

## OPT Employer Reporting Instructions How to Update the F1 OPT Employer Address in Oscar

Per Federal Regulation, all F-1 students who have been approved for OPT (excluding pre-completion OPT), must report the following to the Department of Homeland Security:

- employer name
- employer worksite
- the start date of employment, and
- any periods of unemployment.

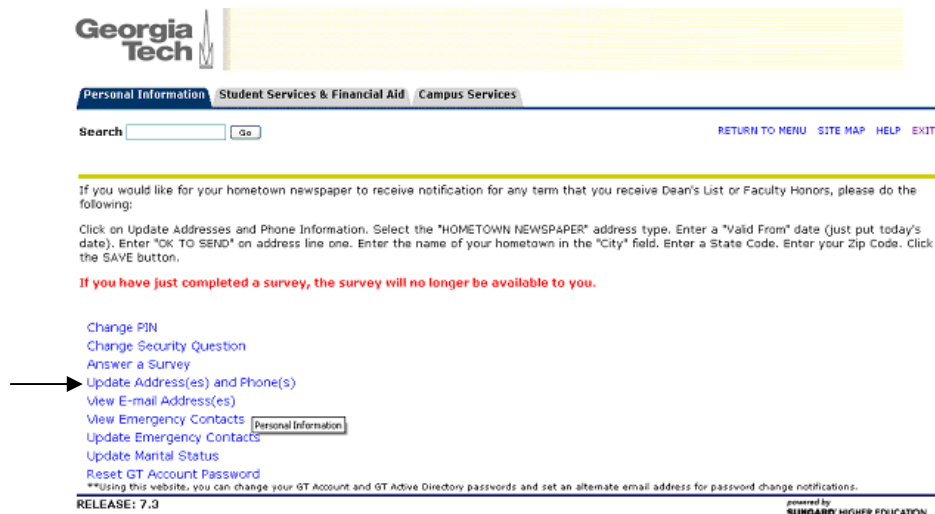
In addition, you must continue to report your US and foreign addresses while you are on OPT.

The employment reporting requirement begins from the start date on the EAD card issued to you by USCIS.

The updates are done in a way similar to updating your SEVIS Inside the US and SEVIS Outside the addresses, however it is important that you READ and FOLLOW these instructions carefully to correctly report your employer's name and address, and date of employment.

After logging into OSCAR and choosing to update the Personal Information Section, you need to:

1. Click on "Update Address(es) and Phone(s)".



The screenshot shows the Georgia Tech Oscar website interface. At the top left is the Georgia Tech logo. Below it is a navigation bar with tabs for "Personal Information", "Student Services & Financial Aid", and "Campus Services". A search bar is located below the navigation bar. A yellow banner is visible at the top right. Below the search bar, there is a section for "Reset GT Account" with instructions. A red message states: "If you have just completed a survey, the survey will no longer be available to you." Below this, a list of links is provided: "Change PIN", "Change Security Question", "Answer a Survey", "Update Address(es) and Phone(s)", "View E-mail Address(es)", "View Emergency Contacts", "Update Emergency Contacts", "Update Marital Status", and "Reset GT Account Password". A black arrow points to the "Update Address(es) and Phone(s)" link. At the bottom, there is a "RELEASE: 7.3" notice and a "powered by SUNGARD HIGHER EDUCATION" logo.

2. In the Insert drop-down menu select "F1 OPT employer", and click on "Submit".

Search   [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

### Update Address(es) and Phone(s) - Select Address

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To **update** an existing address, click the **link** next to the corresponding address.  
 To **insert** a new address, select the address type from the pull-down list at the bottom of the page and then click Insert.  
**Note:** Entering overlapping dates may change the effective dates on existing address records.

For change of address information and USPS forms, [click here](#). Use your browser's Back button to return to this page.

**All F-1 visa holders who will remain in the US after August 1, 2003 need to add two new addresses:**

1. BEVIS - Inside US: your **physical address of where you live in the US. This is not a PO Box! We need a physical address.**
2. SEVIS - Outside US: **this must be a foreign address.**

For "F1 OPT Employer", if you have Approved OPT enter your EMPLOYER NAME and START DATE (MM/DD/YY) in Address 1. Enter WORK ADDRESS in Address lines 2-3. If you are unemployed, enter UNEMPLOYED and the date you became unemployed in Address 1.

Addresses and Phones

Permanent Address

Current: May 22, 2003 to ( )

Select

Billing Address

Diploma Mailing

Dist Learning Shipping

**F1 OPT Employer**

Forwarding

Hometown Newspaper

Local Address

Mailing Address

Parents Address

Permanent Address

SEVIS - Inside U.S.

SEVIS - Outside U.S.

Type of Address to Insert:

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3. In "Address Line 1" put your employer name **and** the **start date** in mm/dd/yy format, without parentheses. The limit for this field is 30 characters, so abbreviate your company name as necessary, but be sure to include the date in mm/dd/yy format – you do not need to use parentheses. If you do **not** provide a date, you are **not** reporting the information correctly.

F1 OPT Employer

Valid From This Date: MM/DD/YYYY

Until This Date: MM/DD/YYYY

Address Line 1: EMPLOYER NAME 09/01/08

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you are unemployed, enter "UNEMPLOYED" in "Address Line 1" and the **date** that you became unemployed (but you do not need to enter any date earlier than 4/8/2008).

4. In "Address Line 2" and "Address Line 3" put your worksite address. This may be the same as your employer address, but if you work is a separate place, put the place you are actually working (see our FAQs for more details).

F1 OPT Employer

Valid From This Date: MM/DD/YYYY

Until This Date: MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Be sure to complete the following fields: "City", "State" and "Zip code".

Do NOT put in any work information for work outside of the US.

It is not necessary to enter any phone numbers.

F1 OPT Employer

Valid From This Date: MM/DD/YYYY

Until This Date: MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. When you are done, save the information by clicking on "Submit".

**F1 OPT Employer**

Valid From This Date: MM/DD/YYYY

Until This Date: MM/DD/YYYY

Address Line 1:

Address Line 2:

Address Line 3:

City:

State or Province:

ZIP or Postal Code:

County:

Nation:

Delete this Address:

Phone Type	Area Code	Phone Number	Ext.	International Access Code and Phone Number	Unlisted	Delete
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please remember that any time your employer name or worksite changes, you must make these updates in Oscar within 10 days. If you are no longer employed, you must report that as well, including the date that you became unemployed.

See our FAQs for further details and information regarding this requirement and other changes to the OPT rules that affect students in their 12-month OPT period.