Optional Practical Training Memo

For Post-OPT applicants ONLY

TO: International Students and Scholars Center

FROM: ____________________________

Name ____________________________

ASU Affiliate ID __________________

SEVIS ID _________________________

Student admission # on I-94 __________________________

Telephone # _______________________

Passport Expiration Date _________________________

Major ____________________________

Degree Level ______________________

Please use the formula below to choose the START DATE of your OPT:

\[
\begin{align*}
\text{Completion Date} & \quad + \quad 60 \text{ days} = \\
\text{End of Grace Period} & \quad \text{indicate OPT Start Date Here} \\
\text{mm/dd/yyyy} & \quad \frac{\text{mm/dd/yyyy}}{\text{mm/dd/yyyy}}
\end{align*}
\]

Date must be between A and B

Please use the formula below to choose the END DATE of your OPT:

\[
\begin{align*}
\text{OPT Start Date} & \quad + \quad \frac{12 \text{ Months}}{\text{mm/dd/yyyy}} - \\
\text{OPT End Date} & \quad \text{Pre OPT days on EAD Card or any amount you wish not to use} \\
\text{mm/dd/yyyy} & \quad \text{mm/dd/yyyy}
\end{align*}
\]

I understand that:

- While on post-completion OPT my F-1 status is dependent upon employment.
  - Note: For OPT purposes, employment can be paid or unpaid positions (volunteer/internship) as long as it is at least 20hrs/wk and the employment is related to my field of study.
- I cannot accrue a total of more than 90 days of unemployment during the OPT period.
  - 90 Days begin from start date shown on EAD card.
- I will submit a copy my EAD card to the ISSC upon receipt.
- I will work only in the fields directly related to my primary academic major.
- I will report my employment information to the ISSC, including any period of unemployment and/or employment updates through My ASU website.
- I will report any residential address to the ISSC within 10 days of move through My ASU website.
- It is my responsibility to check my ASU email account for immigration updates in order to maintain status. I have an activated ASU email account and I am committed to check emails periodically to ensure I read all ISSC messages.

I have read and understand the above information on the post-completion OPT provided by the International Students and Scholars Center at Arizona State University. I understand that any instance of non-compliance of the above may jeopardize my immigration status.

____________________________________  _______________________
Signature Date

February 2016