

# BRADLEY

UNIVERSITY

## OPT DATA VALIDATION FORM

Name: \_\_\_\_\_  
(Family Name) (First Name)

Change in address: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

BU ID# \_\_\_\_\_ SEVIS #: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Visa Type (Circle): F-1 Employment Job Title: \_\_\_\_\_

Birth date: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Employed \_\_\_\_\_ Self-employed \_\_\_\_\_ Not Currently Employed \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer Contact Person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

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*Official Use Only:*

OPT Data Validation SEVIS Comment:  
\_\_\_\_\_  
\_\_\_\_\_

DSO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OPTIONAL PRACTICAL TRAINING**  
**Reporting Periods of Employment and Unemployment**

Students are encouraged to report changes in employment to the PDSO as soon as possible. SEVP recommends that students report changes within 10 business days of the change to avoid situations where a Department of Homeland official may determine the student is out of status.

The following table suggests the best way to report employment or a change in employment.

Situation	Report
New job	<ul style="list-style-type: none"> <li>• Name of the employer</li> <li>• Start date of employment</li> <li>• Mailing address for the employer</li> </ul>
Change to a new job	<ul style="list-style-type: none"> <li>• Name of the previous employer</li> <li>• Ending date of the employment with the previous employer</li> <li>• Name of the employer</li> <li>• Start date of employment</li> <li>• Mailing address for the employer</li> </ul>
<a href="#">Multiple short-term gigs</a> in one period with less than 10 days between gigs	<ul style="list-style-type: none"> <li>• Report at the beginning of the first gig and indicate “Multiple short term gigs”</li> </ul>
<a href="#">Work for hire</a> (start)	<ul style="list-style-type: none"> <li>• Indicate “Self-employed work for hire”</li> <li>• Indicate the start date of the contract</li> </ul>
Work for hire (ending more than 10 days between the end of one contract and the beginning of another contract or a new job)	<ul style="list-style-type: none"> <li>• Indicate “Self-employed work for hire”</li> <li>• Indicate you have no current contract</li> <li>• Ending date of the last contract worked</li> </ul>
More than 10 days of unemployment	<ul style="list-style-type: none"> <li>• Indicate “unemployed”</li> <li>• Ending date of last job</li> </ul>
<a href="#">Self-employed business owner</a> (start)	<ul style="list-style-type: none"> <li>• Indicate “Self-employed business owner”</li> <li>• Indicated date went into business</li> </ul>
Self-employed business owner (end)	<ul style="list-style-type: none"> <li>• Indicate “Self-employed business owner”</li> <li>• Indicate date business closed or student no longer worked for the business full-time</li> </ul>
Student decides to exit the United States and complete his or her F-1 status prior to the end date of OPT	<ul style="list-style-type: none"> <li>• Indicate “Completing OPT and exiting the United States”</li> <li>• Date of exit</li> </ul>

### **Unpaid Employment**

Students may work as volunteers or unpaid interns, where this does not violate any labor laws. The work must be at least 20 hours per week for students on post-completion OPT. Student must be able to provide evidence from the employer that the student worked at least 20 hours per week during the period of employment.

**Students on post-completion OPT may have up to 90 days of unemployment.**

### **What counts as time unemployed?**

**Students on post-completion OPT may have up to 90 days of unemployment.** Each day during the period when OPT authorization begins and ends that the student does not have qualifying employment counts as a day of unemployment. The only exception is that periods of up to 10 days between the end of one job and the beginning of the next job will not be included in the calculation for time spent unemployed.

### **Consequences of Exceeding the Period of Unemployment**

A student who has exceeded the period of unemployment while on Optional Practical Training violates his or her status unless he or she has taken one of the following actions:

- Applied to continue his or her education by a change of level or transferring to another SEVP-certified school
- Departed the United States
- Taken action to otherwise maintain legal status i.e. an approved change of status to another visa category

PDSO/DSOs are **not** responsible for determining if a student has exceeded the limit of unemployment time while on OPT. The Department of Homeland Security (DHS) will determine if the student has violated his or her status by exceeding the permissible unemployment period. Students may be denied future immigration benefits that rely on the student's valid F-1 status if DHS determines that the student exceeded the limitations on employment.

If you have questions, please contact Frances Jones, PDSO, Director, Romeo B. Garrett Cultural Center, office of Multicultural Student Services, 309/677-2646, [fjc@bradley.edu](mailto:fjc@bradley.edu)