



2800 Victory Boulevard  
Staten Island, NY 10314  
T 718.982.2100 • F 718.982.2108  
[www.csi.cuny.edu](http://www.csi.cuny.edu)

Center for Global Engagement

## OPT Employment Reporting

International students on OPT are required to report to their international student office [8CFR 214.2(f)(12)]

- The beginning of employment
- The name and address of the employer
- The termination of employment
- Any change in your personal address
- Any change in your employment

Please submit this form to The Center for Global Engagement within 10 days of any changes to your employment or to your personal address. Failure to do so may jeopardize your F-1 status.

### Student's Information

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
SEVIS ID#

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Student's Telephone Number

\_\_\_\_\_  
Email Address

### Employment Information:

\_\_\_ Full Time \_\_\_ Part Time

\_\_\_\_\_  
Date Employment Began

\_\_\_\_\_  
Date Employment Ended

\_\_\_\_\_  
Company's Name

\_\_\_\_\_  
Employer EIN

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Supervisor's phone number

\_\_\_\_\_  
Supervisor's email address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Explanation of how employment is related to course of study

\_\_\_\_\_

\_\_\_\_\_