

## Responsibilities while on OPT

1. The employment must be directly related to the student's program of study.
2. The work must be at least 20 hours per week.
3. The student may not be unemployed for an aggregate of more than 90 days.
4. The regulations require a student to report any changes of name, address, or interruption of employment to the DSO during the 12 months of OPT.

## Northwestern Health Sciences University Contact:

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## International Students

Instructions and Checklist



**Northwestern Health  
Sciences University**

**Enrollment Support Services**

Office of Student Affairs



2501 West 84th Street, Bloomington, MN 55431

[nwhealth.edu](http://nwhealth.edu)

[nwhealth.edu/international-students](http://nwhealth.edu/international-students)



## Important reminders for all F-1 Students

1. Keep your Form I-20 and I-94 card in a safe place. Do not lose or damage them.
2. Bring your Form I-20 to Student Affairs every 10 months for the current administrative signature to show you are a currently enrolled student.
3. You must have your Form I-20, I-94 and passport with you when you travel outside the country and then return to the United States.
4. It is your responsibility to inform the designated school official (DSO) of the following changes or situations:
  - Name change;
  - Address change;
  - Illness affecting attendance or enrollment; and
  - Academic situations which may affect full-time attendance.

**Failure to abide by the above points of concern will cause a major disruption of the normal immigration process.**

## Preparation for Optional Practical Training Application and Meeting T9 Students

An international student interested in remaining in the United States for 12 months after graduation to work in her or his field of study may apply for Optional Practical Training (OPT).

Please contact the Designated School Official (DSO) (in the Office of Student Affairs) to schedule meetings. At the first meeting we will discuss the application process, the opportunities and limitations of OPT, and the items to bring at the time of application.

At the second meeting (no sooner than 90 days prior to graduation) all the necessary paper work and supporting documentation will be completed for application to the Immigration Service Center. The result of this application gives the graduate an Employment Authorization Document (EAD) for one calendar year.

### Items to bring to this meeting are:

1. Your current Form I-20 and I-94 card;
2. Passport;
3. Driver's license;
4. 2 passport-type photos;
5. Check in American funds for application fee – the current fee is \$410;
6. Social security number; and
7. Name and address of employer (if known).