

OPT REPORTING FORM

For F-1 students

Student ID: _____

Completed form and/or questions about this form should be emailed to bsc.admissions@bismarckstate.edu

OVERVIEW

This form is for F-1 students on OPT to update employment or address information. If your updates pertain to more than one job, you must complete a separate survey for each job.

For example: If you quit one job, but are starting another, please complete two separate forms to report both changes.

Select Type of OPT:

- ☐ Regular 12 month OPT
- ☐ Other: _____

Reasons for submitting this form:

- ☐ I have a *new* job.
- ☐ No job currently – I am unemployed
- ☐ Only my address/contact information changed
- ☐ Other: _____

YOUR CONTACT INFORMATION

Your SEVIS ID #: _____ Program of study at BSC: _____

Last/Family Name: _____ Given/First Name: _____

Country of Citizenship: _____ Date of Birth (MM/DD/YYYY): _____

Your Current U.S. Street Address (*including any apartment number*): _____

City: _____ State: _____ Zip Code: _____

Your U.S. Phone Number (enter 'NONE' if you do not have one): _____

Personal Email Address: _____

****This email address will be used in your SEVIS record****

BSC Email Address: _____

EMPLOYER INFO:

Employer Name: _____

Employer Address (plus Suite # if applicable): _____

City: _____ State: _____ Zip Code: _____

EMPLOYMENT START DATE (MM/DD/YYYY): _____

EMPLOYMENT END DATE (MM/DD/YYYY): _____

Your Job Title: _____

Approximately how many hours do you work each week? _____

Supervisor's Name: _____

Supervisor's Email: _____

Supervisor's Phone Number: _____

Your Employer's "EIN" (Employer Identification Number): _____

How is this job related to your degree? *In the field below, please describe in 3-5 sentences or more how the above listed employment is directly related to your coursework and program of study. Whatever you type here will be entered into your SEVIS record. (If you are unemployed, please type "N/A" in this field)*

REMINDERS ABOUT UNEMPLOYMENT TIME

Important Reminder: *Remember that you are limited to no more than 90 days of unemployment while on regular 12-month OPT. If you exceed your days of unemployment, this is considered to be a status violation - and SEVIS could automatically terminate your record, which would require the ending of your employment and your departure from the United States. Initial below to indicate you understand.*

☐ Yes, I understand the rules about unemployment while on Optional Practical Training.

Please note: Immigration regulations require F-1 students on OPT to update their employer address on each of the following occasions:

- Every time a change occurs (updates must be made within 10 days after the change).
- At the start of OPT employment authorization (after USCIS has approved the OPT, even if employment information has already been reported prior to receiving authorization).

☐ Yes, I understand when I must report while on Optional Practical Training

Do I need an updated I-20?

If you have made certain changes to employment, you may need an updated I-20 from us. If changes require an updated I-20, we will email it to the email address in your SEVIS record.

Such changes requiring an updated I-20 to be issued include the following:

- You began work at a new employer.
- You have any update/change in dates of employment at your employer.
- You became unemployed.

What are my next steps? Please initial below to indicate you understand.

1. Log into your SEVP Portal to make your employment updates.

You are expected by the Student Exchange and Visitor Program (SEVP) to be logging into your portal as soon as your OPT is active. You can make most updates within the Portal: <https://sevp.ice.gov/opt/#/login>. *For post-completion OPT only.

- We will review the survey you submitted, and we will compare it to the information in the SEVP Portal to ensure all of your data is correct. Because you can verify your information on your own through the SEVP Portal, you will not receive any email confirmation from our office.
 - It is your responsibility to report to us in a timely manner and to keep track of your data in the SEVP Portal.
- 2.** If you have more than one employer, or, if you recently left a job at another employer, you are expected to complete another reporting form within 10 days.
- 3.** We will contact you if there are any differences in the employment information between your survey and your SEVIS record.

Optional - Do you have any comments about the information you provided in this form?

Please write any comments in the space below.

If you have any additional documents to upload here, please use this field:

With my signature, I attest that the information above is true and correct.

Student's Signature: _____ Date: _____