

All Alumni on OPT Must Submit New OPT Reporting Forms to Avoid Termination of F-1 Status

Due to changes in SEVIS, all F-1 students approved for OPT must submit a new OPT reporting form as soon as possible. Starting Spring 2016, students on OPT whose employment information is not complete, or reflects more than 90 days of unemployment, will have their SEVIS record automatically terminated.

To maintain F-1 status during OPT comply with U.S. Department of Homeland Security (DHS) employment and reporting requirements.

DHS requires students to report to their schools all periods of employment and unemployment while authorized for OPT and changes of address.

Updates must be reported within 10 days of the start of your OPT work authorization and within 10 days of any subsequent change.

- ✓ Use **OPT Reporting Form** as often as is necessary to make sure the Office of International Admissions has your most current information.
- ✓ Direct any questions regarding OPT reporting to international@sunyit.edu

What to Report

All F-1 Students on OPT – Within 10 days of the start of your period of OPT work authorization and within 10 days of any subsequent change, you are required to report the above, plus the following:

- Current U.S. address
- Change of your official name
- Start or end of employment
- Change of your employer's address
- Change of your employer's name

All Students with an OPT STEM Extension – You are required to report all the above, plus the following:

- Employment status, 6 months after your extension start date, even if your information has not changed.
- Employment status, 12 months after your extension start date, even if your information has not changed.

Updates to the following information will result in the Office of International Admissions issuing an updated I-20:

- Change of your official name
- Start or end of employment
- Change of your employer's address
- Change of your employer's name

The Office of International Admissions will email you when the I-20 is ready to collect. Please make arrangements to collect, or have your I-20 mailed to you within 30 days. After 30 days, your I-20 will be destroyed, and cannot be reproduced.

How to Report

To report a change of address or employment complete the [OPT Reporting Form](#) and submit it via email, fax or in person to the Office of International Admissions. The Office of International Admissions will report your changes to Homeland Security.

- Email: international@sunyit.edu
- Fax: 315 792 7221

OPT Reporting Form

Student Last Name: _____ First Name: _____

Email Address: _____ U ID: _____

A. Instruction

- ✓ **Submit a copy of your OPT EAD card to the ISSO with the OPT Reporting Form**
- ✓ **Report your OPT within the first 10 days of the start date indicated on your EAD card to notify DHS of your current address and employment status.**
- ✓ **Report anytime there are changes with your address and/or employment status while on OPT within 10 days.**
- ✓ **Keep documentation of your employment, each form you send to the Office of International Admissions, and all I-20s issued to you, for your records.**

B. Report address change. Enter your mailing address only if different from the residential address.

Street: _____

City: _____ State: _____ Zip Code: _____

C. Report employment change. Check the appropriate reason and fill out the employment information as applicable. Any unemployment/employment update will automatically generate a new I-20. If you do not pick up your I-20 within 30 days, it will be shredded.

Unemployment Start Date: _____ **End Date:** _____
MM/DD/YYYY MM/DD/YYYY

Employment Start Date: _____ **End Date:** _____
MM/DD/YYYY MM/DD/YYYY

Employer's Name: _____

Employer's Address: _____

City: _____ **State:** _____ **Zip Code:** _____

**Required* Degree Verification. Please read through the information and initial next to each statement.*

_____ Pursuant to 8CFR 274a.12, I understand all employment while authorized for Optional Practical Training must be related to my major and degree.

_____ I verify that the employment reported above is related to my most recent major and awarded degree.

D. Report leaving the U.S. before your OPT end date. Check the statement and enter the exit date

I am abandoning OPT and exiting the United States **Date of Exit:** _____
MM/DD/YYYY

E. 6 or 12 Month STEM employment validation report. Check the appropriate reason. Fill out Section C with your current information, even if you have not had changes. Enter your employer in Section C, do not check any of the boxes

6 months employment validation report

12 months employment validation report

F. Report change of visa status. Enter the new visa status and attach a copy of the approval notice/I-94 to this form

Changed visa status to: _____

G. Submit your OPT Reporting form to the ISSO. An I-20 reflecting the OPT employment information will be issued to you. Make sure the e-mail address in this form is valid.

- **In Person: Submit to the Office of International Admissions. Monday – Friday, 8:00am to 4:00 am.**
- **By e-mail (paper copies are not required) to international@sunyit.edu. Verify that the total size of attachments in one e-mail is not larger than 5 MB. Do not send files in compressed formats, such as .rar or .zip. Instead, use a PDF, JPEG or DOC format.**

Signature: _____ Date: _____
MM/DD/YYYY

Your signature on this form authorizes the Office of International Admissions to report the above information to the U.S. Department of Homeland Security. Information may also be shared with other SUNY Poly offices in accordance with the law.