OPT Reporting Form
For Students on Initial 12-Month Post-Completion OPT

This form must be completed each time there is any change in your US address, phone number, or employment (please see below) and submitted to the International Center within 10 days of any change. The form can be scanned and emailed. Please attach a copy of the front and back of your EAD card if not previously submitted. Please be advised that after 90 days of unemployment, your SEVIS record may be subject to auto-termination and you may be denied future immigration benefits that rely on valid F-1 status.

Today’s Date

Last Name, First Name

UA ID#

Phone #

Email

Your Current Address (include city, state, and zip code)

OPT EAD Starting/Ending Date (attach a copy of the EAD)

You are reporting:

☐ New employment:

The company’s name and address

____________________________________________________________________________________

____________________________________________________________________________________

Job title________________________ Start date___________ Hours per week __________

Employer Identification Number (EIN) ____________________________

Short description of how your employment relates to your degree

____________________________________________________________________________________

____________________________________________________________________________________

Supervisor’s name, phone, and email

____________________________________________________________________________________

End date of previous employment (if applicable) ________________________

☐ Currently unemployed:

Comments______________________________

☐ Termination of employment:

Date of termination____________________________

Comments______________________________

☐ Departure from the U.S. I am leaving the U.S. and do not plan to return in F-1 status.

Date of departure____________________________

Comments______________________________

I certify that the information above is accurate as of today’s date. I understand that failure to provide up-to-date information is a violation of my F-1 status. I also understand that reporting non-qualifying opportunities as OPT employment will be deemed a violation of my reporting requirements, and that non-qualifying volunteer positions will not stop the accrual of unemployment.

Signature

Date

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