

POST-COMPLETION OPT STUDENT EMPLOYMENT REPORT FORM

The Department of Homeland Security requires that all F-1 students on Post-completion Optional Practical Training (OPT) provide regular, timely, update reports on your employment status to the IPS office. Please complete this form and submit it to the IPS Office when appropriate, so that we can update your SEVIS record, as required.

*Note: **Each time** your employment status changes (starting a new job or ending a job), you need to fill out this form again and send to IPS with the updated information, within 10 days of the event you are reporting.*

Check one:

Starting employment – Date: _____

Ending Employment – Date: _____

SJSU Student ID Number: _____ SEVIS ID Number: N000 _____

Last/Family Name: _____ First/Given Name: _____

Current Address: _____

Current Employer's Name: _____

Employer's Address: _____

Please also provide a copy of your current Employment Authorization Document (EAD), if you have not already given us a copy.

Please FAX (408-924-5976) or E-MAIL (sjsuips@sjsu.edu) this form to the to IPS office. You can also submit it to the IPS office in person.

I certify that the above information is true and correct.

Signature: _____

Date: ____/____/____