

Carnegie Mellon University

Office of International Education

5000 Forbes Ave, Posner Hall 3rd Floor, Pittsburgh, PA 15213
Phone: (412) 268-5231 • Email: oiie@andrew.cmu.edu • Web: www.cmu.edu/oiie

F-1 Optional Practical Training Job Duties - Sample Explanations

Nonimmigrant students are responsible for providing a description of how their practical training opportunity relates to the degree/major field of study, which qualified them for OPT. The written explanation should include the student's job title, employer name, major area of study, whether full-time or the average hours worked per week, and a brief explanation of how the job *is directly related to the student's degree/major field of study*. See sample explanations below:

Sample Explanation 1:

"Bachelor's degree in Electrical Engineering: I work full time as an Electrical Engineer at ABC Corp., a government contractor. In my job, I analyze client requirements for electrical systems and provide them with cost estimates of such systems. My work requires understanding of electrical circuit theory, which I studied in-depth at the University of ABC."

Sample Explanation 2:

"Bachelor's degree in Business: I work full time as a Loan Officer at a mortgage company, Happy Homes, where I meet with clients and evaluate, authorize and recommend approval of loan applications. On a daily basis, I use the knowledge I gained in my credit analysis, sales and marketing classes that I took as part of my major program of study."

Sample Explanation 3:

"Master's degree in Music: I am working at a hospital playing the harp in patient rooms. I also conduct hands-on harp beginner workshops for long-term patients. On average, I work at the hospital 35 hours a week. My duties directly utilize the skills and knowledge I acquired from my coursework and degree in music therapy."

Sample Explanation 4:

"Master's degree in Kinesiology: I am working 25 hours a week in a health food store as a consultant for Self-Made Inc., designing and teaching exercise classes that are incorporated into a customer's overall nutrition and exercise plan. My designs and customer instruction draw upon my studies and classwork in exercise therapy and physical reconditioning."

Sample Explanation 5:

"PhD in Computer Science: I am employed as a Computer and Information Research Scientist at ABC Research Institute. I work as part of a team of scientists and engineers that designs experiments to test the operation of various software systems. My work builds on research in complex algorithms and machine learning, which I studied as part of my dissertation."