

## STUDENT RESPONSIBILITIES

### REPORTING CHANGES

All universities sponsoring students on F-1 visas are required to report to the U.S. Department of Homeland Security information on F-1 students engaging in Optional Practical Training (OPT). As an F-1 student on OPT you must inform the Office of International Services (OIS) of the following changes within 10 days of them occurring or you will be violating the law:

- Change in legal name
- Change of residential address
- Change of employer
- Change of employer's address and changes to employment status, including full-time (20+ hours per week) to part-time employment, termination/end of employment, start of new employment and start or end of second job
- Change of phone number and/or e-mail address

Also, please notify the OIS if you change your immigration status including obtaining a non-immigrant status such as H-1B, TN, J-1, etc. or U.S. Permanent Resident. Please submit a copy of the official approval notice from the U.S. Citizenship and Immigration Services to the OIS.

Likewise, if you decide to depart the U.S. permanently and end your period of OPT earlier, please email the OIS at [international@uthscsa.edu](mailto:international@uthscsa.edu) and notify us of your intended departure date.

### LIMITATION ON UNEMPLOYMENT

You are allowed only 90 days in total of unemployment during your OPT period. Any employment or volunteering must be at least 20 hours per week and related to your field of study and degree to avoid accruing "unemployment time" under OPT. The 90 day period begins on the start date listed on your Employment Authorization Document (EAD) (work permit) issued for your OPT.

Students on the STEM OPT extension can accrue 120 days in total of unemployment during the entire OPT period (the initial 12-month OPT period + the STEM 17-month extension period).

***Once you have accrued the 90 (120 for STEM OPT students) days of unemployment, you are in violation of your F-1 student non-immigrant status and beginning in 2016, the U.S. Department of Homeland Security will automatically terminate your F-1 student record in SEVIS. You would then need to depart the U.S. as you would no longer have valid F-1 student non-immigrant status.***

## INSTRUCTIONS

Please use this form to report any of these changes while you are engaged in Optional Practical Training. Check the appropriate box(es) indicating the information which you are reporting and insert the relevant information. If you have any questions about how to complete this form, please contact the OIS at 210-567-6241 or [international@uthscsa.edu](mailto:international@uthscsa.edu). Please submit the completed form to the OIS at [international@uthscsa.edu](mailto:international@uthscsa.edu).

### PART A. INFORMATION TO BE COMPLETED BY ALL STUDENTS ON OPT

Name: \_\_\_\_\_

SEVIS Number: \_\_\_\_\_

CHANGE OF ADDRESS, EMAIL ADDRESS, AND/OR PHONE NUMBER

Residential (physical) address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone number: \_\_\_\_\_

EMPLOYMENT/VOLUNTEER ORGANIZATION INFORMATION

Position/Job Title: \_\_\_\_\_

Are you employed in a paid position? Yes No

Are you volunteering in an unpaid position? Yes No

Are you self-employed? Yes No (Indicate your primary work location below for employer's address.)

Are you employed/volunteering full-time (20 hours per week or more)? Yes No

Legal Name of Employer or Organization Where Volunteering: \_\_\_\_\_

Physical Address of Employer/Organization: \_\_\_\_\_

Employer's E-Verify Number

(This number is required for students on a STEM OPT extension. Otherwise it is optional.): \_\_\_\_\_

Second Job/Employment: Yes No (If "yes", please submit a separate Reporting Form to OIS for each job.)

Start date of employment: \_\_\_\_\_

End date of employment: \_\_\_\_\_

a. If new hire and permanent employment, indicate "N/A - permanent."

b. For contract/temporary positions, indicate expected end date.

c. For positions from which you have recently resigned, been terminated from, or departed for any other reason, indicate last day of employment.

Supervisor's Name: \_\_\_\_\_

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

Supervisor's Position/Job Title: \_\_\_\_\_

Explain in 2 - 3 sentences how the job relates to the field of study and degree listed on your I-20 form:

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

CHANGE OF NAME

New Legal Name: \_\_\_\_\_

Please submit to the OIS copies of the documents supporting the legal name change (for example, certified copy of marriage certificate or court order).

**REQUIRED SIGNATURE**

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

Name: \_\_\_\_\_

If you have any questions, please contact the OIS at 210-567-6241 or [international@uthscsa.edu](mailto:international@uthscsa.edu).