

EMPLOYMENT VERIFICATION AND REPORTING AGREEMENT For Employers of F1 Optional Practical Training (STEM) Students

On April 8, 2008 the Department of Homeland Security (DHS) extended the amount of time that students completing degrees in certain Science, Technology, Engineering and Mathematics (STEM) majors, may be engaged in Optional Practical Training (OPT). Students who are already in an approved 12 month period of OPT may apply for an additional one time extension of 17 months of OPT for a total of 29 months upon completion of their degree.

The new rule states that a student's F-1 status is dependent upon employment. Students approved for OPT after April 8, 2008 may not be unemployed for an aggregate duration of more than 90 days in their initial 12 month period of employment authorization. During the 17 month extension, the limit on unemployment is raised to an aggregate of no more than 120 days total that is applied to the entire 29 month period the student is on post-completion OPT.

Employers must agree to report the termination or departure of an F-1 OPT employee during the 17 month extension to a Designated School Official (DSO) at the University of Louisville, who will then report this in the Student Exchange Visitor Information System (SEVIS). The student whose name appears below has indicated employment at your organization. Please verify the employment and certify your responsibility as an employer for the DHS reporting requirements.

The DSO's at the University of Louisville are Barbara Jones, Thomas Beard, and Sharolyn Pepper. In the event of any change in the status of the student's employment you must contact one of them by e-mail at intcent@louisville.edu, or by telephone at (502) 852-6604, or by mail at International Center, University of Louisville, Louisville KY 40292.

Please type or print clearly:

Student's Name: _____ Student's Title or Position: _____

Supervisor's Name: _____ Supervisor's Email: _____

Company Name: _____

Everify Number: _____

Company Street Address: _____

City: _____ State: _____ Zip: _____

I agree to inform one of the above DSO's at the University of Louisville within 48 hours of a student engaged in the 17 month OPT extension who departs our employment or is terminated from our employment. According to the regulations a student will also be considered terminated by the employer when the student has not reported for work for five consecutive business days without the approval of the supervisor.

Supervisor's signature

Date

Please keep a copy for your records and fax or e-mail a signed copy of this form to the address below:
International Center, University of Louisville, Louisville, KY 40292
Web: <http://louisville.edu/provost/intcent/> Phone: 502-852-6602 Fax: 502-852-7216
E-mail: intcent@louisville.edu