

# 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:

$$\left( \frac{\text{A} \text{ Completion Date } mm/dd/yyyy}{+ 60 \text{ days}} = \frac{\text{B} \text{ End of Grace Period } mm/dd/yyyy} \right) \blacksquare \frac{\text{Indicate OPT Start Date Here } mm/dd/yyyy}{\text{Date must be between A and B}}$$

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

Dates of OPT

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

$$\frac{\text{OPT Start Date } mm/dd/yyyy}{+ \left( \frac{12 \text{ Months } mm/dd/yyyy}{- \frac{\text{Pre OPT days on EAD Card } mm/dd/yyyy}{\text{or any amount you wish not to use}}} \right)} = \frac{\text{OPT End Date } mm/dd/yyyy}$$

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