

# OPT Reporting – Employer Information

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

Pratt ID#: \_\_\_\_\_

SEVIS #: **N** \_\_\_\_\_  
(from I-20)

Today's Date: \_\_\_\_\_

Reminder: There is a maximum of 90 days of unemployment that you are allowed to accrue during your 12-month OPT period.

***In order to update your SEVIS record with your OPT employment we need the following info:***

*Employment Information (submit a new form for each employer or new job you have):*

Name of Company: \_\_\_\_\_

Company address: \_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

Number of hours you work per week: \_\_\_\_\_  
(Full time: more than 20 hours/week or Part time: 20 or less hours/week)

Start date of your employment: \_\_\_\_\_

End date of your employment (if known): \_\_\_\_\_

*Personal Information:*

Your local address in the U.S.: \_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

Your local cell phone # in the U.S.: \_\_\_\_\_

Your preferred email address: \_\_\_\_\_

**\*\* Reporting requirements: While on OPT, you are required to report any changes or interruptions in employment within 10 days to OIA. This can be done via email: [ويا@pratt.edu](mailto:ويا@pratt.edu).**