



**OPT Employer Information Sheet**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

SEVIS ID #: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone (if different): \_\_\_\_\_

Home Address:

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

Employer (Business) Name: \_\_\_\_\_

Date Started Employment: \_\_\_\_\_ End Date If Temporary: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Physical address where you work: \_\_\_\_\_

\_\_\_\_\_

Supervisor name: \_\_\_\_\_

Company EIN (if available): \_\_\_\_\_

Please explain how this position is related to your field of study: \_\_\_\_\_

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

As a student on Optional Practical Training, it is your responsibility to report any changes of address and employer to Jefferson State Community College. In turn, we will update SEVIS to keep your information up to date. From the starting date on your OPT card, you cannot accrue more than 90 days of unemployment. If you do accrue more than 90 days, then your work authorization and status will be null and void. Please make sure to report changes immediately to your school official so they can assist

you with issues related to this matter. Failure to report updates can result in automatic termination of your F-1 status within SEVIS, because electronic updates are periodically required.