

Dear UNLV International Students currently on OPT:

- The U.S. Department of Homeland Security has recently decided that now F-1 students on OPT MUST provide their school's international office with their employment information – employer name and address [8CFR.214.2(f)(12)]. **If you have not already given UNLV OISS your most up-to-date information regarding your address and your OPT employment status, please fill out the OPT Address Change Form and send it to UNLV OISS immediately!!**
http://studentlife.unlv.edu/international/pdf/OPT_AddressChangeForm.pdf

DHS has warned schools that if you fail to provide your address and employer's information during OPT to your school's ISS office, that you may put your F-1 visa status in jeopardy.

What should you do? One of the following:

Fax completed (signature required) OPT Address Change form: 702-895-0169

OR

Bring completed (signature required) OPT Address Change form to: UNLV, OISS office, SSC 311. Our office is open 8am – 5pm Monday – Friday.

OR

Email (scan) completed (signature required) OPT Address Change form from the link above or PDF attachment: isssc@unlv.edu

- As an F-1 student, you are already required to report changes of your living address within 10 day of moving. This includes the period while you are on OPT. Now, we also need to have your employer's name and address. If you are currently unemployed, indicate this and tell us your last date of employment.
- Also during OPT, if you decide to leave the U.S. permanently and not complete your OPT, you need to email us as soon as possible with the date you will be departing the U.S. Or if you change your visa status from F-1 to another visa type during OPT, you also need to email us as soon as possible with the start date of your new visa type.
- Please send us your employment information using the attached OPT Change of Address form according to these instructions from the U.S. Department of Homeland Security:

Situation	Information
Employed by one employer	Provide your employer's name and address (where you physically go to work)
Multiple employers	List all employer's names and addresses, indicate which employer is your primary employer

Self-employed	Indicate you are self-employed and give the business address (which can be the same as your personal address)
Students with performing arts degrees who have multiple short-term jobs (gigs)	If self-employed, indicate this as “Self-employed performing arts student.” Follow the directions below for sending your DSO a list of short-term jobs (gigs) on a regular basis. If working for an agency, indicate the agency as the employer and list the agency’s address.
Not currently employed	Indicate “none” for the employer, state if you are "actively seeking employment"

- Email (scan), fax or bring the attached pdf form to UNLV Office of International Students & Scholars now.
- This new reporting requirement is permanent. So, it is important that you continue to report to UNLV OISS any changes in your living address and any changes to the name and address of your employer or if you are unemployed by using the attached form while you are on OPT. The OPT Change of Address form is also posted on our website at http://studentlife.unlv.edu/international/pdf/OPT_AddressChangeForm.pdf

If you have any questions or concerns, please contact an advisor in the Office of International Students & Scholars. You may schedule an appointment or make a phone appointment by calling (702) 895-0143; or come to walk-in hours to see an advisor.

UNLV OISS Walk-in Hours

Tuesday 11:30am – 1:30pm

Wednesday 1:00pm – 4:00pm

Thursday 11:00am – 1:00pm

Friday 12:00pm – 3:00pm

Sincerely,

Kristen Young

Director

Office of International Students & Scholars