

## F-1 Student on Pre-Completion OPT Responsibilities

I, \_\_\_\_\_, understand that I have the following responsibilities as an F-1 student on Pre-Completion Optional Practical Training:

- Once received, send [ويا@jefferson.edu](mailto:ويا@jefferson.edu):**
  - A front and back copy of Employment Authorization Document (OPT card)
  - An employer offer letter with employer name, physical work address, title, hours (must be a minimum of 20 hours) and start date
  - A 3-5 sentence statement on how my employment is related to my degree
  
- Notify USCIS** of a mailing address change if OPT is in pending status by completing Form AR-11 online at <https://egov.uscis.gov/crisgwi/go?action=coa>.
  
- Notify OIA at [ويا@jefferson.edu](mailto:ويا@jefferson.edu) of any:**
  - Changes to your employer, employer address, new start dates, hours under 20 hours per week
  - Your address change within 10 days of moving
  - Travel outside of the U.S.
  
- Work no more than 20 hours per week
  
- Maintain a full course of study

I understand that I only have 12 months of OPT available to me. OPT used before the completion of a degree will count against that 12 month maximum and reduce the time available to me after graduation.

### Pre-completion OPT while studying

Part-time OPT is allowed for up to 20 hours a week, and will be deducted at a rate of one-half the number of months used. For example, if you work part-time for 2 months, 1 month will be deducted from the 12 months. You will have 11 months of OPT remaining.

I will use \_\_\_\_\_ months of Part-Time Pre-Completion OPT, therefore I will have \_\_\_\_\_ months left for Post-Completion OPT available to me.

I understand that failure to maintain the responsibilities as stated in this agreement may result in an investigation of my SEVIS record and its termination. If my SEVIS record is terminated, I will no longer be allowed to work and must depart the U.S. within 15 days.

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First and Last Name

Signature

Date