

Optional Practical Training (OPT) Employment Reporting [214.2(f)(5)(i)] Form

Students holding an F-1 status and / or visa and engaging in **Optional Practical Training (OPT)** must work and not spend more than three months out of the twelve months OPT period, unemployed. Employment can be paid or non-paid and full-time or part-time and related to the student's academic major

Students, once you have received EAD card will be sent an email from SEVP about creating a portal account. The email shall be sent to the email address that you provided on the **G-1145 form** that you had filled out when you were applying for OPT. You are required to login to that account and submit your employer information as soon as possible so that you can stop the clock from counting days toward the 90 days of unemployment. You must login and submit employer information each time that you change employer, gain another employment or your ending date has changed.

Students, PLEASE DO NOT under any circumstances, delete previous employment from your record that was inserted on the portal for it will count towards the 90 days or more of unemployment. You may edit employment, if you would like to change the ending date of employment or add new employment information if you have a new employer.

In addition, International students on OPT are also required to report their employment to the staff of the International Students Office and:

- Any changes in your personal address
- Any changes in employer and/or employer's address

Please submit this form or the [Optional Practical Training Employment Reporting](#) (Online) machform to the International Students Office (ISO) within 10 days of any changes to your employment or [personal address](#). A scanned copy of your Employment Authorization Card (**front and back**) must be attached. Failure to do so may jeopardize your status here in the United States.

Student's Information

NOO

Student's name (last name, first name)

SEVIS ID # (found on I-20 left top corner)

CUNYfirst ID #

() -
Telephone number

Personal Email address

@myhunter.cuny.edu

Hunter Email Address

Address name and number

City, State and Zip Code

Company & Employer's Information:

Company Name & Supervisor's last name, first name and job title

Supervisor's email address and telephone number including extension number (if applicable)

Company's address

City

State

Zip Code

I am (check one): Beginning Employment Ending Employment and seeking another one Ending employment and transferring to another SEVIS approved school Ending employment and leaving the U.S.

Start Date: ____/____/ **20** (mm/dd/yyyy) End Date: ____/____/ **20** (mm/dd/yyyy)

Name of Degree received at Hunter _____ Job Title: _____

Check one:

Full time: More than 20 hours a week **Part time:** Less than 20 hours a week

Explain how employment is related to the degree awarded:

Student's full name (as it appears on your passport)

Signature

Date

Are you working anywhere else? Yes No

If yes, please fill out the information below for the second employer.

Company & Employer's Information:

Company Name & Supervisor's last name, first name and job title

Supervisor's email address and telephone number including extension number (if applicable)

Company's address

City

State

Zip Code

I am (check one): Beginning Employment Ending Employment and seeking another one Ending employment and transferring to another SEVIS approved school Ending employment and leaving the U.S.

Start Date: ____/____/ **20** (mm/dd/yyyy) End Date: ____/____/ **20** (mm/dd/yyyy)

Name of Degree received at Hunter _____ Job Title: _____

Check one:

Full time: More than 20 hours a week **Part time:** Less than 20 hours a week

Explain how employment is related to the degree awarded:

Student's full name (as it appears on your passport)

Signature

Date

Note: if your portal account is locked or expired, please contact us at intlss@hunter.cuny.edu and provide your full name, CUNYfirst ID and SEVIS ID number and we will send you an email to reset your SEVP portal account. Please remember to provide us a copy of the **front and back** of your EAD card.