

# OPT REPORTING FORM

For F-1 students

NDSU

INTERNATIONAL STUDENT AND STUDY ABROAD SERVICES

Student ID: \_\_\_\_\_

Form will electronically route from student, and then to the international student advising team here in the ISSAS office. Questions about this form should be emailed to: [NDSU.iss@ndsu.edu](mailto:NDSU.iss@ndsu.edu). Click "Finish Later" if you wish to return to your survey at another time – you will receive an emailed link to access this form again.

CONTINUE FINISH LATER OTHER ACTIONS ▾

## OVERVIEW

This form is for F-1 students on OPT to update employment or address information. If your updates pertain to more than one job, you must complete a separate survey for each job.

➔ For example: If you quit one job, but are starting another, please complete two separate forms to report both changes.

### Select Type of OPT:

Regular 12 month OPT

24-month STEM OPT Extension

Other:

### Reasons for submitting this survey:

I have a \*new\* job

No job currently – I am unemployed

Only my address/contact information changed

Other:

## YOUR CONTACT INFORMATION

Your SEVIS ID #:   N   Level of study at NDSU: \_\_\_\_\_

Last/Family Name: \_\_\_\_\_ Given/First Name: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Date of Birth (mm/dd/YYYY): \_\_\_\_\_

Your Current U.S. Street Address (including any apartment number): \_\_\_\_\_

City:

State:

Zip Code:

Your U.S. Phone Number (enter 'NONE' if you do not have one): \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

\*\*This email address will be used in your SEVIS record\*\*

NDSU Email Address: \_\_\_\_\_

**EMPLOYER INFO:****Employer Name:****Employer Address** (plus Suite # if applicable):**City****State****Zip****EMPLOYMENT START DATE** (MM/DD/YYYY):**EMPLOYMENT END DATE** (MM/DD/YYYY):**Your Job Title:****Approximately how many hours do you work each week?****Supervisor Name:****Supervisor Email:****Supervisor Phone Number:****Your employer's "EIN" (Employer Identification Number):**

- ➔ **How is this job related to your degree?** In the field below, please describe in 3-5 sentences or more how the above listed employment is directly related to your coursework and program of study. Whatever you type here will be entered into your SEVIS record. (If you are unemployed, please type "N/A" in this field)

**REMINDERS ABOUT UNEMPLOYMENT TIME**

**Important Reminder:** Remember that you are limited to no more than 90 days of unemployment while on regular 12-month OPT and up to 150 days total while on STEM OPT (regular 12 month OPT and STEM OPT combined). If you exceed your days of unemployment, this is considered to be a status violation - and SEVIS could automatically terminate your record, which would require the ending of your employment and your departure from the United States. Initial below to indicate you understand.

*Yes, I understand the rules about unemployment while on Optional Practical Training.*

Please note: Immigration regulations require F-1 students on OPT to update their employer address on each of the following occasions:

- Every time a change occurs (updates must be made within 10 days after the change).
- At the start of OPT or STEM OPT employment authorization (after USCIS has approved the OPT/STEM OPT), even if employment information has already been reported prior to receiving authorization.
- F-1 students on the STEM OPT Extension are also required to report their employment every 6 months, even if there is no change.

*Yes, I understand when I must report while on Optional Practical Training*

**FOR STEM OPT STUDENTS ONLY**

Depending on your situation on STEM OPT, you may be required to also submit a self-evaluation or a final evaluation. Both of these self-evaluations are found on page 5 of the I-983.

The STEM OPT student is responsible for conducting an annual self-evaluation based on their own progress. The student must submit the first assessment within 12 months of the STEM OPT start date, and a second, final assessment that recaps the training and knowledge acquired during the complete training period. If you leave a job, you must also complete a final evaluation.

Source: <https://studyinthestates.dhs.gov/stem-opt-hub/additional-resources/form-i-983-overview>

Initial below to indicate you understand.

Yes, I understand my I-983 obligations

STEM OPT students only: Upload a copy of your self-evaluation (if applicable to your situation)

The self-evaluation/final self-evaluation is on page 5 of the I-983. But please upload all 5 pages so we know which employer/position this evaluation is related to. We require this document to make all necessary updates in SEVIS to comply with reporting deadlines.

**FOR STUDENTS WHOSE EMPLOYMENT ENDED (OR WHO ARE NOW UNEMPLOYED)**

Please describe your current situation below. Remember to list the name of your employer and any helpful start/end dates.

## Do I need an updated I-20?

**If you have made certain changes to employment, you may need an updated I-20 from us. If changes require an updated I-20, we will email it to the email address in your SEVIS record.**

Such changes requiring a updated I-20 to be issued include the following:

- You began work at a new employer.
- You have any update/change in dates of employment at your employer.
- You became unemployed.

**What are my next steps?** Please initial below to indicate you understand.

**1. Log into your SEVP Portal to make your employment updates.**

You are expected by the Student Exchange and Visitor Program (SEVP) to be logging into your portal as soon as your OPT is active. You can make most updates within the Portal: <https://sevp.ice.gov/opt/#/login>. \*for post-completion OPT and STEM OPT only.

- We will review the survey you submitted, and we will compare it to the information in the SEVP Portal to ensure all of your data is correct. Because you can verify your information on your own through the SEVP Portal, you will not receive any email confirmation from our office.
  - It is your responsibility to report to us in a timely manner and to keep track of your data in the SEVP Portal.
- 2. If you have more than one employer, or, if you recently left a job at another employer, complete this form again for each update:** [www.ndsu.edu/international/iss/forms](http://www.ndsu.edu/international/iss/forms)
- 3. If you are becoming H-1B soon or have received a greencard, please complete [this form](#) to request a future health insurance waiver.**
- 4. We will contact you if there are any differences in the employment information between your survey and your SEVIS record.**

**Optional - Do you have any comments about the information you provided in this form?**

Please write any comments in the space below.

If you have any additional documents to upload here, please use this field →

With my signature, I attest that the information above is true and correct.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_