

OPT Employer Information and US Address Reporting Form

*You are required (by SEVP) to report your US address and employer information. To satisfy this requirement, you must complete page 1 and scan it back to International Student Programs at international@newpaltz.edu. Keep this original form for your records, along with well documented dates of employment, offer letters from your employers, and a description of your assigned duties (usually found within the offer letter or hiring contract).

Student Information (complete all sections):

Student Name: _____
Last Name
First Name
Middle Initial

Student/Banner ID: N _____

Current US Address: Street Address: _____ Suite/Apt: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Previous Employer Information:

Previous employer name: _____ Previous employer end date: _____
MM/DD/YYYY

Employer Information (complete all sections):

Name of Company/ Organization: _____

Employer EIN (required): _____ - _____

Employer's Address: Street Address: _____ Suite/Apt: _____

City: _____ State: _____ Zip: _____

Supervisor Information

Last Name
First Name

Phone #: _____ Email: _____

Start Date of employment with this employer: _____
MM/DD/YYYY

Job Title: _____

Full Time: more than 20 hours per week Part Time: 20 hours or less per week

Describe how this employment directly relates to your course of study (Max 1000 characters):

Sign here: _____

How to maintain status while on OPT:

- Employment may not begin until the EAD is received and you may only work during the valid dates of your EAD card.
- The EAD for Optional Practical Training will allow you to work only in a job related to your major field of study.
- Once authorized, you may accept employment anywhere in the United States.
- While you are on OPT, you must notify International Student Programs of any change of address within 10 days of your move.*
- While you are on OPT, you must notify International Student Programs of your employer's name and address, and any periods of unemployment while on OPT within 10 days of the actual employment start date or any change in employment.*
 - Remember, you must work 20 hours or more for employment to be considered reportable under OPT. Therefore, if you are reporting part time work for one employer, you should also report work for another employer, so that the combination is equal to or greater than 20 hours per week.
- If you intend to travel outside of the US, you must get a travel signature on your I-20 (valid for six months).
- If you transfer to another school or begin study at another educational level, then your OPT authorization will be automatically terminated.