

F-1 OPT EMPLOYMENT REPORTING RESPONSIBILITIES

While you are on OPT your SEVIS record is maintained by The University of Alabama and for reporting purposes you are still considered a UA F-1 student. Any **changes** to your **immigration status**, your **physical address**, **phone number(s)**, **email address** and **employment information** must be timely reported to International Services.

Your updated information should be emailed to international@ua.edu and CC janet.edmonds@ua.edu. In addition to emailing this information, you will also need to update your physical address and phone numbers in myBama.

As an F-1 Student on OPT you are responsible for reporting:

- 1) Your **physical address, email address, and phone number(s)** within 10 days of the change. **Email** information in this form to international@ua.edu and CC Janet.edmonds@ua.edu and then **add it to myBama** - <http://mybama.ua.edu/>. Be sure to pick the “LO” or “MA” for the type of address and leave the end date blank.
- 2) **OPT Employer information**
Employment Information that you will need to provide:
 - Explain how the employment is related to your major (course of study)—max 1000 characters
 - Employer name
 - Employer EIN (employer identification number)
 - Job Title
 - Start Date
 - End Date (if you were hired for a specific time period)
 - Indicate if the job is Full Time: more than 20 hours/week or if Part Time: 20 or less hours/week
 - Supervisor Information
 - Last Name, First Name
 - Telephone number
 - Email Address
- 3) **Change jobs.** If you change jobs, be sure to report all new information within 10 days of the change. Those on STEM OPT must also submit a new I-983 form to International Services - <https://studyinthestates.dhs.gov/students-and-the-form-i-983>, <https://www.ice.gov/sites/default/files/documents/Document/2016/I-983.pdf>
- 4) **Change Immigration Status.** If you change your immigration status (e.g. H-1B or PR) be sure to scan and email international@ua.edu your documentation immediately so we can make sure your SEVIS record has been updated to reflect the change.
- 5) **Abandon OPT Employment.** If you decide to return to your home country and abandon your OPT, email international@ua.edu stating that you are planning to return to your home country and will not be continuing employment in the U.S. and the date you plan to leave the United States. We will not terminate your SEVIS record until after you leave the U.S. (unless your 90 days of unemployment has expired, then your record will auto terminate.)

