Optional Practical Training (OPT) Employer Information
Please have your employer complete this form and return it to the OPSU International Students Office.

Employee’s Name__________________________________________________________

To be completed by Employer:
Employer Name____________________________________________________________

Employer Address__________________________________________________________

Supervisor Name____________________________________________________________ Supervisor
Phone Number______________________________________________________________

Will the employment be (circle one):

Full-time
Part-time

Explain how the job experience is related to the student’s degree:
__________________________________________________________
__________________________________________________________
__________________________________________________________

Employer Signature_________________________ Date______

This form must be submitted to the International Office within 10 days or earlier of the start date of employment.

Mail, fax, or email to: International Students Office
Oklahoma Panhandle State University
PO Box 430
Goodwell, OK 73939
(580)349-1314 Fax: (580)349-1311
liz@opsu.edu
Optional Practical Training (OPT) Information for the Employer

- Please note that this employee/student may not begin employment until the start date issued on the Employment Authorization card. OPT employment is also limited to 12 months unless the employee/student is eligible to apply for a STEM extension.

- Employers must visit the U.S. Citizenship and Immigration Services website at http://www.uscis.gov/portal/site/uscis to confirm the new hire’s legal working status known as e-verify. There should be a link on this homepage that takes you to e-verify.

- If at any time you terminate this employee/student’s employment, please notify the OPSU International Students Office immediately.