

## What You Need To Know While You Are On OPT

- You are **still** in F-1 Status while you are on OPT
- Send a copy of your EAD card (if our office didn't receive your EAD card)
- Update IPS and ETSU Goldlink with your new address when you move and also submit an AR-11 to the Department of Homeland Security (see the address on the form): <http://www.uscis.gov/files/form/ar-11.pdf>
- Bring IPS your employer's information including name, address and the duration of your employment
- Do not attend school part-time or full-time while you are on OPT (check with IPS if you have questions)
- Obtain a new I-20 before you start any new degree program (check with IPS)

According to the federal regulations [8 CFR 214.(f)], F-1 students are responsible for reporting their address, employer's name and address, and any periods of employment and unemployment while on OPT. ETSU International Programs & Services is responsible for updating the student's SEVIS record to reflect these changes. For your convenience, we are providing this form for you to report your information to our office in order for us to update SEVIS. You can mail or fax the form back to us (see address and fax number at the top).

### Student Information

Surname:	First Name:
Address:	
Street	Apt.      City
	Üççç^      ZIP code
Phone:	Email:
SEVIS ID:	E No:
	Start Date      End date

**OPT Card Information**  
(Include scan of your EAD card):

### Employment Information

Employer's (Company) Name:	Job Title:
Job Description (how does this relate to your degree):	Employer Address:
	Street      Suite.
	City      Üççç^      ZIP code

### Supervisor Information:

First Name:	Employment Start Date:	Employment End Date:
Last Name:		
Sup. Email:	Previous Employment End Date:	
Sup. Phone:	Ext.	

**If you are not working:** I have left or will leave the U.S. permanently on \_\_\_\_\_ (date).

**If your status changed:** I have changed my status from F-1 to \_\_\_\_\_ . [Please attach a copy of your approval notice (I-797)].

*I understand it is my responsibility to report to the International Programs & Services Office immediately when there is a change in the above information.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_