

# POST-COMPLETION OPT ACKNOWLEDGEMENT FORM



## NAME AND CURRENT ADDRESS

LAST (FAMILY) NAME	FIRST (GIVEN) NAME	BENTLEY STUDENT ID
_____	_____	_____
LOCAL (US) ADDRESS: Write in the address where you are currently living. Report future address changes via email to <a href="mailto:GA_ciss@bentley.edu">GA_ciss@bentley.edu</a> .		
STREET ADDRESS: _____		APARTMENT NUMBER: _____
CITY: _____	STATE: _____	ZIP CODE: _____
PHONE NUMBER: _____	BENTLEY EMAIL ADDRESS: _____	

## POST-COMPLETION OPT REGULATIONS

The following are the immigration regulations that apply to F-1 visa holders during OPT. **Read carefully** to understand how to maintain your F-1 status during OPT. Make a photocopy of this form for your records before you sign and submit it to CISS with your OPT application.

### THE APPLICATION

1. Request an I-20 program shorten or extension so that your I-20 matches your actual Program End Date. Failing to request an extension before your I-20 Program End Date could result in the loss of F-1 status and permanent loss of OPT eligibility.
2. F-1 visa holders are eligible for 12 months of OPT per education level (e.g. bachelor's, master's, etc). Recipients of degrees in certain science, technology, engineering, or math (STEM) fields may qualify for an OPT extension of 24 months. Eligible students must apply for this extension prior to the expiration date on their EAD (Employment Authorization Document, or "OPT Card"). Check the CISS website for current information.
3. Cancelling your application:
  - if CISS has recommended OPT on your I-20 and you decide not to mail your application to USCIS, you may cancel your application by emailing [GA\\_ciss@bentley.edu](mailto:GA_ciss@bentley.edu).
  - if you would like to cancel your OPT application after you have mailed it to USCIS, you can write to USCIS to request cancellation of your OPT request (however, there is no guarantee that your application will be cancelled).
4. You can use either your US address or the CISS address on the Form I-765. The address that you enter on this form is where USCIS will send all correspondence regarding your application, including your EAD. This address must be valid for at least 90 days from the date that you mail your application to USCIS. Failing to respond to any requests for additional evidence (RFE's) from USCIS could result in the denial and loss of OPT.
5. Your OPT application must reach the USCIS Service Center no later than 30 days after the "Date Issued" on your OPT I-20. USCIS will automatically reject applications received after the 30-day mark.

### TRAVEL

6. If your program end date has passed, you must mail your OPT application to USCIS before departing the US. Failure to do so will result in the permanent loss of OPT.
7. F-1 regulations allow travel and re-entry to the US while OPT is pending, and between OPT start and end dates. **The following documents are required for re-entry:**
  - Valid passport and valid F-1 visa
  - Valid I-20 with OPT dates on page 2, **signed for travel every six (6) months**
  - Employment Authorization Document (If approved). If pending approval, provide the I-797 receipt.
  - Proof of employment, such as a letter from your current employer(s), or a job offer letter indicating that employment will begin upon your return to the US (if applicable)**\*NOTE: Travel with pending OPT after your program end date is permitted with the above documentation, but you should take extra precautions.**

## EMPLOYMENT

8. You cannot begin working until you have your EAD and the start date on the card has arrived. Engaging in paid or unpaid employment prior to receiving the card and the arrival of the start date constitutes unauthorized employment and is a violation of your F-1 status.
9. You should be working at least 21 hours per week, either paid or unpaid, and all employment during OPT must be directly related to your major field of study. You are responsible for documenting all employment during OPT.
10. Unemployment time is limited to a total of 90 days between your OPT start and end dates. You are responsible for keeping track of your unemployment time, and you will accrue unemployment time if you delay or fail to report your employment information.

## REPORTING REQUIREMENTS

11. If you enter your US address on the Form I-765: you must provide CISS with a copy of your EAD as soon as you receive it. Scan and email it to [GA\\_ciss@bentley.edu](mailto:GA_ciss@bentley.edu).
12. You must report your employment as soon as you have you have started working. Your unemployment time will be reduced if you delay or fail to report employment information. (Remember: you may not begin working until you have your EAD and the start date on the card has arrived.)

### HOW TO REPORT EMPLOYMENT:

- As of March 2018, you will be able to use an online portal to update your own OPT employer information. You will receive an email with instructions on creating a portal account. The email will come from [do-not-reply.sevp@ice.dhs.gov](mailto:do-not-reply.sevp@ice.dhs.gov). Once your account is created, you will be able to access your own employer and personal information
- You will also still be able to use our online form to update your employer information:

<https://www.bentley.edu/forms/opt-employer-info-update-form>

13. New/changes to employment and US or home country address information must be reported within 10 days. Update your address via the SEVP portal or send an email to [GA\\_ciss@bentley.edu](mailto:GA_ciss@bentley.edu).
14. Notify CISS as soon as possible if:
  - you change your visa status to another category during your OPT period
  - you decide to permanently leave the US before your EAD expiration date

## AFTER OPT

15. You are allowed to stay in the US for 60 days after your EAD expiration date. You may not work during this grace period unless your immigration status changes to a visa category that permits employment.
16. You may transfer your SEVIS record to another school between your OPT start and end dates or within the 60-day grace period after your EAD expiration date. You must stop working on the date that your SEVIS record is transferred to the new school or on your EAD expiration date, whichever is sooner.

## REQUESTED DATES OF EMPLOYMENT

These are the dates you will request from USCIS for your EAD card for work authorization purposes. You may request up to 12 months of OPT.

START DATE \_\_\_\_\_ END DATE \_\_\_\_\_

### STUDENT ACKNOWLEDGEMENT AND SIGNATURE

My signature below is confirmation that I have read this form and I agree to follow the regulations. I understand that failure to comply with these regulations could result in the loss of valid F-1 status, cancellation/loss of OPT, and could negatively affect my eligibility for any type of US visa in the future.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

CHECK HERE IF YOU ARE RECEIVING TWO DEGREES (Dual Degree):