

F-1 OPTIONAL PRACTICAL TRAINING REPORTING REQUIREMENTS
Initial verification of OPT information

In order to continue to maintain your F-1 status while you are engaged in OPT, it is now required by the US Department of Homeland Security that you must notify your International Student Advisor, within 10 days of any changes to the following items:

US or Foreign address, Employer, Employer Address, Periods of Unemployment, or Change of Immigration Status.

Please complete and submit the information below for your initial OPT period, to me before commencement, so that I may update your SEVIS record accordingly. If you are still finding a place to live, please just provide me with a temporary address where you may be reached in the interim. Please contact me within 10 days of any address or employment changes.

It is also helpful to have a current preferred email and phone number available to contact you while you are on OPT. I will follow-up with you about once every six months to verify your address and employer information. It is only necessary for me to monitor your address/employer information while you are engaged in OPT. Once you have changed to another immigration status, it will no longer be necessary to notify me of these changes.

Student Name:
US Mailing Address:
Preferred Email Address:
Preferred Phone Number:
Employer Name:
Employer Address:

Sincerely,

Jennifer H. Abbott
Assistant Registrar/International Student Advisor
Email: abbottjh@upstate.edu
Phone: 315-464-8803