

OPT Memorandum of Understanding

While on Optional Practical Training (OPT) you remain in active F-1 status at WSU. To maintain status, it is critical for international students on OPT to abide by the regulatory information cited below.

Once OPT has started and you secure employment, it is a regulatory requirement to report your employment details within 10 days through one of the following methods:

- Submitting a completed *OPT Employment Form* to iss@wichita.edu (form available on our website)
- Creating and updating your SEVP Portal account (see SEVP Portal Student User Guide for more information). We strongly recommend reporting employment information directly to our office via the *OPT Employment Form* and using the SEVP Portal as a tool to ensure the accuracy of the information recorded in SEVIS. Use of the portal does not eliminate the requirement to send evidence of the relationship between your job and major field of study to OIE.

While on OPT you must report the following changes within 10 days:

- Changes of legal name should be reported by submitting a copy of your updated passport to International Education.
- Changes of address must be reported in one of three ways. Either (1) online through the Change of Address link on the International Education website, (2) by submitting the *OPT Employment Form* to International Education, or (3) through the SEVP Portal. In addition, you also need to update your address in the WSU database directly by updating your myWSU account.
- Changes in employment must be reported by submitting a completed *OPT Employment Form* to OIE; or through the SEVP Portal. Use of the portal does not eliminate the requirement to send evidence of the relationship between your job and major field of study to OIE.

The following rules are important to ensure you properly maintain status while on OPT:

- Undergraduate and coursework-only graduate students must complete degree requirements by the I-20 program end date. If your program completion is delayed after applying for OPT, contact our office immediately.
- Thesis/project/dissertation graduate students must continue to make progress towards their degree. Failure to complete the terminal activity by the end of OPT (or STEM OPT, if eligible) is considered a violation of status.
- You must wait until you receive your OPT card and the date is valid before beginning employment.
- F-1 status while on OPT is employment-dependent. A student on OPT may not accrue more than 90 days of unemployment during their 12-month OPT period.
- All employment performed during OPT must be in your field of study. You may have multiple jobs, as long as all positions are relevant to major. All employment must be reported as explained above.
- You must work full-time while on OPT; which is defined by USCIS as 20 hours per week or more. There is no limit to the number hours you may work while on OPT.
- Employment may be paid or unpaid work, but should not violate any Department of Labor rules.

I understand the regulatory requirements listed above and agree to provide the information to International Education at Wichita State University within the specified time frame. **If I use the International Education mailing address on my OPT application, I consent to International Education opening all relevant correspondence sent to me from USCIS (i.e. receipt notice, approval notice, EAD, etc.) and making photocopies of documents for my file.**

Name _____ WSU ID _____

Signature _____ Date _____

WSU E-mail _____@shockers.wichita.edu Phone _____

My requested OPT start date is: _____*

* Choosing a start date is discussed in the OPT Tutorial. If you have questions about selecting a date, please contact ISS.