



Complete this form within **10 DAYS** of changing your address or securing/changing OPT employment.

Personal Information – All fields are REQUIRED for SEVIS reporting.

Surname/Primary Name: _____ **Given Name:** _____
(Note: If you have only 1 name, enter it as the Surname/Primary Name. First, Middle and all other names should be entered as the Given Name)

Last 4 VT ID# xxxx-x _____ **SEVIS ID#** N00 _____ **Email:** _____ @vt.edu **Phone#** _____

New Address:
Street: _____ **Apt/Suite #** _____
City: _____ **State:** _____ **Zip code:** _____

Per federal regulation 8 C.F.R. § 214.2(f) (10) (ii), OPT employment must be directly related to the student's field of study.
What is your field of study? _____
Explain how this employment is related to your field of study:

Employment Information – Check one that applies.

- Self Employed-Independent Contractor? Self Employed Business Owner? (Attach proof of business ownership)
- Volunteer? Volunteer at Virginia Tech? (Attach copy of offer letter-see Virginia Tech policy at <http://www.policies.vt.edu/4330.pdf>)
- Unemployed? (End date of previous employment) _____
- End OPT early and depart U.S.? (End date of employment) _____

Employer Information – All fields are REQUIRED for SEVIS reporting.

- Full Time: more than 20 hours/week Part Time: 20 hours or less/week
- First OPT Employer? (Attach copy of EAD) Change in OPT Employer? (End Date of previous job) _____

Employer Name: _____ **EIN (IRS Employer ID #)** _____ - _____

Job Title: _____ **Employment Start Date:** _____

Employer Address: _____ **Suite/Apt #** _____
City _____ **State** _____ **Zip Code** _____

Supervisor Information:

Last Name _____ **First Name** _____
Telephone Number _____ **Email Address** _____

Return form to: International Graduate Student Services

Signature: _____ **Date:** _____

International Graduate Student Services
Graduate Life Center at Donaldson Brown (0325)
Blacksburg, Virginia 24061
540/231-8486 Fax: 540/231-3714
igss@vt.edu Subject Line: "Report OPT"