

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.