

Information for the Supervisor/Employer OPT

Detailed Training Description-OPT authorized I-20 cannot be issued until this is received.

Your employer or company must officially offer you an employment opportunity. Ask your employer to write a Detailed Training Description. It must:

- Be written on the company's letterhead.
- Be addressed to you.
- Include job title.
- Provide a detailed job description (at least a few sentences describing specific duties, tasks, goals, etc. and how it directly relates to your major of study).
- Specify the street address where employment will take place (street, city, state, and zip code). If you will work remotely, the letter should specify this and list the company's physical address.
- Specify number of hours per week you will work, add all contact information of employer or supervisor.
- Specify start and end dates of OPT employment
- Email this detailed training/employment description to Dawn Turner, Director of International Student Services, North Carolina Wesleyan University. dturner@ncwc.edu
- Once this is received, the I-20 can be issued to the student.