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OPT Employment Form

It is important that you report your employment information **within 10 days, including when you begin or end employment OR make changes to your personal information (address, phone number, email)**. The Office of International Student and Scholar Services recommends that you use the SEVP portal to directly report your employment information. However, if you cannot successfully create or access your SEVP portal account, or the DSO determines that you have not provided a sufficient explanation in SEVIS through your portal account, please complete this form. Failure to submit this form in a timely manner will result in termination of your SEVIS record and may have negative consequences on your visa status in the United States.

You are responsible to only engage in practical training opportunities that are directly related to your major area of study. The student is responsible for reporting their employment to the DSO and explaining, in writing, how the job relates to their major area of study so that the information can be reported in SEVIS or otherwise retained. This written explanation should be kept in the student's record if not entered in the free text field in SEVIS.

Student name: _____

****If you are changing employment, please provide the following information:**

_____. **Last day of work:** ____/____/____
Employer (Name of business/company) MM DD YYYY

Student residential address:

Address: _____
 Street Number Street Apt./Unit

City: _____ **State:** _____ **Postal code:** _____

Employment Information:

Employer (Name of business/company): _____

First date of employment: _____ **Is the job 20 hours or more per week?** ☐ Yes ☐ No

Employer address (where you report to work):

Address: _____
 Street Number Street Apt./Unit

City: _____ **State:** _____ **Postal code:** _____

Position Title: _____

Brief explanation of how the job relates to your major area of study. (See examples provided on the second page of this document.)**

Student signature: _____ **Date:** _____



Documenting the Direct Relationship between Employment and Degree:

Students must describe their job-related duties and explain how those duties relate to their major area of study. Students are responsible for providing a description of how their optional practical training opportunity relates to their major area of study, which the DSO must review and retain. This description can be entered by using the Portal or DSOs can enter the information directly in SEVIS through submission of the **OPT Employment Form**. The written explanation, maintained in SEVIS or otherwise, should include the student's job title, employer name, major area of study, whether full time or the average hours worked per week, and a brief explanation of how the job is directly related to the student's studies. If a DSO believes that the documentation does not provide a sufficient explanation, students will be asked for additional evidence to better understand the relationship.

Sample Explanations of a Direct Relationship

1. **Bachelor's degree in Electrical Engineering:** I work full time as an Electrical Engineer at ABC Corp., a government contractor. In my job, I analyze client requirements for electrical systems and provide them with cost estimates of such systems. My work requires understanding of electrical circuit theory, which I studied in-depth at the University of ABC.
2. **Bachelor's degree in Business:** I work full time as a Loan Officer at a mortgage company, Happy Homes, where I meet with clients and evaluate, authorize and recommend approval of loan applications. On a daily basis, I use the knowledge I gained in my credit analysis, sales and marketing classes that I took as part of my major program of study.
3. **Master's degree in Music:** I am working at a hospital playing the harp in patient rooms. I also conduct hands-on harp beginner workshops for long-term patients. On average, I work at the hospital 35 hours a week. My duties directly utilize the skills and knowledge I acquired from my coursework and degree in music therapy.
4. **PhD in Computer Science:** I am employed as a Computer and Information Research Scientist at ABC Research Institute. I work as part of a team of scientists and engineers that designs experiments to test the operation of various software systems. My work builds on research in complex algorithms and machine learning, which I studied as part of my dissertation.