

What Is Post-Completion OPT?

- Post-Completion Optional Practical Training (OPT) allows F-1 visa students to work off-campus (paid or unpaid) for up to 12 months after degree completion in work that is pre-approved by Delta State University and directly related to the student's recently completed degree program.

What type of visa/immigration status does the student have while on Post-Completion OPT?

- The student will remain on his/her F-1 visa status, and Delta State University will continue to host the F-1 visa throughout the Post-Completion OPT period.

What does an employer need to do in order to hire an international student on Post-Completion OPT?

- The employer/company representative will need to sign/date this form, verifying he/she read, understands, and agrees to follow all guidelines required by DSU and US Customs & Immigration Services (USCIS). The signed form will need to be submitted to DSU International Services, along with an employment request letter.
 - Letter must be on official company letterhead and the information indicated on the attached sample letter. DSU can accept a scanned copy of the signed form and letter temporarily for quick processing if emailed directly from employer to [Elise Mallette](#), Coordinator of International Student Services, and the hardcopy documents will need to be mailed to DSU within 10 days of the DSU-approved employment start date.
- Please allow at least 3-5 business days for employment review and processing. Once approved, Elise will email the student and employer to verify approval and a screenshot employment section of the updated I-20, confirming approved employer and start/end dates.
- **Employment, paid or unpaid, may not begin until approval has been verified in SEVIS by DSU and the updated I-20 has been submitted with the employer listed on page 2.**

If the student will not receive payment, will the work (internship) need to be pre-approved by DSU and meet Post-Completion OPT guidelines?

- **Yes.** F-1 visa guidelines require DSU pre-approval for any off-campus work/internship/employment, no matter if the work is paid or unpaid.

How many hours per week are required for full-time and/or part-time Post-Completion OPT?

- Full-Time = 20 or more hours per week/Part-Time = 19 or less hours per week

When will the international student be eligible to begin working while on Post-Completion OPT?

- The student must receive each of the following before he/she will be able to begin lawful employment, paid or unpaid:
 - Official Employment Authorization Document (EAD card)
 - Updated I-20 from DSU, verifying employer approval and employment start/end date
 - Elise will email the employer and student a copy of employer approval section once approval is granted.

What happens if an international student participates in work that has not been pre-approved?

- Any work, paid or unpaid, that has not been pre-approved by DSU will be considered unlawful (illegal) and is grounds for automatic F-1 visa/OPT status termination and immediate deportation by Department of Homeland Security (DHS).

Does employer need to update DSU International Services if there are any changes to the previously approved work?

- Yes. The employer will need to notify Elise within 10 days if there are any changes to the following: hours per week, title, duties, employment status, etc.

Can the international student continue working with pre-approved employer once the Post-Completion OPT has ended?

- The employer would need to be willing to host the international student's work visa (H1b) in order for the student to be eligible to continue lawful employment after the OPT end date indicated on the I-20 and EAD card
- Please contact Elise for more information and assistance.

By signing below, I verify that I have read, understand, and agree to follow all DSU and USCIS guidelines pertaining to Post-Completion OPT employment.

Employer Signature: _____

Date: _____

OPT Student Signature: _____

Date: _____

Letter should be printed on official company's letterhead and signed by the company owner/supervisor. DSU can temporarily use a scanned copy of letter/signature form if emailed directly from employer to Elise Mallette, Coordinator of International Student Services, emallette@deltastate.edu, and the official hardcopy documents will need to be submitted to DSU International Student Services by mail.

- Once employment is approved, Elise will email employer and student a copy of page 2 of the I-20, verifying employment approval and the official employment start date.
- Please be aware that the student cannot legally begin working (paid or unpaid) until work has been pre-approved (indicated on I-20) and the student has received the EAD card. Failure to abide by OPT guidelines will result in automatic F-1 visa/OPT termination and deportation by Department of Homeland Security.

(Date)

Sample Letter

Ms. Elise Mallette
International Student Services
Delta State University
1003 W Sunflower Road
DSU Box 3232
Cleveland, MS 38733

Dear Ms. Mallette:

(Student Name) is a recent international graduate from Delta State University, who completed (his/her) (undergraduate/graduate) degree in (major) on (date). (He/she) is currently requesting OPT through (organization) and will be working as (position title) from (start date) through (end date) for (#) hours per week at (rate) per hour. Duties will include:

- (list all duties).

As an employer, I feel the duties listed above directly relate to the (major) program (how/why).

Please contact me at (662)???-???? or (email) if you have any questions.

Sincerely,

(Handwritten Signature)

(Name),

(Title)