



# EASTERN

## *Connecticut's Public Liberal Arts University*

2/22/2011

Dear Student:

The Student and Exchange Visitor Program (SEVP), within the Department of Homeland Security, requested that schools ensure the accuracy of certain information in SEVIS for all students currently completing optional practical training.

As you may know, as an F-1 student, you are required to report changes of address within 10 day of any move. This includes the period while you are on OPT.

We also need to have your employer's name and address. If you are currently unemployed, indicate this in your reply. As long as you are actively searching for employment, there is no penalty for being unemployed.

<b>Situation</b>	<b>Information</b>
Employed by one employer	Provide your employer's name and address
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 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

**Report this information in writing to Dr. Indira Petoskey, Director of the Intercultural Center, in the Student Center, room 114.**

This reporting requirement is an on-going requirement. So, it is important that we maintain accurate address information for you. We also need to continue reporting any changes in the name and address of your employer. During the time you are on OPT, you can report change of address information in writing within 10 days of the change to Dr. Indira Petoskey. If you change jobs or are temporarily unemployed, you can report these changes in writing within 10 days of the change to Dr. Indira Petoskey.

Sincerely,

*Dr. Indira Petoskey*

*Director of Student Support Collaborative and Intercultural Affairs  
Eastern Connecticut State University  
83 Windham Street  
Willimantic, CT 06226*