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## SEVIS REPORTING AGREEMENT

You must discuss this form **on or about February 1st** with the Office of Global Services, sign it before you can receive recommendation to apply for OPT during the month of February as this process takes approximately 2-3 months to receive USCIS approval.

F-1 visa students working on OPT are responsible for reporting their address, their employer's name and address, and any periods of unemployment while on OPT to the Designated School Official (DSO) at their college or university. The DSO is responsible for updating the student's SEVIS record to reflect these changes. The regulations governing these reporting requirements are:

**8 CFR 214.2(f)(5)** defines the duration of status for F-1 students as "the time during which an F-1 student is pursuing a full course of study at an educational institution approved by the Service for attendance by foreign students, or engaging in authorized practical training following completion of studies..."

**8 CFR 214.2(f)(10)(ii)(E)** states that "A DSO who recommends a student for optional practical training is responsible for maintaining the record of the student for the duration of the time that training is authorized."

**8 CFR 214.2(f)(17)** requires that "A student must inform the DSO and the Service of any legal changes to his or her name or of any change of address, ***within 10 days of the change***, in a manner prescribed by the school. A student enrolled at a SEVIS school can satisfy the requirement in 8 CFR 265.1

of notifying the Service by providing a notice of a change of address within 10 days to the DSO, who in turn shall enter the information in SEVIS within 21 days of notification by the student."

**8 CFR 214.2(f)(12)** requires that "An F-1 student authorized by the Service to engage in practical training is required to report any change of name or address, or *i n t e r r u p t i o n* of such employment to the DSO for the duration of the authorized training. A DSO who recommends a student for optional practical training is responsible for updating the student's record to reflect these reported changes for the duration of time that training is authorized."

**8 CFR 214.3(g)(3)** requires reporting ***within 21 days of change*** in "Any other notification request made by SEVIS with respect to the current status of the student."

Designated School Officials and students on **OPT** are expected to know the reporting requirements and to ensure SEVIS is updated accordingly.

- *I certify that I have discussed the above-listed regulations with the Office of Global Services I understand my reporting responsibilities while on OPT.*
- *I agree to provide an email address that I can be reached at after my graduation from Princeton Seminary.*

Effective now \_\_\_\_\_ Effective as of \_\_\_\_\_ Will provide email later \_\_\_\_\_ Email

Address: \_\_\_\_\_

Student Signature \_\_\_\_\_ Student Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

DSO Signature \_\_\_\_\_ DSO Name (printed) \_\_\_\_\_ Date \_\_\_\_\_