

OPT Documentation of Full-Time Unpaid Hours

Post-completion OPT must be “full time.” USCIS defined “full time” as 20 or more hours per week. Typically, the hours per week worked is documented by pay stubs (pay checks), but for students who do not receive these, another way of documenting the “full time” work is necessary.

- **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. **These students must be able to provide evidence from the employer that the student worked at least 20 hours per week during the period of employment.**

Please note that USCIS permits up to 90 days of unemployment (either before starting your job, or between jobs if you leave one job and start another job while on OPT). The 90 days of unemployment does NOT include regularly permitted weekends or normal vacation time for employees.

If you are on *unpaid* post-completion OPT, please document your weekly hours:

Week starting ___/___/___	Approximate number of hours worked (must be 20+)
1	
2	
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Week starting ___/___/___	Approximate number of hours worked (must be 20+)
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Please certify and sign this form at the end of OPT employment to certify that the documented hours (above) are accurate. You do not need to submit this form to your International Student Advisor, but please keep it for your records to prove in the future (if asked) that you were on full time post-completion OPT.

OPT Student Name _____ **Signature** _____ **Date** _____

Supervisor Name _____ **Signature** _____ **Date** _____