International and Study Abroad Services
University of La Verne

Important Reminders for International Students on Optional Practical Training (OPT)

1. Maintain your F-1 status while on OPT
   OPT is an F-1 student benefit. You continue in F-1 status as long as you are on OPT.

2. OPT Reporting Requirements
   While you are on OPT, you are required to report the following to the ISAS within 10 days of any change: name or U.S. home address, name or address of employer, loss of employment. ISAS is required to enter this information in SEVIS. Report changes in this information to ISAS at http://www.laverne.edu/isresources by scrolling down to “Forms” 8.2. “OPT Change of Address and/or Employment Form.” To ask questions re. OPT, please email opt@laverne.edu

3. OPT Employment must be both authorized and in your field of studies
   Employment is authorized to begin once your OPT start date has passed and you have received your Employment Authorization Document (EAD card). OPT employment must provide practical training experience in your field of studies. For example, if you completed your degree in Music, you are to be employed in a job giving your experience in music, not as an accountant.

4. Obtaining a Social Security Card for OPT Employment
   You are eligible to apply for a Social Security Card once the start date of your OPT has passed. Bring your EAD card, I-20 requesting OPT, valid passport, F-1 visa, I-94, U.S. issued Driver License (if you have one), and ID issued by your home country government (birth certificate, Driver License, Military ID, or government ID card), and your local U.S. address. You can apply at any Social Security Office. The office in Glendora is most familiar with La Verne students. Cards are generally mailed to your home address about two weeks after you file the application. For more information re. F-1 international students and Social Security go to http://ssa.gov/pubs/10181.html

5. Limited Periods of Unemployment Permitted to Maintain Status
   During OPT, your F-1 status is dependent upon employment. A student on OPT fails to maintain F-1 status once he/she has accrued a total of more than 90 days of unemployment. You must keep a record of the dates you are unemployed. It is also your responsibility to keep the name and address of your employer and/or loss of employment current in SEVIS by communicating with ISAS (see #2 above).

6. Be certain you have Medical Insurance
   Your La Verne Medical Insurance terminates on the day of your last final exam at La Verne. We advise you to carry sufficient medical insurance for emergencies as long as you remain in the U.S. A list of some companies offering student policies is available from the ISAS website http://www.laverne.edu/students/international-study-abroad-center/study-abroad/insurance-companies

7. Carry proper documents when you Travel outside of the U.S. and re-enter the U.S.
   7a. If you travel outside the U.S. after completing your studies at La Verne, but before your OPT Start date, you will need the following documents to re-enter the U.S.: i) passport valid for at least 1 year, ii) current F-1 visa, iii) I-20 authorizing you to apply for OPT, iv) current travel authorization signature on your I-20, v) I-797 Notice of Action indicating your WAC number and indicating that your OPT request is pending OR your EAD card.

   7b. If you travel outside the U.S. after your OPT start date, you will need the following documents to re-enter the U.S.: i) Passport valid for at least 6 months, ii) current F-1 visa, iii) I-20 authorizing you to
apply for OPT, iv) current travel authorization signature on your I-20, v) your EAD card, vi) a letter from your employer on company letterhead indicating your position in the company and that you are traveling and are expected to return to the U.S. to resume your employment with the company, vii) your most recent pay stub (receipt of payment from the company you work for).

8. From the ISAS E-Letter
ISAS will continue to communicate immigration updates and other important information to you at your @laverne.edu email address through the ISAS E-letter. Read the E-letters regularly to be certain you are aware of changes that may affect you and your F-1 status. You can also access the E-Letter at http://www.laverne.edu/isservices

9. How to end your OPT early
If you decide to end your OPT before the end date on your EAD card and I-20, please contact ISAS. It is important that your SEVIS record be attended to so that you will not have difficulty obtaining a U.S. visa in the future.

10. What to do after OPT ends
When your OPT ends, you have 60 days to do one of the following:
* depart the U.S.
* change to another visa status, such as H-1B
* transfer out from La Verne to another educational institution to begin a new program of studies, and be issued a new I-20 for the new program OR be issued a new I-20 by La Verne to begin a new La Verne program of studies

Questions
If you have questions, please contact the ISAS (909)593-3511 Ext. 4331 or opt@laverne.edu