

## OPT Reporting Form

Complete the two-page form **electronically**, save it as **PDF**, and **email** this form to [ufic-iss@ufic.ufl.edu](mailto:ufic-iss@ufic.ufl.edu) to report changes in your employment and home address while on OPT or STEM OPT. Report changes within ten days; if no changes, provide a report every six months indicating your information is the same. For more information regarding reporting, click [here](#).

Last Name	First Name	UFID	Telephone Number	
US Home Address and Apt. #, if any (No PO Box)		City	ST	Postal Code

### Current Employment Information

Are you self-employed (*not allowed while on STEM OPT*)?       NO       YES

Employer/Company Name: \_\_\_\_\_  
*(If employed by a university, please list name of university as well as name of department)*

Employer EIN/Tax ID Number: \_\_\_\_\_ *(9 digit number, usually in format XX-XXXXXXX)*

E-Verify Number: \_\_\_\_\_ *(Required for STEM OPT; type N/A if you are not on STEM OPT)*

Employer/Company Address: \_\_\_\_\_  
*(Enter the street address of the primary location where employment is administered below. Depending on the nature of the employment, this may be a residence, office or formal business. PO Boxes are not accepted)*

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Job/Position Title: \_\_\_\_\_

Employment/Job Start Date: \_\_\_\_\_ *(Please provide the date you started your current job)*

Hours per Week: \_\_\_\_\_ *(numeric data only: 0-9 and decimal point)*

Is the Employment     Paid    or     Unpaid/Volunteer *(unpaid employment is not allowed during STEM OPT).*

Name of Supervisor (*Last/Surname, First/Given Name*): \_\_\_\_\_

Supervisor's Phone Number: \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_

Explain how employment is directly related to your major field/course of study:

*Describe 3-5 of your job duties and **explain how the employment is directly related to your major field of study**. Maximum of 1000 characters; aim for 3-4 sentences, provided in paragraph style rather than list/bullet points. This description is exactly what will be entered into your SEVIS record; please use the appropriate level of formality. (PLEASE NOTE that SEVIS will not allow us to use more than 1000 characters).*

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Last Name	First Name	UFID	Telephone Number
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**Previous Employment Information**

If you were previously employed, provide the following information about the previous employer/company. Please note this only applies to employment during the time you have been on OPT or STEM OPT.

Employer/Company Name: \_\_\_\_\_

(If employed by a university, please list name of university as well as name of department)

Employment/Job Start Date: \_\_\_\_\_ (Please provide the date you started your previous job)

Employment/Job End Date: \_\_\_\_\_ (Please provide the date you last worked at previous job)

Hours per Week: \_\_\_\_\_ (numeric data only: 0-9 and decimal point)

Explain how employment is directly related to your major filed/course of study:

Describe 3-5 of your job duties and **explain how the employment is directly related to your major field of study**. Maximum of 1000 characters; aim for 3-4 sentences, provided in paragraph style rather than list/bullet points. This description is exactly what will be entered into your SEVIS record; please use the appropriate level of formality. (PLEASE NOTE that SEVIS will not allow us to use more than 1000 characters).

**Updated I-20 Request:**

Reporting your employment and home address does NOT automatically require you to receive an updated I-20.

- Please refer to the Travel Endorsement section of your current I-20 for the Travel Signature. The Travel Signature is valid for six months from the date next to the signature. (i.e. if it was signed March 1, 2016, it is valid through August 31, 2016.) If you are travelling out of the US and will return after the travel signature expires, please request an updated travel signature at least two – four weeks prior to your expected travel departure date.
- If you previously worked at Company A, and your I-20 reflects Company A's information in the Remarks section on page one or the Employer Information section on page two, and now you work at or are changing employers to Company B, you may request an updated I-20 along with providing an updated OPT report. If no employer information is indicated on the I-20, a change in employer while on OPT does not necessarily need to be indicated on the I-20.

Do you need an updated I-20 as a result of this OPT report?  NO  YES

If you request a new I-20, you will receive an email when it is ready for pick up or mailing. Please allow 5-7 business days.

**Please Note: This I-20 cannot be used to apply for STEM Extension OPT.** Please read the instructions listed [here](#) if you would like to apply for STEM OPT. If you have any questions, please contact your specific [F-1 Advisor](#).

**Acknowledgment:**

By submitting this OPT reporting form, you confirm all of the information provided above is true and accurate, all work which you do is directly related to your major field of study, you work 20 hours or more per week (even if through multiple employers), and you understand you cannot exceed 90 cumulative days of unemployment throughout the Standard OPT. Also, if you are on STEM OPT, your employment is only with E-Verified Employers and you understand you cannot exceed an additional 60 cumulative days of unemployment.

**Please type your name to acknowledging reading and acceptance of the above:** \_\_\_\_\_