**Guidelines for OPT Employer – Travel Letter**

When an employee on Optional Practical Training is traveling outside the U.S., immigration may request a letter from an employer in addition to a signed I-20 for travel. Your letter, as the employer, should include the following:

1. Must be on company stationary (includes name of company, address, and phone number)
2. Must be signed by the employee’s supervisor
3. Must use the name of the student as presented on the EAD card/I-20 or passport
4. Must provide the travel dates, employee’s position title, and expected date of return to employment or start date of employment.