SKIDMORE
C O L L E G E

==**Optional Practical Training (OPT) Request Form & Responsibility Contract**==

Please complete and return this form to the Office of Student Academic Services and schedule a meeting with one of the Principal/Designated School Officials (P/DSO).

Part I: (to be filled out by student)

Name: _____

Date of Birth: _____
(mm/dd/yyyy)

SEVIS ID #:_____ Skidmore ID #: _____

Degree Program: _____ BA _____ BS

Major: _____ 2nd Major: _____

Note: Your program completion date on your I-20 must be **December 16, 2023** (for December 2023 graduates). If not, please come and see us for a new I-20.

==**OPT Requested Start Date:** _____ **OPT End date:** _____==
==(Duration of OPT is a maximum of 12 months, if no OPT has been used prior to this application)==

Student Mailing Address & Contact information

_____
_____

Cell phone _____

Email address _____

2nd e-mail address (if any) _____

For STEM OPT Extension: Do you have an Employer? Yes _____ No _____

STEM OPT Employer Name: _____

Employer Tax ID #: _____

Employer E-Verify Name and Number (for STEM OPT): _____

Employer Address: _____
_____

Description of how Employment/Training/Internship is <u>directly</u> related to your STEM major.
_____
_____

Student Attestation:

In compliance with USCIS and DHS/DOS Code of Federal Regulations (CFR), I am aware that:

- **Once the P/DSO notifies Department of Homeland Security (DHS) of my OPT dates, I will not be permitted to change the dates after my EAD (Employment Authorization Document) application has been filed with the USCIS without withdrawing the EAD application, losing the fees paid and submitting a new EAD application.**
- **Failure to comply with the program end date may result in cancellation of OPT by P/DSO. This will automatically cancel the OPT application by the USCIS.** It can also result in the termination of my F-1 visa status. (Please notify one of the P/DSOs immediately if the program completion date changes e.g., if you are graduating in August instead of May).
- <u>Requested OPT Dates</u>: I **cannot** begin working <u>before</u> the start date on the EAD card or before I have received my EAD card from the USCIS. (<u>Note</u>: You do not have to have a job by the begin date or need a job offer to apply for OPT. *An employer is required if you are applying for STEM OPT*).
- <u>Post Completion OPT</u>: An I-765 application for post-completion OPT can be filed up to 90 days before the program end-date and up to 60 days after the program end-date. (Please check the program completion date on your I-20! Must be May 12, 2023 for May 2023 graduates).
- The I-765 application must be filed within 30 days of the date the P/DSO enters the OPT recommendation in SEVIS, and issues a new I-20.
- If by any chance you are unable to file your I-765 application within 30 days, you should come and see the P/DSO to cancel the OPT request AND make a new request in SEVIS and issue you a new I-20.
- If your I-765 application is returned by the USCIS for any reason, please check with the P/DSO to see if you are still within the timeline to file your OPT application.
- To be in valid legal F-1 status I cannot be unemployed for 90 days or more cumulatively (150 days or more when on STEM OPT).
- I will have to work (paid/unpaid) or volunteer for at least 21 hours/week to be regarded as employed, otherwise, it will count as unemployment.
- That all OPT/STEM OPT employment must be directly related to my major(s) field of study.
- **When my personal address and/or employment information changes during my period of post-completion OPT/STEM OPT, I am responsible for updating it in the SEVP OPT Portal within 10 days. Failure to do so can lead to termination of my F-1 status.**

- If I travel abroad when I am on OPT/STEM OPT, I will need to carry my valid passport, valid F-1 visa, I-20 authorizing OPT/STEM OPT, EAD card, a current letter from my employer confirming my continued employment, and latest pay-stubs with me to return to the United States.
- Trips of less than 30 days to Canada are exempted from having a valid visa. As regulations can change, I will verify this before traveling out of US, including trips to Canada.
- The US Customs & Border Protection (CBP) inspectors at the port of entry will determine my admission status and how long I can stay in the US, and issue me an electronic I-94. It should state Class of Admission as "**F-1**" and Admit Until Date as "**D/S**" for Duration of Status.
- I will need to carry my valid passport, F-1 visa, I-20 authorizing OPT/STEM OPT, EAD card and I-94 with me at all times.
- **Applications for the 24 months STEM extension must be filed and received by the USCIS before my EAD expires. If I intend to apply for STEM extension I will provide my P/DSO all the requested documents including a copy of completed and signed Form I-983 Training Plan at least 60 days before expiry of my OPT.**
- **When I am on STEM OPT, I and my STEM employer are required to complete Form I-983 Training Plan and provide yearly evaluations or within 10 days of starting, changing or termination of employment! Failure to provide a copy of the Form I-983 Training Plan to the P/DSO within 10 days constitutes a violation and immediate cancellation of F-1 status, and I will be required to depart the US immediately! There are no exceptions for not timely providing a completed Form I-983.**
- **I and my STEM employer will provide a new completed Form I-983 Training Plan if there is a material change in the training plan.**
- I have 60 days grace period <u>after</u> completion of my OPT/STEM OPT to depart from the US, transfer to another college/university or apply for change of status to another nonimmigrant status.
- If I do not maintain valid legal status I may face visa problems now or at a future date when I apply for a new visa, change/extend status in the United States or apply for a greencard.
- I will contact the P/DSOs if I have any questions about my OPT/STEM OPT.
- As visa regulations can change anytime, I will verify the regulations before making any major decision that can affect my visa status.
- **I confirm that I have attended an OPT workshop and am aware of the requirements and my responsibilities when on OPT/STEM OPT.**

Please make arrangements to maintain your campus mailbox after graduation for receipt of your EAD card. If you plan on using the Office of Student Academic Services (SAS) as a return address on the I-765 form, please complete the following:

I also authorize SAS to open any mail that I receive from the USCIS, any government agency, bank, organization or person. _____ (Please initial)

Note: Student Academic Services in not responsible for lost or damaged EAD cards or cards not picked up by student (or student's representative) within 30 days of being informed.

Signature: _____   Date: _____