



International Student Services
Sierra Vista, 3rd Fl
1500 N Verdugo Rd
Glendale, CA 91208-2894
818-240-1000 x6645
gcciso@glendale.edu

OPT Reporting Form

STUDENT INFORMATION

Last/Family Name: _____ First Name: _____
Earned Degree/Major: _____ GCC Student ID: _____
(i.e. AA in Business; Cert in Dance)

I am reporting the following (please check all that apply):

- ☐ A change in my contact information (address, phone, or email). Complete **Section A**.
- ☐ Unemployment, including completion of previously reported job. Complete **Section B**.
- ☐ New employment. Complete **Section C**. Submit a copy of your EAD card if you have not done so already. If you are on STEM OPT, you must submit a new [I-983 Training Plan](#) in addition to completing Section C.
- ☐ Applying for STEM OPT. Determine [eligibility for STEM OPT](#). Complete **Section C** and submit this form along with your [I-983](#).
- ☐ STEM OPT 6 Month Reporting Requirement. **If there are no changes to report, click here:** ☐ Otherwise, complete the appropriate sections below. If you are unsure if you have changes to report, please complete sections A and C (you can leave "Reporting Type" in C blank).

REPORTING INFORMATION

SECTION A: CHANGE IN CONTACT INFORMATION

Please complete all necessary sections:

Address: _____
(street number and name) (apartment number, if applicable)

City: _____ State _____ Postal Code: _____

New personal email address: _____

New cell phone number: _____

SECTION B: UNEMPLOYMENT

Please select the appropriate choice:

- ☐ I have not yet found employment. I understand that I have a 90 day **total** limit of unemployment while on post-completion OPT. I understand that I have a 150-day total limit of unemployment if I have been approved for STEM OPT (includes accumulated unemployment days during the initial year of OPT).
- ☐ My previous employment has ended. My last day of work was (MM/DD/YYYY): _____. I understand the unemployment limits listed in the above bullet.
- ☐ I no longer wish to engage in OPT. Please close my F-1 record. I understand that I must depart the US by the 90th day of unemployment (150th for STEM OPT). **Date of departure** (MM/DD/YYYY): _____.



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SECTION C: EMPLOYMENT – Please complete ALL required sections:

REPORTING TYPE (Required):

- ☐ This is my first job on OPT (submit a copy of your EAD card if you have not done so already).
☐ I am applying for the STEM extension (complete all sections on this page and attach I-983 Training Plan).
☐ I have found a new position at the new company listed below. My last day of work at my prior position was (MM/DD/YYYY): _____. If I am on STEM OPT, I understand I need to attach a new I-983 Training Plan to this document.

POSITION INFORMATION (Required; complete all sections):

Job Title: _____

Start Date (MM/DD/YYYY): _____ End date, if known (MM/DD/YYYY): _____

This position is:

- ☐ Full Time (over 20 hours a week)
☐ Part Time (20 hours a week or less)

I am:

- ☐ Employed by a company
☐ Self-Employed (post-completion OPT only)

Please provide 1-2 sentences indicating how the employment is related to your degree. **Please be brief but specific.** Your “mini job description” should explain what you will be doing on the job on a daily basis:

Company EIN (Required for STEM OPT): _____ - _____
XX - XXXXXXXX

Company Information (Required; Supervisor Information is only required for STEM OPT)

Name of Company (daily work site): _____

Address of Company (daily work site): _____
Street Number & Name, Suite Number (if applicable), City, State, Zip code

Will you be working remotely/from home: ☐ Yes ☐ No ☐ Sometimes

Supervisor Information: _____
Last Name, First Name Phone (XXX-XXX-XXXX) Email

Staffing/Hiring Agency (if applicable)

Name of Staffing/Hiring Agency: _____

Address of Company (daily work site): _____
Street Number & Name, Suite Number (if applicable), City, State, Zip code

I-20 Needed?

Your I-20 does **not** need to be updated when you report a new employer. An I-20 showing your current employer is recommended if you will be traveling outside of the US. **If you need a new I-20, check this box:** ☐