



OPT EMPLOYMENT REPORTING FORM

Students approved for Optional Practical Training (OPT) are required to report the start of employment, termination of employment, changes to employer details, and changes to residential address, phone number, and/or email address within 10 days of any change. To report this information, students should email the following items to their [International Student Advisor](#):

1. Completed OPT Employment Reporting Form
2. Scanned copy of the front and back of your EAD, if you have not already submitted it
3. Students on the 24-month STEM Extension ONLY:
 - a. Completed Form I-983 for new employer or updated Form I-983 (if reporting material changes with current employer)
 - b. Self-Evaluation (Page 5 of Form I-983) for previous employer, if changing employers

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): _____ SEVIS ID: _____ Today's Date: _____

U.S. ADDRESS AND CONTACT INFORMATION

Please log into ConnectCarolina to [update the following information](#): SEVIS Immigration Report 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. The email address you indicate below, once reported in SEVIS (if it has not been already), will be the email you use for access to the SEVP Portal.

Street Address: _____ Apt #: _____

City: _____ State: _____ Zip Code: _____

Email for SEVP Portal access*: _____ Phone Number: _____

**Please indicate the email address you want to have reported in SEVIS, which will be the email used to access your SEVP Portal account. This may be either a [unc.edu](#) email address (if still valid) or a personal email address.*

FORM SUBMISSION REASON(S)

Select the reason(s) you are submitting this form. Provide **your complete OPT employment history** on the remaining pages of this form (use additional pages of the form as necessary to indicate all employment held thus far within the OPT period).

- 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 am requesting a new Form I-20 recommending the 24-month STEM extension of OPT.

I-20 ISSUANCE

Students reporting new employment, the termination of previous employment, a change in employment information, or requesting a travel endorsement will be issued a new Form I-20. The new Form I-20 will be sent to the student via email. The student should then review the I-20 for accuracy and, if all information is correct, print out the new I-20 and sign it at the bottom of page 1.

EMPLOYER 1

Name of Company or Institution: _____

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

Employer's Address: _____ Suite Building Apt Floor number: _____

City: _____ State: _____ Zip Code: _____

Are you currently working at a location other than your employer's address, listed above: YES NO

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

Client Name, if applicable: _____

Address of Physical Location of Work, 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/major area of study. (**Note:** your exact wording and explanation will be reported in SEVIS):

EMPLOYER 2

Name of Company or Institution: _____

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

Employer's Address: _____ Suite Building Apt Floor number: _____

City: _____ State: _____ Zip Code: _____

Are you currently working at a location other than your employer's address, listed above: YES NO

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

Client Name, if applicable: _____

Address of Physical Location of Work, 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/major area of study. (**Note:** your exact wording and explanation will be reported in SEVIS):

EMPLOYER 3

Name of Company or Institution: _____

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

Employer's Address: _____ Suite Building Apt Floor number: _____

City: _____ State: _____ Zip Code: _____

Are you currently working at a location other than your employer's address, listed above: YES NO

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

Client Name, if applicable: _____

Address of Physical Location of Work, 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/major area of study. (**Note:** your exact wording and explanation will be reported in SEVIS):

EMPLOYER 4

Name of Company or Institution: _____

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

Employer's Address: _____ Suite Building Apt Floor number: _____

City: _____ State: _____ Zip Code: _____

Are you currently working at a location other than your employer's address, listed above: YES NO

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

Client Name, if applicable: _____

Address of Physical Location of Work, 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/major area of study. (**Note:** your exact wording and explanation will be reported in SEVIS):

EMPLOYER 5

Name of Company or Institution: _____

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

Employer's Address: _____ Suite Building Apt Floor number: _____

City: _____ State: _____ Zip Code: _____

Are you currently working at a location other than your employer's address, listed above: YES NO

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

Client Name, if applicable: _____

Address of Physical Location of Work, 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/major area of study. (**Note:** your exact wording and explanation will be reported in SEVIS):

EMPLOYER 6

Name of Company or Institution: _____

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

Employer's Address: _____ Suite Building Apt Floor number: _____

City: _____ State: _____ Zip Code: _____

Are you currently working at a location other than your employer's address, listed above: YES NO

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

Client Name, if applicable: _____

Address of Physical Location of Work, 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/major area of study. (**Note:** your exact wording and explanation will be reported in SEVIS):