

Acknowledgment of Reporting Requirement during post-completion OPT

The regulations require a student on OPT to report any change of name or address, or interruption of such employment to the Designated School Official (DSO) for the duration of the authorized training. Students are encouraged to report changes in employment to their DSO as soon as possible. Student and Exchange Visitor Program (SEVP) recommends that students report changes within 10 business days of the change to avoid situations where a Department of Homeland Security (DHS) official may determine the student is out of status. *Students are required to report changes in residential address to their DSO within 10 days of moving.

- The regulations at 8 C.F.R. § [214.2\(f\)\(12\)\(i\)](#) state that:
 - (i) General. An F-1 student authorized by USCIS to engage in optional practical training (OPT) is required to report any change of name or address, or interruption of such employment to the DSO for the duration of the authorized training.

How to report employment information while on standard post-completion OPT (STEM extension included)

Situation	Student Reports to DSO
New Job	<ul style="list-style-type: none"> ▪ Name of the employer ▪ Start date of employment ▪ Mailing address for the employer
Change to a new job (less than 10 days between jobs)	<ul style="list-style-type: none"> ▪ Name of the previous employer ▪ Ending date of the employment with the previous employer ▪ Name of the new employer ▪ Start date of new employment ▪ Mailing address for the new employer
Student decides to exit the U.S. and complete his or her F-1 status prior to the end date of OPT	<ul style="list-style-type: none"> ▪ Indicate "Completing OPT and exiting the United States" ▪ Date of exit

Please email this to InternationalServices@missouristate.edu or the DSO who recommended OPT (subject line – **OPT Employment Info**)

First Name _____ Last Name _____

Student ID _____ Personal Email Address _____

I have read and understand the above information. I understand that it is my responsibility to report changes in my employment information and residential address within 10 days.

Student's Signature: _____

Date: ____/____/____

DSO's Signature: _____

Date: ____/____/____