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:

\[
\text{Completion Date} + 60 \text{ days} = \text{End of Grace Period}
\]

\[
\frac{\text{Completion Date}}{\text{mm/dd/yyyy}} + 60 \text{ days} = \frac{\text{End of Grace Period}}{\text{mm/dd/yyyy}}
\]

\[\text{Indicate OPT Start Date Here} \quad \text{mm/dd/yyyy}\]

Date must be between A and B

• If you have employment waiting for you, use that date but know it must be between A and B

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

\[
\text{OPT Start Date} + \left( 12 \text{ Months} - \frac{\text{Pre OPT days on EAD Card}}{\text{mm/dd/yyyy}} \right) = \text{OPT End Date}
\]

\[
\frac{\text{OPT Start Date}}{\text{mm/dd/yyyy}} + \left( 12 \text{ Months} - \frac{\text{Pre OPT days on EAD Card}}{\text{mm/dd/yyyy}} \right) = \frac{\text{OPT End Date}}{\text{mm/dd/yyyy}}
\]

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