



# INTERNATIONAL PROGRAMS

## COLORADO STATE UNIVERSITY

1024 Campus Delivery Fort Collins, CO 80523-1024 USA ☐ (970) 491-5917 ☐ international.colostate.edu

### OPT REPORTING FORM

Student's Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

CSU ID Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current U.S. Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Are you currently employed? Yes No If no, please list start date of unemployment: \_\_\_\_\_

If you are currently employed, please provide the following information about your current position:

Name of Current Employer: \_\_\_\_\_

Address of Current Employer: \_\_\_\_\_

City: \_\_\_\_\_ State\*: \_\_\_\_\_ Zip Code: \_\_\_\_\_

*\*If the state where you live and the state where you work are not the same, please explain below.*

Explanation (if applicable): \_\_\_\_\_

Start Date of Employment: \_\_\_\_\_ End Date of Employment: \_\_\_\_\_

Job Title: \_\_\_\_\_ Employer's EIN: \_\_\_\_\_

Check One: Full Time (20 hours or more per week) Part Time (Less than 20 hours per week)\*\*

*\*\*Working less than 20 hours will count as unemployment unless you also have another job.  
Students who are working at more than one job must submit a reporting form for each position.*

Check One: Paid Employment Volunteer Position\*\*\* Self-Employed

*\*\*\*Employment must be paid for students who have been approved for a STEM extension.*

Name of Supervisor: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_ Supervisor's Phone Number: \_\_\_\_\_

If your employer has changed, do you want a new I-20? Yes No

If you have changed jobs, please indicate the end date of your previous job: \_\_\_\_\_

Brief description of your job duties and how this job is related to your program of study: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this your primary/only employer? (If not, you must submit an OPT Reporting Form for each job.) Yes No

**I verify that I have read and understand the information on pages 2-4 of the packet and confirm the information I have provided above is accurate. I agree to submit an OPT Reporting Form to ISSS again every 3 months or within 10 days of any changes.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## OPT REPORTING REQUIREMENTS

While on Optional Practical Training (OPT), you must continue to report certain information to USCIS (United States Citizenship and Immigration Services) in order to maintain your F-1 visa status. CSU's International Student and Scholar Services (ISSS) is responsible for reporting this information on your behalf to USCIS through the Student and Exchange Visitor Information System (SEVIS).

It is mandatory that you report the information outlined in this form so that your SEVIS record may be updated appropriately. Failure to report this information will constitute a violation of your status and lead to termination of your SEVIS record.

### Employment Requirements during OPT

During post-completion OPT, your F-1 status is contingent upon employment. You must be employed for at least 20 hours per week in order to meet your employment requirement. Any employment needs to be related to your academic major.

### Unemployment during OPT

OPT authorization begins on the employment start date shown on your EAD card. You may not accrue an aggregate of more than 90 days of unemployment during any post-completion OPT carried out under the initial post-completion OPT authorization. (Note: During periods of unemployment, weekends do count toward the 90 day unemployment limit. Weekends are not counted toward the 90 day unemployment limit for students who are employed throughout the week.)

### Unemployment and the 24-Month OPT STEM Extension

If you were granted a 24-month OPT STEM extension, you may not accrue an aggregate of more than 150 days of unemployment during the total OPT period comprising any post-completion OPT carried out under the initial post-completion OPT authorization and the subsequent 24-month extension period.

### Reporting Deadlines

You must submit an updated OPT reporting form to ISSS every 3 months during your OPT period, even if there have been no changes in your employment or other information.

You must also submit an updated OPT Reporting Form to ISSS within 10 days of any changes to your employer, address (mailing or email), or name.

### How to Report

Scan this OPT reporting form (page 1 of this packet) and send by email to [iss@colostate.edu](mailto:iss@colostate.edu). Please include "OPT Validation" in the subject line of the email.

If you prefer to send it by fax, our fax number is: +1 (970) 491-5501

If you prefer to send it by mail, our mailing address is: International Student & Scholar Services, 1024 Campus Delivery, Fort Collins, CO 80523-1024



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## OPT REPORTING REQUIREMENTS

You need to submit an OPT Reporting Form, as well as any required supporting documents, within 10 days of any of the updates outlined in the chart below.

Information to Report	Supporting Documents
Change of address (mailing or email)	None
Change of legal name, as indicated on passport	Copy of passport showing change
Intention to change visa/immigration status	Copy of I-797 Notice of Action
Approved change of visa/immigration status	Copy of I-797 Notice of Approval
Receipt of Employment Authorization Document (EAD) card	Copy of EAD card
Start of employment	None
Change of employment	None
Loss of employment	None
Permanent departure from the United States	<a href="#">Departure Form</a>

### Reporting Requirements by Employment Type

Situation	Information to provide to CSU ISSS
Employed by one employer	Provide employer's name and address
Multiple employers	Submit an OPT reporting form for each employer and indicate which is your primary employer
Self-employed	Indicate you are self-employed and give the business address (can be same as your personal address)
Students with performing arts degrees who have multiple short-term jobs (gigs)	If self-employed, indicate "self-employed performing arts student", and send CSU ISSS a list of gigs on a regular basis. If working for an agency, indicate the agency as the employer and list the agency's address.
Not currently employed	Check "No" for "Are you currently employed?" <ul style="list-style-type: none"> <li>▪ During post completion OPT F-1 status is dependent upon employment.</li> <li>▪ Students may not accrue a total of more than 90 days of unemployment during any post-completion OPT carried out under the initial post-completion OPT authorization.</li> <li>▪ Students granted an OPT STEM extension may not accrue an aggregate of more than 150 days of unemployment during the total 36 month OPT period.</li> </ul>

### Additional Reporting Requirements for STEM Students

Students who have been approved for a 24-month STEM extension of OPT must also submit an updated OPT reporting form for any of the following changes:

Information to Report	Who Reports	Deadline for Reporting
Self-Evaluation*	Student and Employer	Annually
Material Changes to <a href="#">Form I-983</a> *	Student and Employer	As soon as possible
Change of Employment*	Student and Employer	Within 10 days
Start of new practical training opportunity*	Student and Employer	Within 10 days
Termination of student's practical training	Employer	Within 5 business days
Student's departure from the company	Employer	Within 5 business days of knowing

\*These changes must be accompanied by an updated [I-983 Form](#).



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## ADDITIONAL INFORMATION FOR OPT STUDENTS

### Duration of OPT

Standard post-completion OPT is granted for one year at a time.

### Duration of OPT STEM Extension

The 24-month STEM extension period begins on the day after the expiration of the initial post-completion OPT employment authorization and ends 24 months thereafter, regardless of the date the actual extension is approved.

A student who has applied for a STEM extension can continue working for up to 180 days beyond the expiration of the prior post-completion OPT EAD while the STEM extension is pending.

Note: Employment must conform to STEM conditions during this interim extension period, including the requirement that the student work only for an E-Verify employer.

### Cap-Gap Extension

If you are approved for an H1B visa and receive a cap-gap extension, ISSS can print a new I-20 upon request from you. You will need to supply us with a copy of your receipt notice. The new I-20 will reflect that your F-1 status and employment eligibility have automatically been extended through 09/30/yyyy. A cap-gap I-20 may be required if you are applying for a benefit such as a driver's license.

Note: You are required to continue submitting an OPT Reporting Form to ISSS every 3 months, or within 10 days of any changes, throughout your cap-gap extension.

### Travel During OPT

You can travel outside of the United States while using your OPT benefit. International Student and Scholar Services recommends that you do not travel outside of the United States while your application is pending or if you do not have an employment letter or your EAD Card.

After your OPT has been approved and you have started working, you must take the following documents if you plan to travel outside of the United States:

1. Your passport (valid for at least 6 months into the future)
2. Your I-20 (with a recent travel signature from an ISSS advisor)
3. Your F-1 visa (if your previous visa has expired, you will need to apply for a new F-1 visa in order to return)
4. Your EAD card
5. A letter from your employer.

Before you leave the United States, you should check with ISSS to make sure your SEVIS record has been updated with your most recent OPT reporting information.

We recommend getting a new I-20 from us that shows your OPT has been approved. Some students have had problems upon re-entry if they are carrying an I-20 that only shows the OPT recommendation.

### EIN Explanation

An EIN (employer identification number) is issued by the Internal Revenue Service (IRS) and is used to identify businesses for tax purposes. It is a 9-digit number in the format 00-0000000. ISSS is required to include your employer's EIN when we report your employment in the SEVIS system. Your employer will need to provide you with the number.