

Optional Practical Training (OPT) DATA FORM

The U.S. Citizenship and Immigration Services (USCIS) requires that students on Optional Practical Training keep in close contact with the Global Engagement Office during the time of their training. Creighton University remains responsible for maintaining these students' records in SEVIS, the electronic tracking database system.

In order to stay in legal status during the training period, students must:

- Inform the Global Engagement Office of their current/correct address and telephone number. In case of a move, a new address must be reported to the Global Engagement Office within 10 days of the move. You may e-mail this information to GEOSTudents@creighton.edu or complete this form and mail it at the address listed (see other page) or fax it to the GEO office.
- Students are also required to report to GEO any other changes including a change in name or change of status.
- Students are required to provide information about their employment while on OPT including the name and address of their employer(s).
- Students on OPT who travel outside the U.S. for a short visit need to have their I-20 signed for re-entry. If students have moved to a different state, they can mail their I-20 to the GEO for the travel signature. The DSO will sign and mail the I-20 back to the student.

Please print clearly.

Section A: Student Information

First Name: _____ Last Name: _____

Creighton NETID #: _____ Phone: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Email (currently active to enter in SEVIS): _____

This can be a non-Creighton email address that you check on a regular basis.

Section B: Employment Information

(Please check one that is applicable)

Not currently employed

Employed by one employer

Employed by multiple employers

(enter # of employers _____)

Self-employed

Students with performing arts degrees who have multiple short-term jobs (gigs)

Explain how employment is related to your major/course of study

Section D: Employer Information

Name of Current (Primary) Employer _____

Employer Identification Number (EIN #) _____

Your Job Title: _____

Dates of Employment: Start date: _____ End date: _____

Working Full-time (more than 20 hours) or Working Part-Time (20 hours or less)

Employer Address: _____

City: _____ State: _____ Zip Code: _____

Supervisor Information

Name of Supervisor: First Name: _____ Last Name: _____

Telephone Number _____ Email address: _____

Names and addresses of previous and or multiple employers

Use additional paper if needed to list additional employers and their addresses.

Name of Employer: _____

Employer Identification Number (EIN #) _____

Your Job Title: _____

Dates of Employment: Start date: _____ End date: _____

Working Full-time (more than 20 hours) or Working Part-Time (20 hours or less)

Employer Address: _____

City: _____ State: _____ Zip Code: _____

Supervisor Information

Name of Supervisor: First Name: _____ Last Name: _____

Telephone Number _____ Email address: _____

Date: _____

(Student Signature)

Please mail/fax or email the completed form to:
Global Engagement Office
2500 California Plaza
Omaha, NE 68178
Fax Number: (402) 280-2211

Email: GEOSTudents@creighton.edu