F-1 OPT EMPLOYMENT REPORTING REPONSIBILITIES

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 Student & Scholar Services.

To do this, you should enter your updated information in this form and submit it to our secure online portal. In addition to uploading 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. **Update this form and** submit it to our secure online portal and then **add update your personal contact information in 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 ISSS - https://studyinthestates.dhs.gov/students-and-the-form-i-983.

4) **Change Immigration Status**. If you change your immigration status (e.g. H-1B or PR) be sure to **update this form and** submit it with a scan of your new immigration document to our secure online portal 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, **update this form and** submit it to our secure online portal. Please also 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.)

Capstone International Center
International Student & Scholar Services

105 B.B. Comer Hall | Box 870254 | Tuscaloosa, AL 35487-0254 |TEL: 205-348-5402
INTERNATIONAL@UA.EDU | HTTP://INTERNATIONAL.UA.EDU/ISSS/

F-1 OPT Optional Practical Training UPDATE FORM

BIOGRAPHIC INFORMATION

Full Name (as in passport): _____
                        Family/ Last Name (Surname)   Given Name (First)

Date of Birth (mmm/dd/yyyy - i.e. March 27, 1985): _____

UA Campus-Wide ID (CWID) Number: _____ SEVIS I-20# **N** _____

INFORMATION TO BE UPDATED

☐ ADDRESS AND CONTACT INFORMATION

☐ EMPLOYMENT INFORMATION (Please complete Employer Data section below, add pages as necessary)
► ☐ No Change In Employment – Fulfilling STEM OPT 6 Month Reporting Requirement
► ☐ New Employer ☐ New Position with Same Employer ☐ Employment ended
    ► Date previous employment/position ended: _____
► ☐ Adding Second, Concurrent Employer

☐ CHANGE OF IMMIGRATION STATUS (H-1B, PR, etc.): New Visa Status: _____
(Please attach copy of new visa documentation)

☐ ABANDONING OPT. Date you will depart the U.S.: _____

CONTACT INFORMATION

Current Home Address: _____

_____

Phone Number: _____ E-Mail Address: _____

Don't forget to update this information in **myBama - http://mybama.ua.edu/**.

NEW/CURRENT EMPLOYER DATA

Job Title:	
Hours per week:	☐ Part-Time (20 Hours/Wk or less) OR ☐ Full-Time (More than 20 Hours/Wk)
Employer Name:	
Employer Address:	

Supervisor's Name:		Supervisor's Phone:	
Supervisor's Email:		Supervisor's Job Title:	
Employer's Tax ID/EIN:		Employer's E-Verify #	
Employment Start-date:		Employment End-date: (leave blank if no contract end-date)	

How Does Employment Relate to Degree: _____

_____

_____

Those on STEM OPT must submit a new I-983 form to ISSS - https://studyinthestates.dhs.gov/students-and-the-form-i-983.