



OPT EMPLOYMENT REPORTING FORM

Students approved for Optional Practical Training (OPT) are required to report their employer’s name and address and the start date of employment as soon as they begin working; they must also report termination of employment. They must continue to report changes in their residential address, phone number and email address within 10 days of any changes. Students approved for a STEM extension of OPT have additional reporting obligations. Required information must be submitted to ISSS so it may be updated in SEVIS. Failure to comply will result in termination of the student’s SEVIS record and loss of legal F-1 immigration status. For additional information please review the ISSS website at <https://iss.unc.edu/student-employment/opt/>.

STUDENT INFORMATION

Last Name: _____ First Name: _____ PID: _____

Date of Birth (mm/dd/yyyy): _____ SEVID ID: _____ Today’s Date: _____

U.S. ADDRESS AND CONTACT INFORMATION

Please log into your ConnectCarolina Student Center to [update the following information](#): SEVIS Immigration Reporting Address, Preferred Phone Number and Preferred Email Address. Your current address and contact information must also be confirmed below and match the information in ConnectCarolina. Please note that this information will be reported in SEVIS and must always be kept up to date. Your email address will be used for access to the SEVP Portal.

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone Number: _____

FORM SUBMISSION REASON(S)

Select the reason(s) you are submitting this form and then provide **your complete OPT/STEM employment history**. If you need to report more information than the space provides, also complete and submit an OPT Employment Reporting Supplemental Form.

- I am reporting employment information for the first time.
- I am reporting a new employer and/or a change in my current employment.
- I am requesting a new Form I-20 with an updated travel signature (and confirming my employment/contact information).
- I need my SEVP Portal account unlocked or account creation email resent.
- I am requesting a new Form I-20 recommending the 24-month STEM extension of OPT.
- I am requesting a new Form I-20 reflecting the cap-gap extension. ([please include evidence of your filed H-1B petition](#))
- I am participating in the 24-month STEM extension of OPT and I am submitting a validation report to confirm and/or update my current employment and contact information. This validation report is my:

6-month report

12-month report

18-month report

24-month report

SEVP PORTAL CONFIRMATION

Have you also submitted your information through your SEVP Portal Account? YES NO

EMPLOYER 1

Name of Company or Institution: _____

Start Date (mm/dd/yyyy): _____ End Date, if applicable (mm/dd/yyyy): _____

Job Title: _____ Work Hours: _____

EMPLOYER ADDRESS

Street Address: _____ Suite Building Apt Floor number: _____

City: _____ State: _____ Zip Code: _____

WORKSITE [PHYSICAL LOCATION OF WORK]

I am currently working at a location other than my employer's address, listed above: YES NO

If yes, select the site type: Client Company Branch Home Other (specify): _____

Client Name, if applicable: _____

Physical Location Address, if you indicated YES above:

Street Address: _____ Suite Building Apt Floor Number: _____

City: _____ State: _____ Zip Code: _____

JOB RELATION TO MAJOR

Describe **HOW** Your Employment Relates to Your Degree. (**Note:** your exact wording and explanation will be reported in SEVIS):

ADDITIONAL EMPLOYERS

Please complete and return the [OPT Employment Reporting Supplemental Form](#), along with this form.

I-20 DELIVERY OPTIONS

Student reporting new employment, the termination of previous employment, a change in employment information/status, or requesting a travel endorsement will be issued a new Form I-20. The new Form I-20 will contain your employment details on the second page. Please indicate your preferred delivery option below, in the event a new Form I-20 is issued to you.

- I will pick up the I-20 at ISSS once it is ready.
- I will have the following friend or relative pick up the Form I-20 at ISSS: _____
- I would like the I-20 to be sent via regular mail to my Immigration Reporting Address (stated above).
- I have signed up for express shipping of my I-20 through eShipGlobal at <https://study.eshipglobal.com>.