



Optional Practical Training Employment & Address Report

During your OPT period, you are required to report your employment information and any changes in your home address. Use this form to report:

- A change in your home address
- A new employer's name and location
- A period of unemployment
- The end of your OPT

U.S. HOME ADDRESS			
Student Name (Last, First)			SMC ID #
Street Address		APT	City State
Zip Code	Preferred Email		Phone #
Is this a new home address? <input type="checkbox"/> Yes <input type="checkbox"/> No		Today's Date	
EMPLOYMENT INFORMATION (IF SELF-EMPLOYED, PUT YOUR NAME AS THE COMPANY)			
Company/Organization Name		Job Title	
Street Address			
City		State	Zip Code
Start Date	End Date	<input type="checkbox"/> Full-Time (20+ per week) <input type="checkbox"/> Part-Time (20 or fewer per week)	
Explain how employment is related to your major (REQUIRED):			
EMPLOYER/SUPERVISOR INFORMATION			
Supervisor Name (Last, First)			
Supervisor Phone #		Supervisor Email	
Employer Identification Number (EIN) *Highly Recommended by DHS*			
Prior Company/Organization Name (if applicable)			
Street Address			
City		State	Zip Code
Start Date	End Date		
List any period(s) of <u>unemployment</u> during your OPT period so far:		Start Date	End Date
END OF OPT			
If you are not participating in OPT, or if you will end your OPT, please check the appropriate box.			
<input type="checkbox"/> I am no longer in the U.S. and would like to cancel OPT.		<input type="checkbox"/> I am transferring to a new school.	
<input type="checkbox"/> I am returning to SMC and will end my OPT.		<input type="checkbox"/> I am no longer in F-1 status for another reason.	

Student Signature

Date

Send this form to the IEC by email (intled@smc.edu), FAX (310-434-3651), or mail to the address below.

International Education Center • 1900 Pico Boulevard, Santa Monica, California 90405

www.smc.edu/international • 310-434-4237

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