



**THE UNIVERSITY OF TEXAS AT DALLAS**  
 International Student Services  
 800 W Campbell Road SSB34, Richardson, Texas 75080-3021  
 (972) 883-4189 Fax (972) 883-4010

**STUDENT REPORT – OPT EMPLOYMENT**

**INSTRUCTIONS**

- Complete, print, sign and date form
- Make a copy for your records
- Send form to UT Dallas ISSO via email at [ISSOCurrent@utdallas.edu](mailto:ISSOCurrent@utdallas.edu) or fax at 972-883-4010
- Processing time is 3 business days from the date of receipt. You will receive an email when processing is complete.
- If you have any questions about reporting requirements or other immigration-related issues, contact an international advisor via email ([ISSOCurrent@utdallas.edu](mailto:ISSOCurrent@utdallas.edu)), appointment (972-883-4189) or in person during walk-in hours (M-TH 10:30- 5:00, F 10:30-4:00).

**REASON FOR REPORT**

- Employment/unemployment change
- Address change
- Extension validation report (due every 6 months from extension start date, even if information is unchanged)

**Student Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Student Residential Address:** \_\_\_\_\_

**Current email address:** \_\_\_\_\_

\_\_\_ I received my EAD card. The authorization dates on the card are \_\_\_\_\_ to \_\_\_\_\_.

NOTE: If you did not use the UT Dallas ISSO address on your I-765 form, you must provide a copy of your OPT EAD to the ISSO. If you have not already done so, submit a copy by fax (972-883-4010), email ([ISSOCurrent@utdallas.edu](mailto:ISSOCurrent@utdallas.edu)) or in person.

**CHECK AND COMPLETE ALL THAT APPLY (Please print clearly.)**

\_\_\_ I am currently employed. (Supply employment dates, employer name and employer address.)  
 \_\_\_\_\_ to \_\_\_\_\_  
Employer name and address

\_\_\_ I am not employed, starting from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_ I will discontinue OPT in order to begin a new academic program on \_\_\_\_\_.

\_\_\_ I have changed visa status to \_\_\_\_\_, with the I-94 effective date of \_\_\_\_\_. Submit a copy of the approval notice/I-94 to the UT Dallas ISSO by email, fax or in person.

\_\_\_ I have decided to leave the U.S. and discontinue OPT, departing the U.S. on \_\_\_\_\_.

\_\_\_ I am currently “employed” as an unpaid volunteer or intern in my major field of study. (Not available to students on OPT extension.) Supply employment dates, employer name and employer address.  
 \_\_\_\_\_ to \_\_\_\_\_  
Employer name and address

\_\_\_ I am self-employed. Provide your business address: \_\_\_\_\_

*I agree for the UT DALLAS ISSO to report the above information to the Department of Homeland Security on my behalf.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_