

OPTIONAL PRACTICAL TRAINING (OPT) ACKNOWLEDGEMENT FORM

There are several important rules and procedures that must be followed before and after applying for OPT. Complying with these rules and procedures is necessary to maintain lawful F-1 immigration status. Your signature confirms that you have read and understand what you are required to do. This form will be kept in your file, and you should make a copy for your records.

First Name: _____ Last Name: _____

Telephone: _____ Email: _____ Student ID: _____

You are required to attend an OPT workshop before you apply for OPT. Did you attend? Yes _____ No _____.

TO THE STUDENT:

- 1. OPT workshop:** I understand that I need to attend an OPT workshop before I can apply for OPT through INTERNATIONAL OFFICE.
- 2. 30 filing deadline:** I understand that my OPT application (all supporting documents) must be submitted to USCIS Service Center no later than 30 days from the date my new Form I-20 is issued. I am responsible for assuring timely delivery and if I fail to submit within 30 days of the signature date on my I-20 then I must notify INTERNATIONAL OFFICE.
- 3. Mailing address:** I understand that I am responsible for notifying the International Office immediately, if I move from the address that I listed on my I-765 application. I understand that if I do not notify the International Office then I could risk delays in notification and/or my EAD card being undelivered (Official USCIS mail is not forwarded even if you put in a change of address at your local post office).
- 4. OPT start date:** I am responsible for choosing the employment start dates which will be recorded on the OPT advisor recommendation form and on my Form I-20. **An OPT start date must begin no earlier than the day after your completion date of your academic courses and no later than 60 after your completion date.**
- 5. Failure to complete program requirements:** I understand that if I fail to complete all the requirements of my program, I must request an extension of my Form I-20 prior to the program end date found on my latest I-20. I know that this may invalidate or otherwise deny the post-completion OPT authorization, prior to beginning post-completion OPT.
- 6. Case Status:** I understand that I can go to <https://egov.uscis.gov/cris/Dashboard/CaseStatus> to check my OPT application processing status.
- 7. Submission of EAD Card:** I understand that I must e-mail or bring a copy of my OPT Employment Authorization Document (EAD Card) to the **International Office** as soon as it is issued by USCIS.
- 8. Reporting Requirements:** I understand that to maintain my immigration status while on post-completion OPT, I must
 - a.** Notify the INTERNATIONAL OFFICE of my new address by updating my student portal within 10 days
 - b.** Report on new or changes in OPT employment. I am required to e-mail INTERNATIONAL OFFICE with the name of company, address, job title, and start date each time I change employer.
 - c.** **The positions I work for must be major related, even if it's voluntary positions.**

9. **Periods of unemployment during Post-completion OPT:** I understand that I may not accrue an aggregate of no more than **90 days** of unemployment. I will keep thorough and accurate records of my employment and request an updated I-20 every time I change employer, and any period of unemployment. If I accrue more than 90 days, then my SEVIS record will be terminated, and I must transfer my SEVIS record to a new program of study or exit the US.
10. **Beginning Employment:** I may not begin work **until** I have the OPT Employment Authorization Document (EAD-card) in my possession, **or** the start date of the EAD has been reached, whichever date comes later. To work prior to receipt of my EAD card and prior to my start date will constitute unauthorized employment and a violation of my F-1 status and leads to F-1 status **termination**.
11. **Limits on future periods of OPT:** I understand that I am eligible for only one 12-month period of OPT per educational level (e.g. bachelor's, master's, Ph.D.). I understand that if I am in a STEM field, I am eligible once for an additional 24 months of OPT but I must apply for this extension prior to the end of my OPT.
12. **Traveling outside the U.S.:** I understand that if I travel outside the U.S., during post-completion OPT without the following items, I will experience difficulty when returning and could, in fact, be prohibited from re-entering the U.S.
 - a. Valid passport
 - b. F-1 visa that will be valid on the day I plan to return to the U.S. If I do not have a visa that will be valid for my return than I will obtain one at a U.S. consulate or embassy while outside the U.S. I understand the potential risk of denial of a visa and if denied I will not be allowed into the U.S.
 - c. Travel signature on my Form I-20 that is less than 1 year old from the day I plan to travel.
 - d. OPT Employment Authorization Document (EAD card –also known as OPT card)
 - e. Letter from employer to prove employment or an offer letter to show employment upon return to U.S.
13. **Sixty-day "grace" period after OPT:** I understand that I am permitted a period of 60 days to remain in the U.S. following the end date on my 12-month OPT/EAD card. I must **not** work during this period.
14. **Health Insurance:** I understand that I'm not required to get health insurance from Fresno State while I'm on OPT, but it's highly recommended that I'm covered by health insurance.
15. **STEM eligible majors.** I understand that if I am in a Science, Technology Engineering or Math field that I may apply for a 24-month extension **90 days before** my OPT expires.

Acknowledgement: *I have reviewed the information, and I understand all that I have read and acknowledge that I will abide by the rules and procedures outlined here.*

Student Signature

Date

For questions regarding the OPT application, please contact Fresno State, International Office
international@mail.fresnostate.edu

Reviewed March 2026

FRESNOSTATE.

International Office