

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.