

### Employee Information

Employee's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Employee's Position Title: \_\_\_\_\_

Start Date at Your Company: \_\_\_\_\_

### Employer Business / Company Information

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

Employer's E-Verify Company I.D.# or valid E-Verify Client Company I.D.# \_\_\_\_\_

**Give a brief description of employee's position and job duties.**

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### Note to the Employer:

- Student will have to apply for the 24-month extension on U.S. Citizenship and Immigration Services (USCIS) Form I-765 with fee
- Students who timely file an application for the 24-month OPT Extension (i.e., before the current Employment Authorization Document (EAD) expires) will be able to continue employment while the extension on application is pending, until a final decision on the I-765 or for 180 days, whichever come first. The student will receive a Form I-765 (receipt) from USCIS within 2-3 weeks. Processing for the EAD generally take about 2-3 months
- An employer must consider a worker to have departed when the employer knows the student has left employment, or if the student has not reported for work for a period of five consecutive business days without the employer's consent.

### EMPLOYER RESPONSIBILITY

As the above named employee's supervisor and representative of the above named business/company, I agree to report employee's termination or departure to the State University of New York Polytechnic Institute's Office of International Admissions at [international@sunyit.edu](mailto:international@sunyit.edu) within 48 hours.

Supervisor's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Email: \_\_\_\_\_ Date: \_\_\_\_\_  
MM/DD/YYYY

I understand that while I am engaged in the 24-month Extension Period:

- I am still in F-1 non-immigrant status
- I am obliged by the Federal Law to report:
  - ✓ A change of address within 10 days of the change to my new residence. It must be a physical street address and not a P. O. Box nor an office/employer address
  - ✓ A change in the legal name printed on my I-20
  - ✓ A change in email-address
- I am also obligated to report on:
  - ✓ Any change in employer name
  - ✓ A change of supervisor
  - ✓ A change in Employer address
  - ✓ Further, I will notify the State University of New York Polytechnic Institute's Office of International Admissions every six month from the OPT STEM Extension start date.
  - ✓ I must confirm the information listed above; even if there have been no changes. I can report as early as 15 days before my reporting date and up to 31 days after that date.

**Failure to report every 6 and 12 months within the reporting timeframe will result in SEVIS automatically terminating your OPT and F-1 status.**

### Reporting Example:

OPT STEM authorization: 12/17/2008 – 5/16/2010

6 month reporting date: 06/17/2009

12 months reporting date: 12/17/2009

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MM/DD/YYYY