

F-1 Post-Completion Optional Practical Training (OPT) Employment Reporting Form

Purpose of Form: An F-1 student authorized by USCIS to engage in optional practical training (OPT) is required to report any employment, change of name, or change of address for the duration of the authorized training. ISS requires students who are currently authorized for Post-Completion OPT to report changes to their address, telephone, and/or employment information through the SEVP Portal, which launched in March of 2018. For more information about how to create a portal account through the SEVP Portal, please visit <http://iss.tamu.edu/Current-Students/F-1-Status/SEVP-Portal>. In addition, you must keep your local address and phone number up-to-date in the Howdy Portal. Enter your “Student Local Physical” or “SL” address and your “Student Local/Current” or “SM” phone number when you login at <https://howdy.tamu.edu>. For more information on how to do this, visit <http://iss.tamu.edu/Current-Students/Resources>.

The purpose of this Post-Completion OPT Employment Reporting Form is (1) to inform ISS that you have updated your information in the SEVP Portal and (2) to indicate whether you would like to receive an updated Form I-20 from ISS.

Deadlines: U.S. federal regulations require individuals on F-1 status to report any change of employment, change of address, or loss of employment *within 10 days of the change* to the school that recommended the OPT. Your OPT reporting requirement starts from the start date on your Employment Authorization Document (EAD) card. ISS processing times are **5 to 10 business days** from the time the student’s request is complete depending on urgency and peak times that may occur during the year.

Required Documents: (1) Completed Post-Completion OPT Employment Reporting Form and (2) Copy of the **front and back** of the Employment Authorization Document (EAD)

This section should be completed by all F-1 students.

1. Student First/Given Name: _____ Student Last/Family Name: _____
2. UIN: _____ Phone Number: _____ Non-TAMU E-mail: _____
3. What is your current address? (Where you physically reside in the U.S.)
Street Address: _____
City: _____ State: _____ Zip Code: _____
4. Did you update this address in the Howdy Portal as your “Student Local Physical” address type? Yes No
5. Did you update this address in the SEVP Portal? Yes No

Note: If you did not update your address in both the Howdy Portal and the SEVP Portal, your request will be considered incomplete.

(Continue onto page 2.)

“State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.”

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Employment Reporting Form**

6. Why are you submitting the Post-Completion OPT Employment Reporting Form? *Check all that apply.*

- Requesting a Travel Signature
- Reporting New Employment
- Updating Employment Information
- Reporting End of Employment: *Provide the information below for the employment that is ending or has ended.*
 - o Employment End Date: _____ Job Title: _____
MM / DD / YYYY
 - o Employer/Company Name: _____

7. The following information is optional but highly recommended. ISS will add it to your SEVIS record if you provide it here:

Employer/Company Name: _____ Employer/Company EIN: _____
XX-XXXXXXX

Supervisor First/Given Name: _____ Supervisor Last/Family Name: _____

Supervisor Phone Number: _____ Supervisor Email Address: _____

Request for New I-20

8. Do you need a new I-20 printed with updated OPT employment information? Yes No

9. If yes, please complete the mailing information below:

- I will personally pick it up at ISS.
- I authorize my friend to pick it up at ISS.
Name of Friend: _____ Friend's UIN (if applicable): _____

Send it by regular U.S. Postal Service mail. By default, ISS will use the address provided on page 1. You can enter an alternate mailing address here. *Note: Tracking service is NOT available for the regular USPS mailing option.*

Street Address or P.O. Box: _____

City: _____ State: _____ Zip Code: _____

Country: _____

Send it by express mail at my expense. I will request shipment through eShipGlobal (<https://study.eshipglobal.com>)
eShipGlobal Order Number: _____

Student Responsibility Statement

- I certify that the information provided is true and accurate.
- I updated my address, telephone number, and/or employment information in the SEVP Portal.
- I verified my “Student Local Physical” address and “Student Local/Current” phone number in the Howdy Portal.
- I reviewed the Post-Completion OPT information provided at <http://iss.tamu.edu/Current-Students/F-1-Status/Optional-Practical-Training#0-Post-CompletionOptionalPracticalTraining> and understand that I am required to update the SEVP Portal and inform ISS regarding any employment changes as soon as they occur and no later than 10 days after the change takes place.
- I understand that a new I-20 will not be generated until I have met all OPT reporting requirements.
- I understand that if I have any F-2 dependents, I-20s will automatically be issued for each F-2 dependent and those I-20s will be signed for travel as well.
- I understand that during OPT my travel signature is only valid for 6 months.

Please sign to confirm your understanding with the statements above:

Signature: _____ **Date:** _____

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