OPTIONAL PRACTICAL TRAINING (OPT) REPORTING FORM

WINONA STATE UNIVERSITY *International Student & Scholar Services*

Read through the following requirements and guidelines before reporting your OPT on the reverse side.

OPT Reporting Requirements	While on OPT you are legally required to report the following information to ISSS **within 10 days** of the occurrence: • 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	• 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	• 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	Unemployment is considered to be *time off of work* 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. • 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 not be counted as unemployment. • Any breaks of employment greater than 10 days will 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	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 1-20 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.

OPT EMPLOYMENT DETAILS

Name: _____   Warrior ID:_____

Address: _____ City: _____ State: _____ Zip Code:_____

Email Address: _____ Phone #: _____

Please complete the questions below regarding your OPT employment:

Company Name: _____

Employment start date: _____

How many hours per week do you work for the company above? _____

Physical Address of Company: _____

City: _____ State: _____ Zip Code: _____

Supervisor's Name: _____

Supervisor's Phone Number: _____ Supervisor's Email: _____

What is your job title? _____

How is this job related to your major? Use the WSU website to find the objectives of your major, and connect how your job will use your experience in those areas.

_____

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

Student Signature: _____ Date: _____