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

**MUST BE ON LETTERHEAD - ON-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 position. Below please find the information necessary for the student’s compliance with immigration regulations:

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

**DEPARTMENT SIGNATURE: By signing below, I affirm that:**

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 major field of study, per immigration regulations;
3. Work performed is (a) on Florida Tech’s premises, (b) for an on-campus commercial firm which provides services directly for students on campus, or (c) at an off-campus location which is educationally affiliated with Florida Tech’s established curriculum.
4. I have provided the Human Resources Department with the [Guest/Volunteer Role form](https://fltech.sharepoint.com/hr/Forms/Forms/AllItems.aspx?id=%2Fhr%2FForms%2FGuest%5FVolunteer%20Role%20Form%2Epdf&parent=%2Fhr%2FForms).
5. I will inform Florida Institute of Technology, ISSS Office when the volunteer position is completed ([isss@fit.edu](mailto:isss@fit.edu))

Name of Employer: 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: