

Optional Practical Training (OPT) Job Reporting Form

Please complete form in its entirety and attach the following documents.

- Attach a copy of the front and back of your EAD card.
- Attach a copy of your job offer letter.

STUDENT INFORMATION	
Last Name	Given Name (First and Middle)
J# (Student ID)	Academic Major:
Date of Birth:	Email:
SEVIS ID:	Phone #:
Student Current U.S Address:	
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> _____ _____ </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Street Address Apt # </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> City State Zip </div>	
EMPLOYER INFORMATION	
Company Name	
Supervisor Name (First & Last Name)	Employer EIN (9 digits) <div style="text-align: center; border-bottom: 1px solid black; width: 100%;"> ____ - ____ - ____ </div>
Student Job Title:	Supervisor Phone #:
Job Start Date:	Supervisor Email:
Reason: ___ I am reporting a new job ___ 6-Month Validation ___ I finished working there on _____ <div style="text-align: center; margin-left: 100px;">mm/dd/yy</div>	Type of Employment: ___ Part Time ___ Full Time ___ Volunteer
Company Address:	
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; margin-bottom: 5px;"> _____ _____ </div> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> Street Address Suite # </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> City State Zip </div>	
Please explain IN DETAIL how this job relates to your degree.	
Please check on below: <ul style="list-style-type: none"> <input type="checkbox"/> I will pick up my I-20 once ready. <input type="checkbox"/> I will have the following friend/relative pick up the I-20: _____ <input type="checkbox"/> I would like the I-20 to be sent via regular mail to my address stated above. 	

Student Signature

Date