

Authorizing Agent: United States Citizenship and Immigration Services [USCIS]

Processing Time: On Average, 2-3 months

Documents Needed from Employer for OPT work authorization: None

Documentation Showing Work Authorization: Students receive an Employment Authorization Document [EAD] card to document their work eligibility once their applications are approved. The dates a student has requested (to work) are printed on page 2 of the form I-20. Students work full time only if they are not required to be attending classes, or part-time (up to 20 hours per week) if they are enrolled in degree courses. This is also noted on page 2.

Students may work for more than one employer or change employers while on OPT. The student reports directly to DHS the information about their hours, employer, and their job duties including how that work is connected to their field of study.

For the purposes of completing the I-9 form, the 11 digit Admission/Departure number from the I-94 card AND the "A" number on the EAD card should be entered in the space also allotted for the Alien Registration (Green Card) number.

Social Security Numbers are issued to a person and the Number does not change if the legal status changes. The EAD card serves as the "DHS Authorization" noted on the card. Students can request their Social Security Card when they apply for OPT. If they do not have the card already, they are legally permitted to work while a Social Security Card is being processed.

Please also be aware that F-1 students and their employers are EXEMPT from Social Security and Medicare taxes (making them less expensive for you to hire). You may find information on the [Foreign Student Liability for Social Security and Medicare Taxes](#)