

Name (as it appears on your I-20): _____
Family Name
Given Name
Middle Name

UT ID#: _____ **SEVIS ID#:** _____ **Phone:** (____) _____

The Student & Exchange Visitor Program (SEVP) requires F-1 students who begin a period of post-completion OPT to continue notifying their school of any changes in address or legal name. SEVP also requires students to report any employment, interruption of such employment, and periods of unemployment at all times during post-completion OPT. Updates are reported by the school via SEVIS.

You must notify CIE every time within 10 days when any changes occur (listed below). Please check one or more boxes below to indicate what changes you are reporting at this time.

Please return your completed form to *Joann Ng Hartmann, 1620 Melrose Avenue, Knoxville, TN 37996-3531*.
 You may also fax the form to 865.974.2985. You are strongly advised to keep a copy of this form for your personal records.

I AM REPORTING MY FIRST OR A NEW JOB: ▶ Job Start Date: _____
month / date / year

Employer (name of company/institution): _____ Name of Supervisor: _____
 Division (Department or Branch): _____ Supervisor's Phone: _____
 Employment Address: _____ Supervisor's Email: _____
(site location of your job) Street Address
City
State
Zip Code

* Report multiple jobs on the back of this form *

I AM ENDING MY CURRENT JOB: ▶ Job End Date: _____
month / date / year

REMINDER: If you are starting a new job *within 10 days from the final date at your last job*, then you do *not* need to count this gap time as unemployment. You are strongly encouraged to keep official employment letters as evidence of your employment and work dates.

MY CURRENT U.S. RESIDENTIAL ADDRESS (or this is my Change of Address notification):

Street
Apt. or Room #
City
State
Zip Code

PERSONAL EMAIL (not UT email - please print legibly): _____
 Email must remain active during OPT and grace periods. A personal email address may have to be included in your SEVIS update information.

MY LEGAL NAME HAS CHANGED (Attach a copy of your passport verifying name change):

My new name: _____
Family/Last Name
Given/First Name(s)
Middle Name(s)

NEW IMMIGRATION DOCUMENTS FOR MY FILE (check *only* if you are attaching documents)
 I am attaching copies of new immigration documents to update my student file at CIE (i.e., H1B Approval Notice I-797A and new I-94 card, Permanent Residence Card).

MY DEPARTURE FROM THE UNITED STATES ▶ Date of Departure: _____
month / date / year

By checking the box and listing a departure date, I am notifying CIE that I am departing/have departed from the U.S. on this date. I do *not* intend to return to the U.S. to resume my OPT or academic studies at this time. CIE will update my information and close my immigration file.

I understand that I must notify the UT Center for International Education within 10 calendar days of any changes above.

Signature: _____

Today's Date: _____
month / date / year

For CIE Use Only

SEVIS Updated: Yes No

FSA Updated: Yes No

Date: _____ Completed by: _____