

OPT Reporting Form

Students: This form is for F-1 students on pre- and post-completion OPT who need to report their employment to a DSO. If you reported using the SEVP Portal, you do not need to complete this form. You can contact a DSO via email to ensure that SEVIS updated properly. If you are engaged in STEM OPT, contact a DSO to learn how to meet your reporting requirements.

Last Name: _____ First Name: _____ UID: _____

Email: _____ Phone Number: _____

Employment Information:

Employer Name: _____ EIN: _____

Job Title: _____

Start Date: _____ End Date: _____ Weekly Hours: _____

Employer Address: _____

Supervisor's First Name: _____ Supervisor's Last Name: _____

Supervisor's Email: _____ Supervisor's Phone Number: _____

Briefly explain how this position relates to your field of study: _____

If you need more space send the description to immigration@tarleton.edu.

Have you moved? Yes ___ No ___ If yes, update your physical address:

Street Address: _____

City: _____ State: _____ Zip Code: _____

Is this the same as your mailing address? Yes ___ No ___ If no, update your mailing address:

Street Address: _____

City: _____ State: _____ Zip Code: _____

Student's Signature: _____ Date: _____

Return the completed form to immigration@tarleton.edu. Contact a DSO at the provided email or 254-968-9632 if you have any questions.