AUSTIN COLLEGE

Registrar's Office
900 North Grand Avenue, Suite 6R
Sherman, TX 75090-4400
Ph: 903-813-2371 Fax: 903-813-2378

OPT EMPLOYMENT REPORT FORM

INSTRUCTIONS
- Complete, print, sign and date form
- Make a copy for your records
- Send form to the Registrar's Office via email at registrar@austincollege.edu or fax at 903-813-2378.
- Processing time is 3 business days from the date of receipt. You will receive an email when processing is complete.

Name: _____ AC I.D.#:_____

Date of Birth: _____

REASON FOR REPORT
☐ Employment/unemployment change
☐ Address change

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 AC Registrar address on your I-765 form, <u>you must provide a copy of your OPT EAD to the Registrar</u>. If you have not already done so, submit a copy by fax (903-813-2378), email (registrar@austincollege.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 AC Registrar 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. 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 AC Registrar to report the above information to the Department of Homeland Security on my behalf.*

_____   _____
Signature   Date