

## Reporting OPT Employer Information to City University of Seattle

During post-completion OPT, F-1 student status is dependent on employment. Students may not accrue an aggregate of more than 90 days of unemployment during post-completion OPT. To ensure that your SEVIS record is not automatically terminated, please enter the employment information on the SEVP Student Portal on the day you start working (the absolute reporting deadline is 10 days after the employment starts).

When your employment information is updated, **you will need a new form I-20** with your most up-to-date employment information. To request the updated I-20, please complete this form.

**Student Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Student CityU ID#** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

### Employment Reporting (select one)

- I have updated my employment information through the SEVP Portal and I am requesting a new I-20.

#### Supervisor Information:

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

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Employer Identification Number (EIN):** \_\_\_\_\_

- I am requesting that my DSO report all employment information provided below through SEVIS on my behalf (**please complete OPT reporting section on page 2**), and I am requesting a new form I-20.

### I-20 Update

- I request that my I-20 is mailed to my address of residence via US Postal Service registered mail:

Street Address and Unit #: \_\_\_\_\_

City, State, ZIP Code: \_\_\_\_\_

If this is a new address:

- I request my CityU Student Account address to be updated.

**\*\*Please note that the I-20 can only be picked up by or mailed to the student and not to a third party\*\***

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please email the completed form to [iso@cityu.edu](mailto:iso@cityu.edu) . Incomplete forms cannot be processed. You will be notified when your new I-20 is ready for pick-up or with tracking details once it has been shipped.

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**OPT Reporting via CityU DSO**

**\*\*ONLY to be completed by students who have not reported OPT through the SEVP portal\*\***

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

Student CityU ID# \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Employer Identification Number (EIN) (highly recommended - you will have to ask your employer):  
\_\_\_\_\_

Employer Address: (where you physically work – if the company is located at another address, also provide the company address on the second line)  
\_\_\_\_\_  
\_\_\_\_\_

Is this your first OPT employer (circle one)? Yes/ No

If no, name of the last employer: \_\_\_\_\_ Employment end date at this company: \_\_\_\_\_

Type of your current employment (circle/mark one):

- Self-employed (business license required)
- Other (including regular paid position, internship, contractor, ...)

Full time/ Part time (circle/mark one):

- Full time position (more than 20 hours/week)
- Part time position (20 hours/week or less)

Start date: \_\_\_\_\_ End date (if known): \_\_\_\_\_

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

Explain how the employment is related to your course of study:

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

Supervisor Information (required for all OPT students)

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

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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