



The City University of New York

International Students Office
Division of Student Affairs
Phone: (212) 772-4864

Dear student:

According to new Immigration rules for students holding F-1 status/visa engaging in Optional Practical Training must be working, and not spend more than three months out of the twelve months OPT date period unemployed. The employment can be paid or non-paid (volunteer) and the very moment that you have an employment, you must contact us with information about your employer and beginning date at the job. Similarly, if you have left the employment place that you provided us with, you must contact us and let us have the information about your new employer and the beginning date of employment there. Also, let us know when you have stopped engaging on Optional Practical Training.

For example, you can let us know that you are:

- No longer working because you have transferred your SEVIS I-20 to another school or started a new program
- Change of status from F-1 to _____ status
- Returning back home
- Other _____ (Please specify)

This needs to be done so that you are not faced with any problems with ICE (Immigration and Customs Enforcement)

On the other side of this paper is the **OPT validation form**. Please fill it out and submit it to the staff of the International Students Office or E-mail it to us with your last name and first name in the subject line at intlss@hunter.cuny.edu

Along with a **scan copy of your Employment Authorization Card** (front and back)

or mail these two items to us:

*Hunter College
695 Park Avenue, Room 1109 HE
New York, NY 10065
Attention: International Student Office staff*

Please get this done as soon as possible. We must have this information in our office at least two weeks before the 3 months grace period.

If you failed to provide us with an OPT validation form filled out with your place of employment...you will automatically fall out of status.

If you need another Optional Practical Training validation form, you can make a request by e-mailing us at intlss@hunter.cuny.edu and we will attach it to you.

Please remove this page from the OPT package and keep it on a safe place until you are ready to provide us with the information.

Turn this page over →



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Optional Practical Training Validation Project

Information about the applicant engaging in Optional Practical Training.

Last Name:	Middle Name:
First Name:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
E-mail Address:	U.S. Phone Number:
Social Security #:	SEVIS #: N000 _____
U.S. Address: _____ (Name and street address, [apt # , if applicable] in this line)	
City:	State: _____ Zip Code: _____

Employment Authorization Card for OPT Information

A#	Card #
Card valid from:	Expires:

Please provide information about all the employer(s) that you have had while engaging in Optional Practical Training , in chronological order

Name of Business:	Name of Supervisor:
Address of Business:	
City:	State: _____ Zip Code: _____
Beginning date of Employment: ___/___/_____	Ending date of employment: ___/___/_____
Name of Business:	Name of Supervisor:
Address of Business:	
City:	State: _____ Zip Code: _____
Beginning date of Employment: ___/___/_____	Ending date of employment: ___/___/_____
Name of Business:	Name of Supervisor:
Address of Business:	
City:	State: _____ Zip Code: _____
Beginning date of Employment: ___/___/_____	Ending date of employment: ___/___/_____

Your Initial: _____

Please submit the form electronically to BOTH of the following E-mail addresses
intlss@hunter.cuny.edu or iris.aroyewun@hunter.cuny.edu