

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