Post Completion OPT Employment Information Reporting Form

Please use this form to report new employment while on Post Completion OPT.

**Personal Information**

Last Name: 
First Name: 
Current Email: 
Current Phone: 
SEVIS ID: 

**Employment History**

___ I am reporting my first job on Post Completion OPT
___ I had a previous job on Post Completion OPT and now have a new job
___ I currently have a job while on Post Completion OPT and am adding a second, concurrent job
___ I am updating information for current job

**Employer Information**

Name of Company/Institution: 
EIN Employer ID: 
Address:
  Street: 
  Suite: 
  City: 
  State: 
  Zip Code: 

**Supervisor Information**

First Name: 
Last Name: 
Telephone: 
Email: 

**Job Information**

Full/Part Time:
  ____ Full Time (more than 20 hours per week)
  ____ Part Time (fewer than 20 hours per week)

Start Date (month/day/year): 
End Date (month/day/year): 
Job Title: 
In 1-2 sentences describe your main job responsibilities:

In 1-2 sentences explain how your responsibilities are connected to your major field of study:

___ I certify that the information I have provided is, to the best of my knowledge, accurate. I understand that I must report address changes, current (U.S.) or permanent (outside U.S.), as well as phone number and email changes, in the SEVP OPT Portal within 10 days of any change.