OPTIONAL PRACTICAL TRAINING RULES

You may NOT work until your work start date has passed and you have your EAD card in hand! Make sure the ISSS Office has a copy of your EAD card and Health Insurance!

Student Responsibilities while on OPT

1. Report to the Deputy Director, SEVIS with your employment information and offer letter within 10 days of the job offer. **The employment letter must state:** the Company Name, Supervisor and their contact information, position, start date, and number of hours to work each week (or state Fulltime). The employment letter must also state that they agree to comply with the reporting requirements for students on authorized Optional Practical Training (OPT). They agree to report the termination or departure of the student to jsharp23@kennesaw.edu within 48 hours of termination of employment.

2. You must be employed no later than 90 days from your work start date (the date on your EAD/OPT card) and report the position to the international coordinator. If you cannot find employment, then you must begin volunteer work in your field and the information and a letter from the volunteer site must be presented to the SEVIS OFFICE. ***Please note: *** Students may work as volunteers or unpaid interns as their primary OPT job. The work must be at least 20 hours per week. These students must be able to provide evidence from the volunteer site that the student is working at least 21 hours per week during the period of OPT. ***Please note *** Volunteer work generally is not a regularly paid position minus the pay. See the DSO for further clarification of approvable volunteer work.

3. If you change jobs, there may not be a gap larger than 10 days between jobs.

4. Report to the SEVIS office if any of the following occur: (1) Legal name change or marriage (2) address change (3) change in employer (4) loss of employment/less than FT work (5) change of status (6) change in email or phone number

5. **VERY IMPORTANT!!! While on OPT, students are still under the maintenance of the university and the international office until the OPT end date or change of status occurs. Failure to comply with F-1 regulations, failure to provide updated information or report information as mandated, or failure to respond to university correspondence will result in termination of status and all work must cease.**

6. You must maintain your own Health Insurance and submit a copy to the SEVIS office along with your EAD Card

7. You must take caution when traveling and plan accordingly! Do not travel abroad until you have your EAD card and you have secured employment. Please see the next page for details on travel.
Traveling while on OPT

CAUTION! You may only travel outside the USA on OPT if you have received your EAD card AND have secured employment:

If you plan to travel while on OPT (after you graduate) you will need the following:

1. Valid visa
2. I-20 (must be signed for travel by a designated official in the SEVIS office)
3. Valid Passport
5. Letter from Employer authorizing you to travel and verifying you will work there before and after travel.

The company letter should include the following:

a. Must be on company letterhead (includes name of company, address, and phone number)
b. Must be signed by the employee’s supervisor
c. Must use the name of the student as presented on the EAD card/I-20 or passport
d. Must provide the travel dates, employee’s position title, and expected date of return to employment or start date of employment.