



Miami: International Student Office/PDSO | Email: international-students@albizu.edu | Phone: (+1) 305-593-1223, ext. 3244

Albizu University OPT Compliance Form

STUDENT INSTRUCTIONS: The United States allows eligible international students the opportunity for on-the-job training in their fields, both during their programs and immediately after graduating. The list below outlines the primary responsibilities of international students for maintaining legal status in the United States while engaged in Optional Practical Training (OPT). Please review it and then sign to certify that you understand the contents. Return the completed original form (no copies, faxes, or scans will be accepted) to the International Student Office.

In order to engage in OPT as an international student, you must:

1. Have been a full-time student for one academic year in any program other than English as a Second Language.
2. Engage in paid employment, volunteer work, or an unpaid internship that relates to your major area of study.
3. Have not already used all of the practical training (12 months per academic level) available at your current level of study.
4. Have not concurrently been authorized for 12 months or more of full-time Curricular Practical Training (CPT).
5. Submit your application while still engaged in your degree program and undertake the program while you are still in the United States.
6. Have a valid Employment Authorization Document (EAD) from the U.S. government and provide a copy to your Albizu University PDSO/DSO.
7. Work only between the start and end dates specified on the EAD.
8. Apply for a U.S. Social Security Number if you receive financial compensation of any kind.
9. Keep complete records of your employment or volunteer history, including dates and hours worked, paystubs (if applicable), and letters from employers verifying paid or volunteer work.
10. Report any legal changes (such as name change, new residential or mailing address, employment, loss of employment, and departure from the United States) by email to your Albizu University PDSO/DSO within 10 days of the event.
11. Report the following information to your PDSO/DSO (even if there are no changes) by email every six months, starting on the approved start date on your EAD and ending no later than the approved end date: (1) full legal name, (2) SEVIS ID #, (3) current mailing and residential address, (4) name and address of current employer.

Note that you may only have 90 days of unemployment while on OPT. You must report any employment to your PDSO/DSO so that the information can be input into SEVIS. If you have 90 consecutive days without reporting any employment, your OPT authorization will be automatically terminated by the U.S. government. If you transfer to another university in the United States or start a new course of study, you also will have your OPT authorization automatically terminated.

Student Information	
I have read and understood the above-listed requirements and agree to follow all of them in order to remain in compliance with F-1 OPT laws and regulations. I understand that I may be denied future immigration benefits if I fail to comply with the requirements during the OPT authorization period.	
Signature	Date (mm/dd/yyyy)
Name (Print)	Albizu University Student ID #
Email Address (during OPT period)	Phone Number