ACKNOWLEDGEMENT OF RESPONSIBILITIES FOR MAINTAINING F-1 STATUS WHILE ON POST-COMPLETION OPT

There are several important rules with which you must comply while on post-completion OPT in order to maintain your F-1 status. Please read them carefully and sign the Acknowledgement below that you understand these responsibilities.

1) You may work only within the dates for which your EAD authorizes you. You must have the EAD card IN HAND to begin working.
2) ALL employment must be related to your degree program.
3) During post-completion OPT, your F-1 status is dependent on employment. You may not accrue more than 90 days of unemployment during the dates specified on the EAD.
4) SEVP strongly recommends that you “maintain evidence—for each job—of the position held, proof of duration of that position, the job title, contact information for [your] supervisor or manager, and a description of the work.”
5) Beginning a new course of study or transferring U.S. schools automatically terminates OPT employment.
6) You MUST NOTIFY THIS OFFICE OF:
   - Your home/residential address
   - Name and address of employer
   - Employer EIN (Employer Identification Number) -- nine digit number employers are assigned for Federal tax purposes
   - Your official job title and description of duties (how the position is related to your major/concentration at Hamilton).
   - Beginning and end dates of employment
   - Are you working more than 20 hours a week? How many hours?
   - Your supervisor's full name, phone number and email address.
   - Any interruptions of employment
7) You also MUST REPORT TO OUR OFFICE WITHIN 10 DAYS of making the change:
   - Change of name (provide proof of your updated passport noting the change)
   - Change of home/residential address
   - Change of name and/or address of employer along with other information (see #6 above)

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ACKNOWLEDGEMENT

I have read and understand the requirements of the Department of Homeland Security for maintaining my F-1 student status while I am on post-completion OPT.

Name (please print)

Signature

Today’s date

09/11/2018