Yeshiva University
Office of International Students and Scholars

REPORT CHANGES TO OPTIONAL PRACTICAL TRAINING (OPT) EMPLOYMENT

During post-completion Optional Practical Training (OPT), F-1 status is dependent upon employment. Students authorized for standard post-completion OPT are limited to an aggregate of 90 days. A student on STEM OPT can be unemployed for a total of 150 days. This includes any of the remaining 90 days of unemployment allotted from the standard post-completion OPT.

Effective December 7, 2015, the U.S. government started tracking unemployment time in SEVIS. It is unknown when SEVIS will begin auto-terminating the SEVIS records of students who fail to report OPT employment or exceed unemployment limits. OPT employment history is taken into account when F-1 students apply for other immigration benefits, such as STEM OPT or H-1B.

Initial OPT employment and subsequent changes to OPT employment, must be reported to the OISS within 10 days of starting a new job or ending a job, to avoid a possible violation of F-1 status. In addition, students are required to provide a brief explanation of how their OPT employment relates to their major. The OISS recommends that students request a letter from their employer noting the professional-academic connection. Furthermore:

- The Student and Exchange Visitor Program (SEVP) recommends that students maintain evidence - for each job - of the position held, proof of the duration of that position, the job title, contact information for the student's supervisor or manager and a description of the work. The same evidence could also be used to establish that the limit on unemployment has not been exceeded.
- Current immigration regulations require Yeshiva University to report employment information provided by the student. Yeshiva University will not terminate a student’s SEVIS record for failure to report OPT employment. However, SEVIS may begin auto-Terminating records in the future.
- Students may have multiple employers and employment need not be paid, as long as it is related to your major.

To report employment to the OISS during authorized OPT, please complete and send this form to OISS@yu.edu

Once received, your job will be reported in SEVIS and noted on page 2 of your I-20. A new I-20 will be provided. You have the option to pick up the new I-20 in person, or purchase an express shipping label (instructions follow). If you choose to pick up the I-20 in person, specify when and where (the campus) you want to pick it up. You may designate someone to pick up the document for you (write name and contact info below). Pick-up must be during regular business hours.

I will pick up my new I-20 in person: ____________________________________________

The OISS is no longer mailing OPT I-20s by regular mail because too many are getting lost. Yeshiva University uses eShipGlobal, an express mail service that will allow you to receive your I-20 through DHL or FedEx. Requesting your immigration documents through express mail is at your expense and your credit card will be charged upon requesting the service. Please go to https://study.eshipglobal.com/ to have your I-20 sent by express mail. You must use the eShipGlobal website. Do not go through DHL or FedEx website. All communication will go through the eShipGlobal service, who will notify us that you are requesting your I-20 to be sent by express mail.

You will need to create your own user name and password in order to create an account. If you experience any difficulty in registering and processing the shipment, please use the “Help” link in the site for step by step instructions. If you have additional questions about how to use this service, please contact eShipGlobal directly.
STUDENT INFORMATION:
YU ID: ___________________________ YU School: ________________________________

Name in passport: ___________________________________________________________

Date of Birth: ____________________________

Month/Day/Year

LOCAL ADDRESS IN THE U.S. (where you live)
Street and Apt. #___________________________________________________________

City ___________________________ State _________ Zip Code____________________

Phone number: ___________________________ Email address: ___________________________

EMPLOYMENT INFORMATION
Prior employment: Did you leave a previous OPT job? (Circle one) Yes  No

When did the prior job end? (Month/Day /Year) ____________________________

New Employment * Denotes Required Field.

Explain how this employment is related to your major:*

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Are you self-employed? (Circle one) Yes  No

Employer Name* ___________________________ Employer EIN (SEVP Highly recommends this) __________

Job Title* ___________________________ Start Date*: ________  End Date __________

Full time/Part Time*

☐ Full-Time: 20 or more hours per week

☐ Part Time: less than 20 hours per week

Employer Address* 

Street __________________________________________________

City ___________________________ State _________ Zip Code____________________

Supervisor Information

Last Name: ___________________________ First Name: ___________________________

Phone number: ___________________________ Email address: ___________________________