OPT Data Form for International Student on OPT

In order to maintain your F-1 status, you must report changes to employment information, personal contact information, and status to the ISSS Office within 10 business days of any change. SEVIS has the capacity to track your total unemployment days, so please report in a timely manner. Students on 12 month OPT may not exceed 90 days cumulative unemployment; students on STEM OPT may not exceed 120 days cumulative unemployment for the 36 month period. All employment must be directly related to your major. (“*” indicates a required field). Please submit a scan of your current EAD card with this form.

Students on 12 Month post-completion OPT: Please note that you may report this information directly in the SEVP OPT Portal. For more information, see: https://www.albany.edu/isss/forms.php#OPTSTEM. You are still required to keep their SEVIS USA, email, and phone number up to date in MyUAlbany.

Part 1: Student Certification

Certification: I understand that I must report to ISSS within 10 days any changes in the above information. In addition, I understand that I must report every six months to ISSS to verify the above information. By signing below, I am verifying that this information is correct and I understand my duty to report to ISSS any change in information.

Signature

Part 2: Demographic Information

Legal Name (LAST, First)*: ____________________________________________

Date of Birth*: _____/_____/______  Degree Program (Major)*: ____________________________
mm/ dd/ yyyy

Degree Level*: Bachelor’s  MS  PhD  Other  Graduation Date*: ____________________________

UAlbany ID #: ____________________________  SEVIS ID #: N00________________________

Start Date on EAD*: ____________  End Date on EAD*: ____________

Email*: ____________________________  Phone #: ____________________________

Please log in to MyAlbany. Are your SEVIS USA address, email, and phone number current in MyUAlbany?*

Yes  No  If no, please update before submitting this form.

3/2018 last update
Part 3: Employment Information

Please choose one: *I am submitting this form to…*

**Students on 24 Month STEM OPT:**

- Report a change of employer on the 24 month STEM extension - Please go to Section 3.a (page 2)
- Complete a 6 month check-in (including 1 year check-ins) on 24 month OPT or update current employer information - Please go to Section 3.b (page 3)

**Students on 12 Month post-completion OPT:** Please note that you may report this information directly in the SEVP OPT Portal. For more information, see: [https://www.albany.edu/isss/forms.php#OPTSTEM](https://www.albany.edu/isss/forms.php#OPTSTEM)

- Report a new employer on 12 month OPT - Please go to Section 3.c (page 3-4)
- Report a change of employer on 12 month OPT - Please go to Section 3.d (page 4)
- Complete a 6 month check-in on 12 month OPT or update current employer information - Please go to Section 3.e (page 5)

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**Section 3.a Report a change of employer on the 24 month STEM extension**

*In order to report a change of employment on 24 month STEM extension, you must also submit a new I-983 for the new employer, and an I-983 with a final evaluation for your prior employer. Regulations require these new updated or new I-983s be submitted within 10 days of the change. You must keep a copy of the I-983, your employer must keep a copy, and you must supply a copy to ISSS. Employment cannot be reported in SEVIS until this form and the I-983(s) are completed and submitted to ISSS.*

Prior Employer’s Name*: ___________________________ Prior Employer’s End Date*: __________

New Employer/ Company’s Name*: __________________________________________________________

Job Title*: ____________________________________________________________________________

Employment Start Date*: __________ E-Verify Number*________________________________

How does this employment directly relate to your course of study in your major*?________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________
Section 3.b Complete a 6 month check-in (include 1-year check ins) on 24 month OPT or update current employer information

In order to report a change of employment on 24 month STEM extension, you must also submit an amended I-983 with the update information. Additionally, students are required to submit the first evaluation (page 5 of the I-983) at the end of the first year of STEM OPT, and the final evaluation at the end of employment or end of the 2nd year, whichever comes first. Regulations require these new updated or new I-983s be submitted within 10 days of the change. You must keep a copy of the I-983, your employer must keep a copy, and you must supply a copy to ISSS. Employment cannot be reported in SEVIS until this form and the I-983(s) are completed and submitted to ISSS.

Has something changed (including work location) from your prior report? If yes, please briefly describe the change and make sure your I-983 has been updated:

__________________________________________________________________________________________________________________________________________

New Employer/ Company’s Name*: ________________________________________________

Job Title*: ________________________________________________________________

Employment Start Date*: __________________ E-Verify Number*________________________

How does this employment directly relate to your course of study in your major*?

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

______________________________________________________________________________________

Section 3.c: Reporting a new employer on 12 month OPT

Employer/ Company’s Name*: ________________________________________________

Job Title*: ________________________________________________________________

Hours per week*: __________________ Is this a volunteer position*? Yes No

Students on OPT are required to work a minimum 20 hrs/week to be considered fully employed

Employment Start Date*: ______________ Employment End Date: ______________

Employer Address* (where you physically work):

________________________________________________________

(Suite Number)                                                                 (Street Address)

________________________________________________________

(City) (State) (Zip Code) (Section 3.c Continued next page….)

3/2018 last update
### Section 3.c: Reporting a new employer on 12 month OPT (Continued)

<table>
<thead>
<tr>
<th>Employer EIN: ______________________</th>
<th>Supervisor’s Name: ______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor’s Phone: __________________</td>
<td>Supervisor’s Email: ______________________</td>
</tr>
<tr>
<td>How does this employment directly relate to your course of study in your major*?: ______________________</td>
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### Section 3.d: Reporting a change in employer on 12 month OPT

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<tr>
<th>Prior Employer’s Name*: ______________________</th>
<th>Prior Employer’s End Date*: ____________</th>
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<tbody>
<tr>
<td>New Employer/ Company’s Name*: ______________________</td>
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<tr>
<td>Job Title*: ______________________________________</td>
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</tr>
<tr>
<td>Hours per week*: ____________________________</td>
<td>Is this a volunteer position*?: Yes No</td>
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*Students on OPT are required to work a minimum 20 hrs/week to be considered fully employed*

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<tr>
<th>Employment Start Date*: ____________</th>
<th>Employment End Date: ____________</th>
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<tbody>
<tr>
<td>Employer Address* (where you physically work):</td>
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</tr>
<tr>
<td>(Street Address)</td>
<td>(Suite Number)</td>
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<tr>
<td>(City)</td>
<td>(State)</td>
</tr>
<tr>
<td>Employer EIN: ______________________</td>
<td>Supervisor’s Name: ______________________</td>
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<tr>
<td>Supervisor’s Phone: __________________</td>
<td>Supervisor’s Email: ______________________</td>
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<tr>
<td>How does this employment directly relate to your course of study in your major*?: ______________________</td>
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Section 3.e: Complete a 6 month check-in on 12 month OPT or update current employer information

Has something changed from your prior report? If yes, please briefly describe the change: ____________

Employer/ Company’s Name*: ________________________________________________________________

Job Title*: ____________________________________________________________________________

Hours per week*: ___________________  Is this a volunteer position*?  Yes  No

Students on OPT are required to work a minimum 20 hrs/week to be considered fully employed

Employment Start Date*: ___________________  Employment End Date: ____________________

Employer Address* (where you physically work):
________________________________________________________________________________________
(Street Address) (Suite Number)
________________________________________________________________________________________
(City) (State) (Zip Code)

Employer EIN: _____________________________  Supervisor’s Name: ___________________________

Supervisor’s Phone: ___________________________  Supervisor’s Email: ___________________________

How does this employment directly relate to your course of study in your major*?
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Please submit this form to ISSS@albany.edu.  Thank you.