



# 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): \_\_\_\_\_

<b>OPT Reporting Requirements</b>	<p>While on OPT you are legally required to report the following information to ISSS <b>within 10 days</b> of the occurrence:</p> <ul style="list-style-type: none"> <li>• Any changes regarding your employment must be reported by completing the OPT Reporting Requirements Form (attached).</li> <li>• If you leave your OPT employment before your OPT end date.</li> <li>• Any changes regarding your name.</li> <li>• Any changes regarding your address.</li> <li>• Any changes to your immigration status.</li> <li>• Any changes to your email address.</li> </ul>
<b>OPT Working Requirements</b>	<ul style="list-style-type: none"> <li>• You may only begin employment on or after the date specified on your Employment Authorization Document (EAD) card.</li> <li>• You may work anywhere in the United States.</li> <li>• Work must be related to your most current degree program for which the OPT is authorized.</li> <li>• You must work a minimum of 20 hours per week.</li> <li>• You may work for more than one employer</li> </ul>
<b>Volunteer Work while on OPT</b>	<ul style="list-style-type: none"> <li>• Volunteer work is acceptable as long as it is related to your most current degree program for which the OPT is authorized.</li> <li>• You must volunteer a minimum of 20 hours per week.</li> <li>• You cannot volunteer in a position that would otherwise be normally paid.</li> <li>• Volunteer work must not violate any labor laws.</li> </ul>
<b>Unemployment while on OPT</b>	<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"> <li>• Students on OPT cannot accrue more than 90 cumulative days of unemployment during the 12 month period of OPT.</li> <li>• If you have a break between OPT employment of 10 days or less, it will <u>not</u> be counted as unemployment.</li> <li>• Any breaks of employment greater than 10 days <u>will</u> count towards unemployment.</li> <li>• Unemployment is counted as calendar days. Saturdays and Sundays count when you are unemployed, not just Monday-Friday.</li> </ul>
<b>Travel while on OPT</b>	<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: \_\_\_\_\_

\*Please note you have 30 days from the date the OPT approval I-20 was printed to apply through USCIS. Applying with an expired OPT approved I-20 will result in denial.