addresses
- Update their telephone numbers
- Update employer information
- Monitor their employment authorization

The Portal shares information with the Student and Exchange Visitor Information System (SEVIS), but does not give students direct access to SEVIS. The Portal does not remove the need for a student to work with a designated school official (DSO) at the student's school. Only students with approved post-completion OPT or STEM OPT can create Portal accounts. There are four basic steps for creating an account in the SEVP Portal. Please click [here](#) to see SEVP Portal Student Guide.

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 OPT period.
- B. Reporting dates of employment
- C. 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. Termination of my SEVIS record ends my lawful F-1 immigration status and OPT employment authorization.
7. **Traveling Outside the United States:** 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 re-entering 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 the U.S. consulate or embassy while outside the U.S.
- C. Travel signature on my Form I-20 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 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. My OPT will be cancelled or invalidated if I:
- 1) Enter the U.S. with another immigration status or change status in the U.S. (including as a visitor)
 - 2) Begin a new program of study or transfer my SEVIS record to a new school
 - 3) Engage in unauthorized employment
 - 4) Otherwise violate my F-1 Immigration Status

- B. Sixty-day “grace” period after OPT. Following the end date of OPT, I am permitted a period of up to 60 days to remain in the U.S. I may not work during this period unless immigration status has changed to a classification that permits employment, or unless I qualify for “Cap-Gap” extension (see description 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. “Cap-Gap” Extension. If, during my OPT, my employer submits a timely filed petition to change my status to H-1B to begin on October 1, I may be eligible for an extension of F-1 status (and OPT work permission, if applicable) through October 1.

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, from a bachelor’s to a master’s, or from a master’s to Ph.D.). I may be eligible to apply for a 24-month extension of my OPT authorization if my major is an eligible Science, Technology, Engineering or Math (STEM) field, and I am employed for a qualifying employer. In order to be eligible for a STEM OPT extension, I should begin to prepare my application up to 90 days before the expiration of my current OPT. My completed application must arrive at USCIS no later than the end date of my initial OPT.

10. Selecting and OPT Start Date and beginning employment:

- A. Recommend OPT Start Date: The ISO 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.
- B. Actual OPT Start / End Dates approved by 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 if the dates become incompatible with a future offer of employment.
- D. Beginning employment: I may not begin work until I have the OPT EAD (“OPT card”) in my possession and the start date of EAD has been reached. Beginning employment prior to my date of authorization constitutes unauthorized employment and is a violation of my F-1 status.

What OPT Dates are you requesting? OPT Start Date: _____ **OPT End Date:** _____

Have you attended an OPT Workshop? (Circle one)

Yes. Date of Workshop: _____

NO. Please make sure to review carefully all information above and on our website to make certain you understand your reporting responsibilities.

OPT Acknowledgment:

- ✓ I have read and understood the rules and procedures above and will abide by them.
- ✓ I verify that I have not used any period of OPT at my current educational level or a higher educational level that would disqualify me from the OPT authorization I now seek.
- ✓ I understand that I must maintain accurate and current employment information on the SEVP Portal to ensure that my SEVIS record remains up-to-date during OPT.

Signature of Student

Date