



## International Student Support Program

OPTIONAL PRACTICAL TRAINING (OPT) Federal Regulations Agreement

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1. I understand my F-1 status while on OPT is dependent upon appropriate employment. I must work an average of at least 20 hours per week.
2. Travel to another country is not recommended while OPT is pending and/or if you do not have full-time employment. Travellers on OPT are questioned at U.S. ports-of-entry about the status of their OPT and employment. Travellers with a pending OPT application or who do not have proof of valid employment may be denied admission to the U.S. by port-of-entry officials.
3. I understand that after my OPT is approved, I may travel outside of the U.S. and re-enter with my EAD card, I-20, visa/passport, and proof of employment.
4. I will submit a copy of my Employment Authorization Document (EAD card) and a copy of my Social Security card to the ISSP Office.
5. I understand I cannot begin employment until I have received the EAD card and the start date listed on the card is reached. I must cease employment by the end date on my EAD card.
6. I understand that once the start date on my EAD card is reached, I am allowed a maximum of 90 days (including weekends and holidays) of unemployment.
7. I understand that if I change my address, I must notify my Advisor/DSO within 10 days. I also must update my address on-line at [www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis).
8. I understand that employment for OPT must be related to my major. I must report my employment status to my Advisor within 10 days after each time I add or change a job. Employment reporting requirements include employer name, start date, end date, employer address, and description of how job is related to major.
9. I understand I must obtain a signature on my I-20 from an Advisor/DSO at least one week before I travel to another country.
10. I understand I may enroll in less than 6.0 units while on OPT, but I may not seek another degree or university transfer requirements.
11. I understand that if I transfer to another school before the expiration date on my EAD card, my OPT automatically expires when the transfer release day in SEVIS is reached. My Advisor will require a copy of my acceptance letter and completion of the SEVIS Release Request form.
12. I understand that if I choose to end my OPT early to return to my home country, I must submit a copy of a plane ticket showing a departure date.
13. After my EAD card expires, I have 60 days to prepare for departure or gain admission to a new school or program and transfer my SEVIS record.

*(continued on reverse)*

14. The SBCC International Office strongly recommends that I purchase the school-endorsed medical insurance for my OPT period. To be eligible, I must submit the insurance application form, my premium payment, and a copy of my OPT I-20 (page 1 and 2) to the insurance company no later than 30 days after the expiration of my current coverage. Insurance application forms are available in the International Office.

I have read and understand my responsibilities as a non-immigrant F-1 student participating in post-completion Optional Practical Training. I understand that if I fail to maintain my status or to comply with these regulations, I may be in violation of my F-1 status. SBCC Advisors/DSO's are required by law to report all violations to the Department of Homeland Security in SEVIS.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**After you submit your OPT application to USCIS:**

1. You should receive a letter from USCIS verifying the receipt of your application within 3 weeks.
2. Pay attention to your mail in case you receive a letter from USCIS requesting more evidence. Notify your Advisor/DSO right away if you receive this. (Time-sensitive.)
3. You should receive a letter from USCIS notifying you of your OPT approval (or denial) within 90 days after your application was received.
4. You should receive your Employment Authorization Card within one week after the approval letter.

*Notify your Advisor if you don't receive item 1, 2, or 3 in the stated time frame.*

**To update your address follow these steps:**

- Step 1: Notify your International Student Advisor of your new address.
- Step 2: Go to <http://www.uscis.gov/> and locate Tools tab at the top of the page. Follow the link **Change your Address On File**, and follow the instructions for Non-US Citizens for **Online Change of Address** on the right side of the page. This update will change your address in the USCIS main database.
- Step 3: If your case status is pending you must also notify the National Service Center at (800) 375-5283. This phone call will change the address on your OPT application, to ensure that your EAD card is sent to the correct address.