



Purpose: *This form is intended for WSU students with Optional Practical Training authorization.* Students on OPT are required to report specific information regarding employment to their school. Please complete this form within 10 days of adding, changing, or terminating employment, including any periods of unemployment. The completed form should be returned to International Education via mail, fax, or by scanning the form and then e-mailing it. This form may also be used to submit change of address information to International Education as required. Remember, while we will use this information to update your SEVIS record, you also need to update your address in the WSU database directly by updating your myWSU account.

Students on the **24-month STEM OPT extension** should not use this form.

Student _____
Surname/Primary Name *Given Name*

WSU ID _____ Date of Birth _____ WSU E-mail _____@shockers.wichita.edu
mm/dd/yyyy *(Note: Emails from our office will be sent to this address.)*

Phone Number _____ SEVIS ID Number (on I-20) _____

Current Address _____
Street Address *Apt* *City* *State* *Zip*

OPT employment dates (located on OPT card) _____ to _____
mm/dd/yyyy *mm/dd/yyyy*

I am completing this form to report my previous employment at _____ has ended. My last day of employment was _____. I understand that I must report new employment to International Education within 10 days of the start date.
mm/dd/yyyy

I am currently employed at the following business. I understand that I must report any changes to this information within 10 days to the International Education:

Current Employer/Company Name _____

Employer EIN/Tax ID Number (not required, but highly recommended) _____

Physical/Site Address _____
Street Address *Suite* *City* *State* *Zip*

Employment start date _____
mm/dd/yyyy

Your position title _____

Supervisor's Full Name _____
Surname/Primary Name *Given Name*

Supervisor's Phone Number _____ Supervisor's Email Address _____

How many hours per week do you work on average?

- Full Time: 20 or more hours per week Part Time: less than 20 hours per week

How would you like this information reported in SEVIS?

- This position is my only current employment.
 This position is in addition to other current employment already reported to WSU. Please report in SEVIS as secondary employment.

Student's Signature _____ **Date** _____
(Signature valid only if hand-written or applied digitally with a time/date stamp.)