BMCC

International Student
Services Office

Room S115N

212-220-1265

Borough of Manhattan Community College   199 Chambers Street
The City University of New York   New York, NY 10007-1097
                                                                        www.bmcc.cuny.edu

<u>Optional Practical Training Employment Reporting Form</u>

All F-1 students on OPT must inform the ISSO of your employment information and any changes immediately. If you fail to do so in a timely manner, your SEVIS record will be terminated.

Last (Family) Name: _____ First Name: _____

EMPL ID#: _____

SEVIS ID#:_____ Date of Birth (MM/DD/YYYY): _____

EAD Card <u>Start</u> Date (MM/DD/YYYY): ___/___/_____ EAD Card <u>End</u> Date (MM/DD/YYYY): ___/___/_____

Has your address changed since you applied for OPT? **Yes/No** (circle one)

If <u>yes</u>, complete the form below.

Local U.S. Address:

Street: _____ Apt #: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone Number: (_____) _____--_____

Place of Employment (Company Name): _____

Building Number and Street: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Supervisor's Name: _____ Phone Number: (_____) _____-_____

Job Title: _____

Start Date: ___/___/_____ (mm/dd/yyyy)   Hours per week worked at this location: _____

If you have more than one place of employment, please list them on the back of this form.

Explain how job is related to coursework at BMCC:

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Place of Employment (Company Name): _____

Building Number and Street: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Supervisor's Name: _____ Phone Number: (_____) _____-_____

Job Title: _____

Start Date: ____/____/_____ (mm/dd/yyyy)   Hours per week worked at this location: _____

Explain how job is related to coursework at BMCC:

Place of Employment (Company Name): _____

Building Number and Street: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Supervisor's Name: _____ Phone Number: (_____) _____-_____

Job Title: _____

Start Date: ____/____/_____ (mm/dd/yyyy)   Hours per week worked at this location: _____

Explain how job is related to coursework at BMCC:

Student Signature: **Today's Date (mm/dd/yyyy):**

For DSO Only:

Updated in SEVIS on: ____/____/_____(mm/dd/yyyy)   By:_____(DSO initials)