



Updated: Feb 2022

12 Month Post-Completion Optional Practical Training (OPT) Request Form

PLEASE PRINT OR TYPE

FIRST NAME: _____ LAST NAME: _____

WPI ID #: _____ Major/Department: _____

Degree: BS ☐ MS ☐ PHD ☐ Expected Completion date: _____

Non-WPI Email: _____ Telephone #: _____

Proposed employment for OPT (describe what kind of jobs you are looking for, and how it relates to your major): -- *This must be filled out, even if you don't yet have a job offer

Employment must be directly related to your major area of study

OPT beginning date: _____ (MM/DD/YYYY) OPT end date: _____ (MM/DD/YYYY)

OPT Employer/Company name (if known): _____

Company EIN (Employer ID Number for Federal Tax, if known): _____

Supervisor name, email, and telephone # (if known):

Company Address: _____

City: _____ State: _____ Zip code: _____

Please be aware that it is *YOUR RESPONSIBILITY* to inform the International House of *ANY CHANGES* in your employment situation.
You can do this through the [OPT UPDATE FORM](#)

Student Signature

Date (MM/DD/YYYY)



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OPTIONAL PRACTICAL TRAINING

Information for WPI Students on 12 Month OPT

While on Optional Practical Training (OPT) you remain in F-1 non-immigrant status and you must have a valid I-20 form and a valid I-94 with the D/S notation.

Travel on OPT

If traveling while on OPT, you must have:

- 1) Valid passport,
- 2) Valid F-1 visa for your return,
- 3) Recently signed I-20 form,
- 4) Your Employment Authorization Document (EAD Card), and
- 5) Proof of employment/offer letter or paystubs from your work in order for you to re-enter the US in your F-1 OPT status.

*If your visa has expired, you can apply for a new F-1 student visa from a US Consulate abroad with the same documentation as mentioned above. Please note, do not show any documents which discuss applying for an H-1B, as F-1 student visas are non-immigrant intent.

Reporting Requirements

While on your initial 12 months of post-completion OPT you are required to report the following information to the International House. [You can do this through our OPT Update Form on the IH website](#)

- Any change of your US address
- Name and address of your OPT employer, and any change in employment such as
 - Starting a new job, leaving a job, change of company address, etc

Limited Periods of Unemployment to Maintain Status

- During post-completion of OPT, F-1 status is dependent upon employment.
- Students may not accrue an aggregate of more than 90 days of unemployment during the 12-Month post-completion OPT carried out under the initial post-completion OPT authorization.

By signing below, you acknowledge that you have read the above information, including your reporting requirements to the International House. Please keep a copy of this for your files and to serve as a reminder.

Student Signature

Date (MM/DD/YYYY)