



INTERNATIONAL TECHNOLOGICAL UNIVERSITY

OPT and Employment Reporting Requirements

Reporting your OPT employment to ITU is required by DHS regulations. While on OPT, maintenance of your legal F-1 student status is contingent on you reporting this information in a timely manner to the ITU Designated School Official who recommended you for OPT to the Dept. of Homeland Security. You are required to report employment beginning dates or changes in employer *within 10 days* of any change in your employment. Then, later, reporting is required every six months during the OPT period. That is, you are required to report in with your employer information again as outlined below whether or not there has been a change in your employment situation.

Below is the format in which you should use to fulfill the required reporting of employment status details:

Contact Information

Last/Family Name:

First/Given Name:

Student ID:

Email Address:

Telephone:

Current Residential Address:

Street:

City:

State:

Zip code:

Employer Information (Attached the offer letter)

Employer/Company Name:

Job Title:

Employer/Company Mailing Address (street, city, state & "zip" postal code):

"

"

"

.....

.....E-verify (only for the STEM extension):

.....

.....Date Employment began/ended:"to(mm/dd/yyyy)

.....Start Date End