



# MANDATORY OPT REPORTING FORM

## Report OPT Employment and Request I-20 Reprint

### I. PERSONAL INFORMATION

Student Name

Student ID (M#)

SEVIS ID

Phone Number

Current US address

Email address

### II. REQUEST TYPE

- Report approved OPT (Attach a copy of your EAD- front and back)
- Change of address (A new I-20 will NOT be issued if this is the only update reporting)
- First Employment Reporting (Complete section 3)
- Change of Employer (Complete section 3) Last date of employment
- Change of name (please attach legal certificate)
- Cap Gap I-20 (Attach a copy of the I-797 Receipt or I-797/I-94 approval notice)

### III. OPT INFORMATION

1. Current employer name

2. Employer EIN Number

3. Employer Address

4. Job Title

5. Please explain how this position is related to your field of study (2-3 sentences max)

6. Start Date of Employment

7. Supervisor's Name

8. Supervisor's Phone Number

9. Supervisor's Email

IV. Report OPT Ending What is the last date of employment?

- Departing the U.S. (Date of departure)
- Transfer to another U.S. School (Please attach the [Transfer Out Form](#))
- Begin a new program at MSU (Please complete the [I-20 Request Form](#) and [Statement of Financial Support](#))
- Change of visa status (Attach evidence of new status) New visa status:



ACKNOWLEDGMENT OF OPT REPORTING REQUIREMENT

www.International.MissouriState.edu/Services/

Confirm Understanding of Reporting Requirements During Post-Completion OPT

Federal regulation 8 C.F.R. § 214.2(f)(12)(i) states that F-1 students authorized for Post-Completion OPT are federally required to report to their DSOs or via the SEVP Portal:

- New employment – no later than 90 days from the start of the authorized OPT period.
Changes in name or address – within 10 days of the change
Changes in employment – within 10 days of the change

REPORTING EMPLOYMENT INFORMATION WHILE ON STANDARD POST-COMPLETION OPT

Table with 2 columns: situation, student reports to international services office by email. Rows include: NEW JOB, CHANGE TO A NEW JOB (less than 10 days between jobs), and STUDENT DECIDES TO EXIT the U.S. and complete his or her F-1 status prior to the end date of OPT.

Submit the Mandatory OPT Reporting Form to be completed on IS website and email it to InternationalServices@missouristate.edu.

Student Name

Text input field for Student Name

Student ID (M#)

Text input field for Student ID (M#)

I have read and understand the above information. I understand that it is my responsibility to report my employment information and any change of company.

Student Signature

Text input field for Student Signature

Date

Text input field for Date

DSO Signature

Text input field for DSO Signature

Date

Text input field for Date