



OPT Reporting Form

Student Name: _____

ID: P000 _____

Email Address: _____

Phone: _____

Instructions (Please read carefully)

1. Submit this form to the International Student Advisor (ISA) in person or by email.
2. Submit a copy of your OPT EAD card with this form within the first 10 days of your OPT period.
 If this is your first-time reporting, please check the box to attach the EAD card.
3. Report any further changes with your address and/or employment status while on OPT within 10 days.
4. Keep documentation of your employment, each form you send to the ISA, and all I-20s issued to you, for your record.
5. Fill out the sections that are applicable to your situation.

A. Report employment /change Check the appropriate reason and fill out the employment information as applicable. Any unemployment/employment update will automatically generate a new I-20.

Unemployment: Employment:

Start Date: _____ End Date: _____

Employer's Name: _____

Employer's EIN: __ - _____

Employer's Address: _____

City: _____ State: _____ Zip Code: _____

Hours per week: _____ Job Title: _____

Supervisor Information:

Last Name _____ First name: _____

Telephone number: _____ Email Address: _____

My Major of Study _____

Explain how the employment is related to your course of study: _____

B. Report residential address change

Street: _____

City: _____ State: _____ Zip Code: _____

C. Report leaving the U.S. before your OPT end date Check the statement and enter the exit date

I am abandoning OPT and exiting the United States Date of Exit: _____

D. 6, 12 or 18 Month STEM employment validation report. Check the appropriate reason. Fill out Section A with your current information, even if you have not had changes. But do not check any of the boxes in Section A.

- 6 months employment validation report
- 12 months employment validation report
- 18 months employment validation report

E. Report change of visa status. *Check the box and enter the new visa status. Attach a copy of the approval notice/I-94 to this form*

I Changed visa status to: _____

For more information on OPT reporting requirements, email intladmissions@stmartin.edu or call 360-438-4504.

By signing, I acknowledge that I am aware of the above mandatory OPT reporting, and that I will be responsible for completing reporting to OIPD in time.

Signature: _____

Date: _____