



## OPT and STEM OPT Reporting Form

Complete this form to report any changes in your US address, employment status, employer, visa status, or name. You are required by Federal regulations to report any changes within 10 days of the change. This information will be reported to SEVIS.

### Part 1: Personal Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Today's Date \_\_\_\_\_ SEVIS ID Number: N00 \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Current Residential Address \_\_\_\_\_

Current Foreign Address \_\_\_\_\_

*If you have just received your Employment Authorization Document (EAD) and have not yet completed this survey, please submit a copy of both sides of your EAD to the Office of International Student Services at oie@esf.edu. If you are unsure if this is your first time, please submit a copy. If you have already taken this survey before, continue on to the rest of the form.*

### Part 2: Prior Employment Information

Prior Employer Name \_\_\_\_\_ Prior Employer's EIN Number \_\_\_\_\_

Position Title at Prior Employer \_\_\_\_\_

Is this work ☐ Full Time (more than 20 hr/week)? ☐ Part-Time (20 or less hr/week)?

Employment Start Date at Prior Employer \_\_\_\_\_

Employment End Date at Prior Employer \_\_\_\_\_

Prior Employer Address \_\_\_\_\_

### Part 3: Current Employment Information

Current Employer Name \_\_\_\_\_ Current Employer's EIN Number \_\_\_\_\_

Position Title at Current Employer \_\_\_\_\_ Employment Start Date \_\_\_\_\_

Is this work ☐ Full Time (more than 20 hr/week)? ☐ Part-Time (20 or less hr/week)?

Current Employer Address \_\_\_\_\_

### Part 4: Supervisor Information

Supervisor's Name and Title \_\_\_\_\_

Supervisor's Phone Number \_\_\_\_\_ Supervisor's Email Address \_\_\_\_\_

How does this work relate to your major? \_\_\_\_\_

### Part 5: Other Information

Have you changed to another visa status meaning that you are no longer in F-1 visa status? ☐ Yes ☐ No

Have you legally changed your name? ☐ Yes ☐ No

If you have any questions regarding the form or your employment, please contact the Office of International Student Services at (315) 470-4754 or oie@esf.edu so that we may assist you.