



<p>Office Use Only: Date Received: _____ Date Completed: _____</p>
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Post-Completion OPT Employment Add Form

F-1 students must report their employer information within 90 days of their OPT approval (when they receive their EAD card from USCIS). Please note that students who accrue more than 90 days of unemployment will be considered out of status. Students are required to report their change of employment within 90 days as well.

Please submit the following documents to WU International Affairs intlservices@westcliff.edu:

- Westcliff University’s Post-Completion OPT Employment Add Form
- Copy of Employment Authorization Document (EAD) Card
- USCIS Approval Receipt Notice (i.e. I-797)

F-1 Student Information			
First Name _____	Last Name _____	Middle Initial _____	
Current U.S. Residential Address:			
Address Number and Street _____	City _____	State _____	Zip Code _____
Phone Number: _____	Email: _____		
Student I.D. _____	SEVIS ID#: N00 _____		
Date of Birth _____	Email: _____		
Major:	<input type="checkbox"/> DBA	<input type="checkbox"/> MBA	<input type="checkbox"/> MA TESOL
	<input type="checkbox"/> BBA	<input type="checkbox"/> BAEd	
OPT Reporting Information			
Please select all that apply:			
<input type="checkbox"/> New OPT Employer	<input type="checkbox"/> Adding another OPT Employer		
<input type="checkbox"/> New STEM OPT Employer	<input type="checkbox"/> Adding another STEM OPT Employer		
<u>Employer Information</u>			
Employer Name: _____			
Employer Identification Number (EIN): _____			
Employer Address:			

address number and street			

city state zip code			



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Position Information

OPT Position Title: _____

Full-time (more than 20 hours/week)

Part-time (20 hours or less per/week)

of Hours Per Week: _____ Salary: _____

Start Date: _____ End Date: _____

Supervisor Information

Supervisor Name: _____ Supervisor Title: _____

Supervisor Email: _____ Supervisor Phone: _____

Short Employment Description:

Write a short description of how your employment is related to program major of study.(1-2 sentences)

Unemployment

Please check one of the boxes below regarding your status:

- I have no found employment as of _____ (MM/DD/YYYY). I understand that I have a 90 day total limit of unemployment on initial OPT. I understand that this limit may be extended to a 120-day total limit of unemployment if I have been approved for STEM OPT (this limit included an accrued unemployment days during the initial OPT year).
- My previous employment has ended as of _____ (MM/DD/YYYY). I understand that this limit is raised to a 120-day total limit of unemployment if I have been approved for STEM OPT.

I am an F-1 Student who will engage in Optional Practical Training (CPT). I understand that I cannot legally begin employment until I receive an Employment Authorization Document (EAD) from USCIS. It is my responsibility to report to Westcliff University of any changes during my OPT period. Every eight months I must also report to the university to let them know I am still doing OPT.

Student Signature _____ Date _____