

**Student Information:**

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Alternate Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

Home Phone number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

**Employer Information (to be filled out by student):**

Check if Self-Employed

Name: \_\_\_\_\_

Employer Identification Number (Not Required): \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Job Title: \_\_\_\_\_

Employer Address: \_\_\_\_\_

**Supervisor Information:**

Last Name, First Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ext. \_\_\_\_\_ Email Address: \_\_\_\_\_

Explain how employment is related to student's course of study (Max 1000 characters)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**It is recommended that you keep evidence of each job: the position held, proof of the duration of that position, the job title, contact information of your supervisor or manager, and a description of your work. Volunteer work may count as employment while on OPT. If it is not clear from the job description that the work is related to your degree, it is highly recommended that you obtain a signed letter from your employer stating how your degree is related to the work performed.**

Fill out this form and send it to your International Student Advisor to report any changes while you are on OPT.

What do you need to report?

- New employer information (one page per employer)
- End of a job
- Change of address