



OPT Form 3
Student Acknowledgement of Responsibilities while on OPT

Sign this form and bring it with you when you present your OPT application to the International advisor

Student Printed Name: _____
First Name Last Name

By signing this form, I acknowledge that while I am engaged in Optional Practical Training, I am responsible to inform the International advisor as outlined in the information provided below within the time periods.

This includes:

- Bringing EAD card to the International advisor when I receive it.
- Reporting to the International advisor when I start and end employment. Reporting a letter from the employer indicating that I have a job in my field of study. When changing employers, a new letter from my new employer is also required. Updating my information immediately whenever there is a change.
- Notifying the International advisor of any employment/volunteer work. Reporting the employer's name, address, and job position.

Other responsibilities:

- Providing/updating the International advisor with a current email address throughout the term of my Optional Practical Training.
- Reporting changes to my name or address which must be reported to the International advisor within 10 days of the change. The International advisor must be notified directly of all address changes either by email (amaffeo@stfrancis.edu) or phone.
- Reporting termination of OPT employment to the International advisor. This includes changing to another employment status such as an approved H-1B, attending school on another I-20, or OPT employment that ends before the end date on the EAD card. This information should also be reported within 10 days of the change to amaffeo@stfrancis.edu.
- Notifying the International advisor before traveling.
- Notifying the international advisor when OPT ends.
- Reporting any and all employer information to the International advisor including losing a job.
- Securing employment within 90 days of the OPT start date and being on unemployment no more than 90 days during OPT.

I acknowledge that it is my responsibility to report this information to the International advisor or USCIS, and that the International advisor is not responsible for attempting to collect the information if I fail to provide it within the 10-day deadline.

I understand that my failure to provide the required information to the International advisor within the 10-day deadline could result in later problems between myself and the USCIS including being out of status or terminated OPT.

Student Signature _____

Printed Name _____

Date ____/____/____
Month Day Year