

Auburn University
International Student and Scholar Services

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<http://www.auburn.edu/academic/international/iss/>

OPT Reporting Form

Description

This form is for AU F-1 international students who have been approved for OPT or the STEM OPT Extension and need to update their information. In order to maintain valid F-1 status while participating in OPT and STEM OPT, students are required to comply with U.S. Department of Homeland Security (DHS) employment and reporting requirements. This form and any additional materials needed can be emailed or mailed to the OIP Front Desk (intledu@auburn.edu).

Reporting Requirements

DHS requires students to report to their ISSS Advisor all periods of employment and unemployment while authorized for OPT/STEM OPT and changes of address. Updates must be reported within 10 days of any subsequent change. Failure to report changes in employment and address can result in an automatic termination of your SEVIS record and I-20 documentation by the Student and Exchange Visitor Program (SEVP).

Unemployment Limits

Students participating in standard OPT are allowed a maximum of 90 calendar days of unemployment during the 12-month period. Students approved for the STEM OPT Extension are given an additional 60 days of unemployment, for a maximum of 150 calendar days allowed during the 36-month OPT period. It is crucial that you report all periods of employment to avoid unnecessary accrual of unemployment, which could result in an automatic termination.

OPT Reporting Guide

| Update | Description | What to Report |
|-------------------|---|---|
| Change of Address | There has been a change in physical residential or mailing address. | Address Information 1). Include new physical, residential address 2). Include new mailing address if different from residential address. |
| New Job | First Employment on OPT | Employer Information 1). Submit copy of EAD, if you have not already 2). Submit copy of job offer letter 3). Submit a complete I-983 Form , if on STEM OPT |
| Change to New Job | Employer has changed | Employer Information 1). Include previous employer information 2). Submit a copy of new offer letter 3). Submit a complete I-983 Form , if on STEM OPT |
| Unemployment | Currently not employed | Unemployment Information |

Additional Information

When submitting this form, please attach a copy of your EAD card if you have not already provided a copy to ISSS. When adding new employment or changing jobs a copy of your offer letter must also be included with this form. Your job offer letter should contain the following information:

- Student's name
- Job title
- Start date of employment
- Work hours per week
- Description of work to be performed
- Employer name
- Employer address
- Company EIN number and e-verify number
- Name of supervisor
- Supervisor's phone number and email address

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International Student and Scholar Services
Auburn University**

Student Information

Surname: _____ Given Name: _____
Banner ID: _____ SEVIS ID: _____
AU Email: _____ Personal/Work Email: _____
Phone Number: _____

Address Information

Residential Address

Address: _____
City: _____ State: _____ Zip Code: _____

Mailing Address (if different from above)

Address: _____
City: _____ State: _____ Zip Code: _____

Employment Information

Current Employer

Employer Name: _____
Employer E-verify Number: _____ Employer ID Number (EIN): _____
Employer Physical Address: _____
City: _____ State: _____ Zip Code: _____
Job Title: _____
Work Rate: Full-time Part-time
Start Date: _____ End Date (if applicable): _____ Supervisor Name: _____
Supervisor Phone: _____ Supervisor Email: _____
Please explain how this position is related to your field of study: _____

Previous Employer

Employer Name: _____ End Date: _____

Unemployment Information

Name of Previous Employer: _____ End Date: _____
Number of Days of Unemployment Accrued while on OPT: _____

Additional Information

- If you decide exit the U.S. and abandon your OPT authorization, please complete the [Check-out Form](#).
- If you decide to transfer your SEVIS record to another U.S. institution to begin a new program of study, please complete the [Intent to Transfer Form](#).