



# THE UNIVERSITY OF TEXAS AT DALLAS

International Student Services  
800 W. Campbell Rd., SSB34, Richardson, Texas 75080-3021  
(972) 883-4189 ISSODocuments@utdallas.edu

## OPT Reporting Form - 12 Month Post Completion OPT

Student Name: \_\_\_\_\_ UTD ID: \_\_\_\_\_

**A. Instruction.** For more information on OPT Reporting requirements visit the ISSO OPT Reporting page: [utdallas.edu/isso/opt-reporting](http://utdallas.edu/isso/opt-reporting)

Report your OPT **within the first 10 days of the start date indicated on your EAD card** to notify DHS of your current address and employment status. Report anytime there are changes with your address and/or employment status while on OPT **within 10 days**. Keep documentation of your employment each from you send to the ISSO, and all I-20s issued to you, for your records.

**B. Report address change.** Enter your mailing address only if different from the residential address.

Residential Address: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**C. Report employment change.** Check the appropriate reason and fill out the employment information as applicable. Any unemployment/employment update will automatically generate a new I-20. If you do not pick up your I-20 within 30 days, it will be shredded.

**Unemployment:** Start Date: \_\_\_\_\_

**Previous Employment:** Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Current Employment:** Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**\*Required\* Degree Verification for Current Employer.** After reading, initial next to each statement. Must be handwritten initials.

\_\_\_\_\_ Pursuant to 8CFR 274a.12, I verify that the employment reported above is related to my most recent major and awarded degree.

\_\_\_\_\_ I verify that I am employed full time (average of over 20 hours a week)

**D. Report other changes to your OPT status.** Check the applicable statement and enter additional information

I am abandoning OPT and exiting the United States Date of Exit: \_\_\_\_\_

I changed visa status to: \_\_\_\_\_ Please provide a copy of your I-797A approval notification.

I reported a change at the SEVP Portal: Updated Residential Address Note: You will not receive an updated I-20

I reported a change at the SEVP Portal: Updated Employment Information Note: The ISSO will contact you when your updated I-20 is ready

**G. Submit your OPT Reporting form to the ISSO.** If there are any changes to your employer, an I-20 reflecting the OPT employment information will be issued to you. Make sure the e-mail address in this form is valid.

- **In Person:** Submit to the ISSO. Monday – Thursday, 8:00am to 6pm. Friday, 8:00am to 5pm.
- **By e-mail** (paper copies are not required) to [ISSODocuments@utdallas.edu](mailto:ISSODocuments@utdallas.edu). Verify that the total size of attachments in one e-mail is not larger than 5 MB. Do not send files in compressed formats, such as .rar or .zip. Instead, use a PDF. JPEG or DOC format.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your signature on this form authorizes the ISSO to report the above information to the U.S. Department of Homeland Security. Information may also be shared with other U.T. Dallas offices in accordance with the law.