



Date: \_\_\_\_\_

**OPTIONAL PRACTICAL TRAINING - REPORTING**

F-1 students on Optional Practical Training (OPT) are required to report to Cranwell International Center the following information within 10 days of the change:

- Address and name change
- Any periods of unemployment
- Any change in employer
- Change in status

**STUDENT INFORMATION**

Name \_\_\_\_\_  
Last/Family First Middle (if any)

Email \_\_\_\_\_ VT ID# \_\_\_\_\_

Phone \_\_\_\_\_ SEVIS ID: N00 \_\_\_\_\_

Local address: \_\_\_\_\_  
Street Address City State Zip Code

**EMPLOYER INFORMATION**

Employer Name \_\_\_\_\_ Start Date \_\_\_\_\_

Job Title \_\_\_\_\_ End Date \_\_\_\_\_

Employer's Address \_\_\_\_\_  
Street Address City State Zip Code

Supervisor Name \_\_\_\_\_ Supervisor Phone \_\_\_\_\_

Supervisor Email \_\_\_\_\_ Employer EIN (recommended) \_\_\_\_\_

**Check One:**

- Full Time (over 20 hours per week)
- Part-time (less than 20 hours per week)

Explain how employment is related to course of study:

**FOR OFFICE USE ONLY**

\_\_\_\_\_ BANNER \_\_\_\_\_ SUNAPSIS \_\_\_\_\_ SEVIS