

OPT Applicant: Please give this letter to your current employer

Dear Human Resources Representative:

The US Department of Homeland Security published an interim final rule in the Federal Register, Vol. 73/No. 68, Tuesday, April 8, 2008 which allows eligible F-1 students with a Bachelor's, Master's or Ph.D. in specific STEM (Science, Technology, engineering and Math) fields to apply for a 17 month extension of their OPT, for a total of 29 months.

In order to comply with this rule, the student needs to submit, to our office, ***a letter from their employer, printed on letterhead with original signature***, regarding their employment. The following information **MUST** be provided in this letter:

- Student name
- Student date of birth
- Student job title
- Current period of employment
- Proposed duration of extension request
- Current address of the student worksite
- Your company name as it appears on the E-Verify System
- Your company E-Verify ID number
- Your company address
- Your company telephone and fax number
- The student's supervisor name, telephone and Email address

In addition, **employers must agree** to report the termination or departure, of the OPT employee, to our office within 48 hours. A student shall be considered departed if they have not reported for work for 5 consecutive business days without your consent, or if you know they have left your employment, whichever occurs earlier. ***Please include a statement indicating this agreement in the letter.***

To report the termination or departure of the student, or if you have any questions, do not hesitate to contact me.

Sincerely,

Esther

Esther Gunel, Associate Director
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