



OPTIONAL PRACTICAL TRAINING (OPT) REQUEST FORM

Name: _____ Warrior ID: _____

Field of study/Major: _____ Degree level (choose one): Associate's Bachelor's Master's

Semester and year you will complete educational objective: _____

I have applied for graduation (choose one): Yes No - <https://www.winona.edu/registrar/graduationapplication.asp>

OPT requested start date (within 60 days of graduation): _____

OPT Reporting Requirements	<p>While on OPT you are legally required to report the following information to ISSS within 10 days of the occurrence:</p> <ul style="list-style-type: none"> • Any changes regarding your employment must be reported by completing the OPT Reporting Requirements Form (attached). • If you leave your OPT employment before your OPT end date. • Any changes regarding your name. • Any changes regarding your address. • Any changes to your immigration status. • Any changes to your email address.
OPT Working Requirements	<ul style="list-style-type: none"> • You may only begin employment on or after the date specified on your Employment Authorization Document (EAD) card. • You may work anywhere in the United States. • Work must be related to your most current degree program for which the OPT is authorized. • You must work a minimum of 20 hours per week. • You may work for more than one employer
Volunteer Work while on OPT	<ul style="list-style-type: none"> • Volunteer work is acceptable as long as it is related to your most current degree program for which the OPT is authorized. • You must volunteer a minimum of 20 hours per week. • You cannot volunteer in a position that would otherwise be normally paid. • Volunteer work must not violate any labor laws.
Unemployment while on OPT	<p>Unemployment is considered to be <i>time off of work</i> that is not authorized by your employer. If your time away from work is authorized by your employer, such as vacation/sick leave or traveling on company business, you are still considered employed.</p> <ul style="list-style-type: none"> • Students on OPT cannot accrue more than 90 cumulative days of unemployment during the 12 month period of OPT. • If you have a break between OPT employment of 10 days or less, it will <u>not</u> be counted as unemployment. • Any breaks of employment greater than 10 days <u>will</u> count towards unemployment. • Unemployment is counted as calendar days. Saturdays and Sundays count when you are unemployed, not just Monday-Friday.
Travel while on OPT	<p>A person with OPT authorization and holding an EAD for OPT is still in F-1 status. Therefore, while on OPT it is necessary to have your I-20 signed by ISSS whenever you leave the U.S. and wish to re-enter. The signature obtained should be no more than 6 months old at the time you re-enter.</p>

By signing below, I confirm that I understand the OPT regulations outlined above and will report all necessary information to ISSS when needed in order to maintain my F-1 student status.

Student Signature: _____ Date: _____