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 mailed, faxed, or 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 will auto-terminate and you will have 15 days to leave the U.S.

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 the EAD)

You are reporting:

☐ New employment:
   The company’s name and address__________________________________________________________
   ____________________________________________________________
   Job title________________________ Start date___________ EIN Number____________________
   Short description of how your employment relates to your degree________________________________
   ____________________________________________________________
   Supervisor’s name, phone, and email_____________________________________________________
   ________________________________
   Hours per week _____________________________
   End date of previous employment (if applicable) ________________________

☐ Currently unemployed:
   Comments____________________________________________________
   ________________________________________________________________________

☐ Termination of employment:
   Date of termination___________________________
   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.

X ___________________________  Date ___________________________

Signature

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