

**Optional Practical Training (OPT) Employment Notification Sheet**

Please submit this form by mail to

International Staff  
Office of Admissions & Records,  
160 E 10<sup>th</sup> St  
Claremont, CA 91711

Or by fax to 909 607-7285



You may also email the contents of this form to the International Staff at [international@cgu.edu](mailto:international@cgu.edu).

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

Date of Birth: \_\_\_\_\_

**Employment Information**

Position/Job title: \_\_\_\_\_

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

Full address (location at which you are working; please include city and zip code):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hours per week: \_\_\_\_\_

Start date: \_\_\_\_\_ End date (if known): \_\_\_\_\_

How employment is related to major (1-2 sentences):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Changes**

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

I have moved as a result of this employment. My new address is:

\_\_\_\_\_  
\_\_\_\_\_

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

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