



## 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

[internationalstudents@tarleton.edu](mailto:internationalstudents@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 [internationalstudents@tarleton.edu](mailto:internationalstudents@tarleton.edu).