

OPT Employment Reporting

Due to a recent policy change within SEVP/ICE [214.2(f)(5)(i)] international students on OPT are now required to report to their international student office:

- The beginning of employment, with the name and address of the employer
- The termination of employment
- Any change in your personal address
- Any change in your employer’s address

Please submit this form to the ISSC within 10 days of any changes to your employment or to your personal address. **In addition, please attach a copy of the offer letter with your job responsibilities clearly stated.** Failure to do so may jeopardize your status in the U.S.

Student Information

Student Name	EMPL ID		
Student Telephone	Email Address		
Address	City	State	Zip

Employer Information

I am (check one):

- Beginning Employment
 Terminating Employment

Start Date: _____ End Date: _____ (if beginning employment put N/A)

Job Title: _____ Number of hours per week: _____

Employer Name: _____

Supervisor’s Name: _____ Supervisor’s Phone Number: _____

Supervisor’s Email Address: _____

Address	City	State	Zip
Student Signature	Date		