Reporting Period of Employment and Unemployment

Students are encouraged to report changes in employment to the DSO as soon as possible. SEVP recommends that student report changes within 10 business days to avoid situations where the Department of Homeland official may determine the student is out of status.

An F-1 student who is authorized by USCIS to engage in Optional Practical Training (OPT) employment is required to report any change of name or address, or interruption of such employment to the DSO for the duration of the Optional Practical Training. A DSO who recommends a student for OPT is responsible for updating the student’s record to reflect these reported changes for the duration of the time that training is authorized. 8CFR 214.2(f)(12)(i)

Unpaid Employment
Students may work as volunteers or unpaid interns, where this does not violate any labor laws. The work must be at least 20 hours per week for students on post-completion OPT. Students must be able to provide evidence from the employer that the student worked at least 20 hours per week during the period of employment.

What counts as time unemployed?
Students on post-completion OPT may have up to 90 days of unemployment. Each day during the period when OPT authorization begins and ends that the student does not have qualifying employment counts as a day of unemployment. The only exception is that periods of up to 10 days between the end of one job and the beginning of the next job will not be included in the calculation for time spent unemployed.

Consequences of Exceeding the Period of Unemployment
A student who has exceeded the period of unemployment while on Optional Practical Training violates his or her status unless he or she has taken one of the following actions:
- Applied to continue his or her education by a change of level or transferring to another SEVP-certified school
- Departed the United States
- Taken action to otherwise maintain legal status i.e. changed to another visa category

PDSO/DSOs are not responsible for determining if a student has exceeded the limit of unemployment time while on OPT. The Department of Homeland Security (DHS) will determine if the student has violated his or her status by exceeding the permissible unemployment period. Students may be denied future immigration benefits that rely on the student’s valid F-1 status if DHS determines that the student exceeded the limitations on employment.

Updates must be reported within 10 days of the start of your OPT work authorization and within 10 days of any subsequent change.

If you have any questions, please contact Kayla Carroll, Director of International Admissions and Student Services, Romeo B. Garrett Cultural Center, Office of Diversity and Inclusion, 309-677-2646, klcarrerl@fsmail.bradley.edu.
The following table suggests the best way to report employment or a change in employment.

<table>
<thead>
<tr>
<th>Situation</th>
<th>Report</th>
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| New Job                                                                  | • Name of the employer  
                          • Start date of employment  
                          • Mailing address for the employer                                    |
| Change to a new job                                                      | • Name of the previous employer  
                          • Ending date of the employment with the previous employer  
                          • Name of the employer  
                          • Start date of employment  
                          • Mailing address for the employer                                    |
| Multiple short-term gigs in one period with less than 10 days between gigs | • Report at the beginning of the first gig and indicate "Multiple short term gigs" |
| Work for hire (start)                                                    | • Indicate "Self-employed work for hire"                                |
|                                                                          | • Indicate the start date of the contract                              |
| Work for hire (ending more than 10 days between the end of one contract and the beginning of another contract or a new job) | • Indicate "Self-employed work for hire"                                |
|                                                                          | • Indicate you have no current contract                                |
|                                                                          | • Ending date of the last contract worked                              |
| More than 10 days of unemployment (start)                                | • Indicate "unemployed"                                                |
|                                                                          | • Ending date of last job                                              |
| Self-employed business owner (start)                                     | • Indicate "Self-employed business owner"                              |
|                                                                          | • Indicated date went into business                                     |
| Self-employed business owner (end)                                       | • Indicate "Self-employed business owner"                              |
|                                                                          | • Indicate date business closed or student no longer worked for the business full time |
| Student decides to exit the United States and complete his or her F-1 status prior to the end date of OPT | • Indicate "Completing OPT and exiting the United States"              |
|                                                                          | • Indicate you have no current contract                                |
|                                                                          | • Date of exit                                                         |
BRADLEY University
Office of Diversity
and Inclusion

Personal Information
Date: __________  BU ID#: __________  SEVIS #: __________

Name: ____________________________________________________________
  (Family Name)                                                  (First Name)

Home Address 1: __________________________________________________
                Address 2: ____________________________________________

City: ___________________________  State: __________  Zip: __________

Birth Date: ___________________________  Country of Birth: __________

Phone: ___________________________  Email: ____________________________

CHECK ONE:
Employed:  _____  Self-Employed:  _____  Not Employed:  _____
           OPT STEM Extension 1-20:  _____

Employer Information
Company Name: ____________________________________________________

Address 1: _______________________________________________________
                Address 2: ____________________________________________

City: ___________________________  State: __________  Zip: __________

Job Title: _______________________________________________________

Employer Identification Number (EIN): ______________________________

Explain how employment is related to course work:
_________________________________________________________________

Employer Contact Person: ___________________________  Phone Number: __________

Employer Email Address: __________________________________________

Current Employer Start Date: __________________________

Former Company Name: ____________________________________________
                Former Employer End Date: __________

Full Time: more the 20 hours/week:  __________  Part Time: 20 or less hours/week:  __________

I understand that it is my responsibility to immediately inform the Office of Diversity and Inclusion of any changes or updates to my employment or home address within 10 days.

Student’s Signature  ___________________________  Date  ___________________________

Official Use Only:
Comment: _______________________________________________________
DSO Signature: ___________________________  Date: ___________________________

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