

OPT Reporting Form

STUDENT INFORMATION

Last Name: _____ First Name: _____

SEVIS ID: _____
"XXXXXXXXXX"; on top of I-20

I am reporting the following (please check all that apply):

- A change in my contact information (address, phone, or email). Please complete **Section A**.
- Unemployment, including completion of previously reported job. Please complete **Section B**.
- New employment. Please complete **Section C**. Submit a copy of your EAD card to the international office with this form, if you have not done so already. If you are on STEM OPT, you must submit a new [I-983 Training Plan](#) in addition to completing Section C. **ALL STUDENTS**: Please indicate at the end of the section if you would like a new I-20.
- STEM OPT 6 Month Reporting Requirement. If there are no changes to report, please click here: . Otherwise, please complete the appropriate sections below. If you are unsure if you have changes to report, please complete sections A and C (you can leave "Reporting Type" in C blank in this case).

REPORTING INFORMATION

SECTION A: CHANGE IN CONTACT INFORMATION

Please complete all necessary sections.

Address Line 1: _____

Address Line 1: _____

City: _____ State: _____ Postal Code: _____

Email Address: _____ Cell Phone Number: _____

SECTION B: UNEMPLOYMENT

Please select the appropriate choice.

- I have not yet found employment. I understand that I have a 90 day total limit of unemployment on initial OPT. I understand that this limit is raised to a 120-day total limit of unemployment if I have been approved for STEM OPT (this limit includes unemployment days accumulated during the initial year of OPT).
- My previous employment has ended. My last day of work was (MM/DD/YYYY): _____, I understand that this limit is raised to a 120-day total limit of unemployment if I have been approved for STEM OPT (this limit includes unemployment days accumulated during the initial year of OPT).

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SECTION C: NEW EMPLOYMENT

Please complete ALL required sections.

Reporting Type (REQUIRED)

- This is my first job on OPT (make sure to submit a copy of your EAD card if you have not done so already).
- My previous employment has ended. My last day of work was (MM/DD/YYYY): _____. I will begin a new job at the new company listed below. If I am on STEM OPT, I understand I need to attach a new [I-983 Training Plan](#) to this document, and may skip the *Company Information* section below. I must still complete the *Position Information* and *Company EIN* sections.
- I am returning to work after a period of unemployment. If I am on STEM OPT, I understand I need to attach a new [I-983 Training Plan](#) to this document, and may skip the *Company Information* section below. I must still complete the *Position Information* and *Company EIN* sections.

Position Information (REQUIRED)

Job Title: _____

Start Date (MM/DD/YYYY): _____ End Date, if known (MM/DD/YYYY): _____

This position is:

- Full Time (over 20 hours a week)
- Part Time (20 hours a week or less)

I am:

- Employed by a Company (complete information below)
- Self-Employed (allowable for initial OPT period only)

Please provide 1-2 sentences indicating how the employment is related to your degree. Please be **brief but specific** (it is very important to explain what you will be doing on the job as part of the statement):

Company EIN (REQUIRED for STEM OPT students; optional for regular OPT): _____ - _____
xx - xxxxxxxx

Company Information (REQUIRED; STEM OPT students must submit a new I-983 Training Plan and may skip this section)

Name of Company (daily work site): _____

Address of Company (daily work site): _____
Street Number & Name, Suite Number (if applicable), City, State, Zip code

Supervisor Information: _____
Last Name, First Name Phone (XXX-XXX-XXXX) Email

Staffing/Hiring Agency (if applicable)

Name of Staffing/Hiring Agency: _____

Address of Staffing/Hiring Agency: _____
Street Number & Name, Suite Number (if applicable), City, State, Zip code

I-20 Needed?

Your I-20 does not need to be updated when you report a new employer. However, an I-20 showing your current employer is recommended if you will be traveling outside of the US. If you need a new I-20, please select the reason below.

- Yes, please provide an I-20 as I intend to travel.
- Yes, please provide an I-20 as I would like one OR my employer/HR requires it.