

F-1 on Post-Completion OPT Responsibilities

I, _____, understand that I have the following responsibilities as an F-1 on Optional Practical Training:

- Once received, send ويا@jefferson.edu:**
 - 1) A front and back copy of Employment Authorization Document (OPT card)
 - 2) An employer offer letter with employer name, physical work address, title, hours (must be a minimum of 20 hours) and start date
 - 3) 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 of any:**
 - 1) Changes to your employer, employer address, new start dates, hours under 20 hours per week
 - 2) Your address change within 10 days of moving
 - 3) Any changes to your status such as H-1B, J-1 or any others- If you do not inform OIA of any changes to your status, it can result in your new status being invalidated
 - 4) Periods of unemployment - Unemployment may not exceed total of 90 days at any time during the 12-month OPT period
 - 5) Travel outside of the U.S.*
- Talk to your employer** at least six months before the end of your OPT about what your options are for another visa status. Each employer will have different requirements and processes.

* Traveling Outside of the U.S.

- Traveling internationally is *not recommended* after your program end date and while your OPT is in pending status**
- Notify OIA at ويا@jefferson.edu of the dates of travel and the country(ries) where you are traveling**
- Documents required for international travel:**
 - 1) Valid F-1 visa stamp to re-enter the U.S. (except Canadian citizens)
 - a) *If you travel on an expired F-1 visa, you must apply for a new one at a U.S. consulate.* It is at the sole discretion of the consular officer to grant an F-1 visa for you to return to the U.S. and finish OPT. You must be able to successfully prove non-immigrant intent.
 - 2) Travel endorsement on your I-20 (each signature is valid for 6 months)
 - a) If you need an I-20 with a travel endorsement sent to you, you will need to pay the courier fee
 - 3) Valid EAD Card (if returning to U.S. after I-20 end date)
 - 4) Proof of current or prospective employment (if returning to U.S. after I-20 end date)
Obtain this letter at your Human Resources office.

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.

First and Last Name

Signature

Date