

## 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 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. 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 (SEVP Portal access): \_\_\_\_\_ Phone Number: \_\_\_\_\_

### 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 DELIVERY OPTIONS

Students 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. Please indicate your preferred delivery option below:

- I will pick up the I-20 at ISSS once it is ready.
- I have [signed up](#) for express shipping of my I-20 through eShipGlobal at <https://study.eshipglobal.com>.

## EMPLOYER 1

Name of Company or Institution: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Work Hours: \_\_\_\_\_

### PHYSICAL LOCATION OF WORK

Street Address: \_\_\_\_\_ Suite Building Apt Floor number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**If you are working at a location other than the employer's primary location, please indicate your worksite type below:**

Client Company Branch Home/Remote Other (specify): \_\_\_\_\_

Client Name, if applicable: \_\_\_\_\_

### 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): \_\_\_\_\_

Job Title: \_\_\_\_\_ Work Hours: \_\_\_\_\_

### PHYSICAL LOCATION OF WORK

Street Address: \_\_\_\_\_ Suite Building Apt Floor number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**If you are working at a location other than the employer's primary location, please indicate your worksite type below:**

Client Company Branch Home/Remote Other (specify): \_\_\_\_\_

Client Name, if applicable: \_\_\_\_\_

### 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): \_\_\_\_\_

Job Title: \_\_\_\_\_ Work Hours: \_\_\_\_\_

#### PHYSICAL LOCATION OF WORK

Street Address: \_\_\_\_\_ Suite Building Apt Floor number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**If you are working at a location other than the employer's primary location, please indicate your worksite type below:**

Client Company Branch Home/Remote Other (specify): \_\_\_\_\_

Client Name, if applicable: \_\_\_\_\_

#### 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): \_\_\_\_\_

Job Title: \_\_\_\_\_ Work Hours: \_\_\_\_\_

#### PHYSICAL LOCATION OF WORK

Street Address: \_\_\_\_\_ Suite Building Apt Floor number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**If you are working at a location other than the employer's primary location, please indicate your worksite type below:**

Client Company Branch Home/Remote Other (specify): \_\_\_\_\_

Client Name, if applicable: \_\_\_\_\_

#### 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): \_\_\_\_\_

Job Title: \_\_\_\_\_ Work Hours: \_\_\_\_\_

### PHYSICAL LOCATION OF WORK

Street Address: \_\_\_\_\_ Suite \_\_\_\_\_ Building \_\_\_\_\_ Apt \_\_\_\_\_ Floor number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**If you are working at a location other than the employer's primary location, please indicate your worksite type below:**

Client                      Company Branch                      Home/Remote                      Other (specify): \_\_\_\_\_

Client Name, if applicable: \_\_\_\_\_

### 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): \_\_\_\_\_

Job Title: \_\_\_\_\_ Work Hours: \_\_\_\_\_

### PHYSICAL LOCATION OF WORK

Street Address: \_\_\_\_\_ Suite \_\_\_\_\_ Building \_\_\_\_\_ Apt \_\_\_\_\_ Floor number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**If you are working at a location other than the employer's primary location, please indicate your worksite type below:**

Client                      Company Branch                      Home/Remote                      Other (specify): \_\_\_\_\_

Client Name, if applicable: \_\_\_\_\_

### 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):