**VOLUNTEER LETTER TEMPLATE – OPTIONAL PRACTICAL TRAINING (OPT)**

**MUST BE ON LETTERHEAD - OFF-CAMPUS POSITION**

(date)

International Student & Scholar Services

Florida Institute of Technology

150 W University Blvd

Melbourne, FL 32901

(Name of student), currently a student on Optional Practical Training (OPT), has been offered a volunteer employment position with (name of company/organization). Particulars of this volunteer position are outlined below:

* Company/Organization address
* Supervisor’s name, title, phone number, address (if different from above address)
* Position Title
* Volunteer “begin” date
* Volunteer “end” date\* (if known). NOTE: student cannot work past the end date on their OPT card
* Hours per week (must be at least 20 hour per week to comply with immigration regulations)

**Employer Attestation:**

1. The aforementioned volunteer work is not a position that would otherwise be paid and does not violate any U.S. labor laws;
2. The volunteer duties are in line with the student’s academic field of study, per immigration regulations;
3. I will inform Florida Institute of Technology, ISSS Office when the volunteer position is completed ([isss@fit.edu](mailto:isss@fit.edu))

Signature of Employer: Title:

Date:

**Student Attestation:**

I understand that I will not be paid for this volunteer position; that I will stay in compliance with all immigration rules and regulations while on OPT; I will submit the OPT Reporting Form as required; I am responsible for keeping records of my volunteer hours; and that a volunteer position is not a STEM-eligible position.

Signature of Student: FIT ID number:

Date: