

# Northwestern Oklahoma State University

## Optional Practical Training (OPT) Employment Notification Sheet

This form should be completed by any Northwestern student who has obtained employment for OPT, who has changed employers, or who has changed their address, phone, and/or email address. It is a requirement that any student who applies for OPT continues to maintain communication with the International Academic Advisor in order to remain in good status.

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Student ID #: \_\_\_\_\_  
Month Day Year

### **Employment Information**

Position/Job Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Full address (location at which you are working): \_\_\_\_\_  
Street Address

City State Zip

Hours per week: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date (if known): \_\_\_\_\_  
Month Day Year Month Day Year

Job Duties: \_\_\_\_\_

### **Other Changes:**

My former employment has ended. I am currently unemployed. Date you left position: \_\_\_\_\_  
Month Day Year

My contact information has changed. My new address is: \_\_\_\_\_  
Street Address

City State Zip

My new telephone number is: \_\_\_\_\_

My new email address is: \_\_\_\_\_

Please submit this form using one of the three options below:

**By mail:** NWOSU International Student Office  
709 Oklahoma Blvd.  
Alva, OK 73717

**By fax:** 580-327-8413

**Or by email:** [international@nwosu.edu](mailto:international@nwosu.edu)