

Optional Practical Training Employment Reporting Form

All F-1 students on Optional Practical Training (OPT) are required to update any changes in employment, name, and address throughout the duration of dates listed on their Employment Authorization Document card. Students are required to inform the Center for Global Engagement within five business days regarding any changes in employment by submitting an Optional Practical Training Employer Information Form. Review the information at www.elgin.edu/international for reporting requirements.

Student Information

Name: _____ Student ID: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Email: _____ Phone: _____
Program of study: _____

Employment Information

Employer's Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Position Title: _____
Employment Start Date: _____ Employment End Date: _____
Is this position: _____ Paid _____ Unpaid Hours per week: _____
Signature: _____ Date: _____

Required Documentation

Submit a letter from your employer on company letterhead with the following information:

- Employer name
- Employer Identification Number
- Employer address, phone, and email
- Supervisor's name and contact information
- Position title
- Start date of employment
- End date of employment (if applicable; this is generally used only for contract or short-term gigs)
- Indicate whether the position is paid or unpaid
- Number of hours worked each week
- A description of the position's duties and responsibilities