

12-Month OPT Reporting Requirements to ISS – University of Portland

The U.S. government checks that students with OPT authorization are engaged in practical training experience (work/internships/unpaid professional experience) related to their major area of study.

WARNING: If you do not report your practical training/employment to ISS, the U.S. government may terminate your F-1 SEVIS record 90 days after the OPT start date print on your EAD card. A terminated SEVIS record cancels OPT authorization and requires you to leave the U.S.

Use our 12-Month OPT Reporting Form below to notify ISS about the following updates during your OPT year.

- **Employment/Practical Training information:** Report employment/practical training as soon as you start working. Report employment changes within 10 days.
 - 12-month standard OPT: Do not exceed 90 days of unemployment.
- **Address changes:** Report within 10 days of moving.
- **Final departure from the U.S.** (if earlier than your OPT end date)

12-Month OPT Reporting Form

Student Name:

UP ID Number:

Student Address Update – complete if you need to update ISS of a new address:

Street Address:

Suite or Apartment Number:

City:

State:

Postal Code:

Final departure date from U.S. – complete only if earlier than your OPT end date:

Day:

Month:

Year:

Employer Information

Explain how employment is related to student's course of study (Max 1000 characters)*:

Are you self-employed? YES / NO

Employer Name:

Employer EIN (not required, highly recommended):

Job Title:

Start Date:

End Date (if known):

Full Time or Part Time work?

Full Time: more than 20 hours/week

Part Time: 20 or less hours/week

Employer Address

Street Address:

Suite or Apartment Number:

City:

State:

Postal Code:

Supervisor Information

Last Name:

First Name:

Telephone Number:

Email Address:

Student Statement of Understanding

I have read and understand these requirements, and I understand that the consequences of a failure to comply may include a SEVIS record termination, the immediate loss of my OPT authorization, and having to depart the U.S

Signature:

Date:

Please return completed form to:

International Student Services, 5000 N Willamette Blvd, MSC 178, Portland, OR 97203

-or-

iss@up.edu