



Optional Practical Training (OPT) Student Responsibilities Agreement

OPT RESPONSIBILITIES:

While engaged in a period of authorized post-completion Optional Practical Training (OPT), I acknowledge that I must comply with the following reporting requirements:

Report within 10 days of this occurrence:

- Change of address
- Initial employment via SEVIS portal
- Change of employment
- Multiple employers via SEVIS portal
- Loss or termination of employment
- Departing the U.S
- Change of status classification (ex. F-1 to H-1B)
- Change in legal name (as it occurs in my passport)

For your protection, please keep a record of all reports made to the DSO.

I understand that USCIS must receive my OPT application within 30 days of the DSO/PDSO recommendation in SEVIS.

I understand that I shall only look for and accept employment that is directly related to my field of study as listed on my I-20.

I understand that I must update OPT employment via the SEVIS portal with 10 days of adding/changing employment.

I understand that F-1 status is dependent on employment while on OPT; I may not accrue an aggregate of more than 90 days of unemployment while on post-completion OPT.

I understand that OPT employment does not have to be paid, but volunteer or unpaid opportunities related to field of study do need to be reported in order to avoid accrual of unemployment. Unpaid work must not violate any labor laws.

I understand that the U.S Department of Homeland Security (not CFK) will be responsible for determining if my status has been violated by exceeding the permissible period of unemployment. They may deny future immigration benefits and/ or they may terminate my SEVIS record if I fail to maintain the proper period of employment.

I understand that if I maintain status on OPT I am allowed 60 days after the expiration of the EAD to remain in the U.S for the purpose of preparing for departure, to change education levels at the same school, to transfer out, or apply for a change of status.

I understand that transferring to another school or beginning study at another education level automatically terminates any remaining portion of OPT.

I understand full time employment is twenty (20) or more hours per week.

I understand that it may be risky to study while on OPT. Any study should be part-time, non-degree seeking, and incidental to status.

I understand all OPT documentation (receipt notice, Request for Evidence (RFE), approval notice, and EAD card), must be brought to Enrollment Services to copy for my immigration file.

I understand that travel should be discussed with an advisor and re-entry cannot be guaranteed.

I understand that once my academic program is completed I am no longer eligible for on campus employment.

I understand that CFK's DSO/PDSO may provide general information regarding application materials, but the student is ultimately responsible for the application and the outcome of the application. The student is not eligible for F employment until the work authorization (EAD) card is valid and in the possession of the student. I understand that CFK's DSO/PDSO is not responsible for the outcome of my application.

CERTIFICATION OF RESPONSIBILITIES:

I certify I understand the above stated responsibilities that are required of me while engaged in optional practical training (OPT). I agree to provide to CFK's DSO/PDSO the required information stated above and understand that failure to do so can result in a violation of F-1 status and subsequent termination of my SEVIS record.

CFK ID# Print Name Signature Date

Important: please retain this copy for your records, do not discard

Return form to the International Student Office:
The College of the Florida Keys
5901 College Road, Key West, FL 33040
international.students@cfk.edu