



EAST TENNESSEE STATE
UNIVERSITY

International Enrollment & Services

Employment Reporting Form



Accessing the e-Form

Step 1: Select [Employment Reporting Form](#)

Step 2: Select Create New Account

Log In

Sign in to complete the **OPT Employment Reporting** form as requested by **East Tennessee State University**.

User Name or Email Address

Password

[Create New Account](#) [Forgot Your Password?](#)



Create Account

Step 3: Create Your Account

- Be sure that you meet the Password Restrictions

Create Account

Our enrollment process is fast, easy and secure. Once enrolled, you will immediately have convenient online access to complete required forms, view pending forms, and review your completed forms history.

————— Please complete all of the information below —————

Username *

Username restrictions:

- Must be at least 8 characters long
- Must contain at least one letter.

Password *

Confirm Password *

Password restrictions:

- Must be at least 8 characters long
- Must contain each of the character types below:
 - upper case letters
 - lower case letters
 - numbers
 - special characters: @ & \$

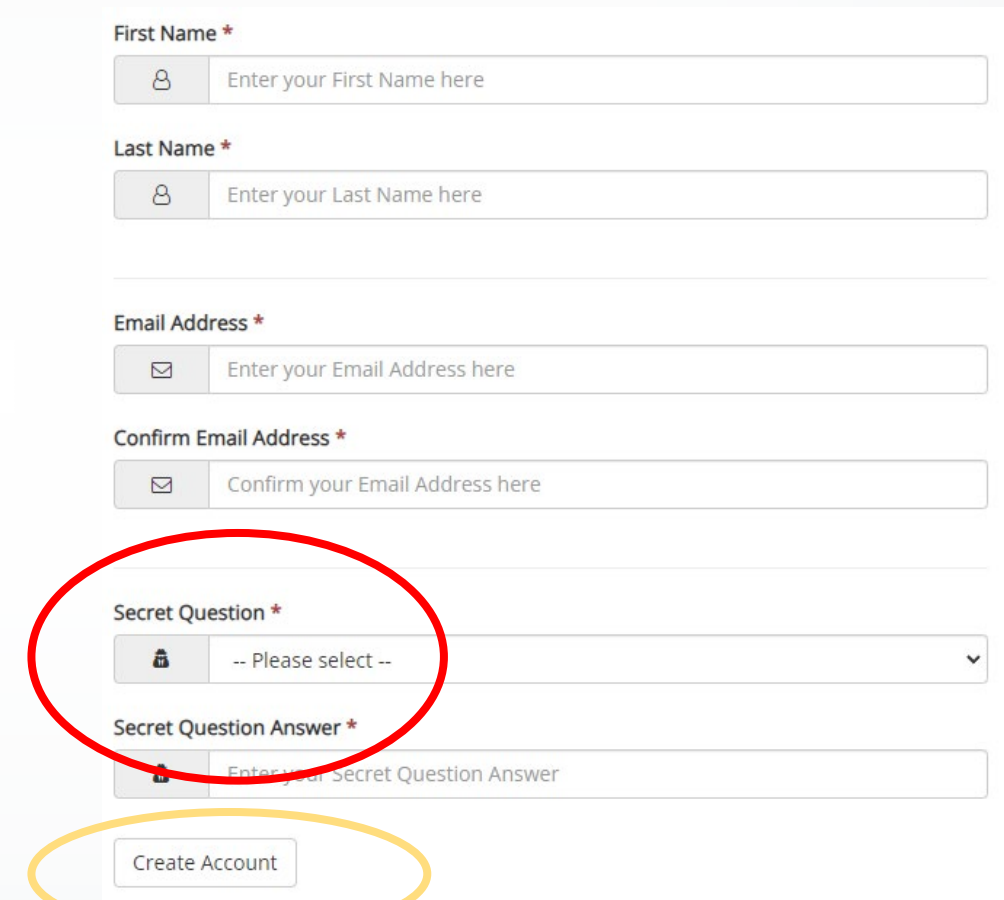


Create Account

Step 3: Create Your Account Continued

- Your name should match what is listed on your I-20
 - **DO NOT** use an alternative name (i.e., a shortened version of your name or a nickname, etc.)
- Use the same personal address listed in SEVIS
- Be sure to select a **Secret Question** and response that you will remember, as you will need this when verifying your account

Then select **Create Account**



The screenshot shows a web form for account creation. The fields are: First Name *, Last Name *, Email Address *, Confirm Email Address *, Secret Question *, and Secret Question Answer *. The Secret Question * field is a dropdown menu with "-- Please select --" and a downward arrow. The Secret Question Answer * field is a text input. The "Create Account" button is at the bottom. A red circle highlights the Secret Question * field, and a yellow circle highlights the "Create Account" button.

First Name *

Enter your First Name here

Last Name *

Enter your Last Name here

Email Address *

Enter your Email Address here

Confirm Email Address *

Confirm your Email Address here

Secret Question *

-- Please select --

Secret Question Answer *

Enter your Secret Question Answer

Create Account



Verify Email

Step 4: Verify Your Email

Verify your email

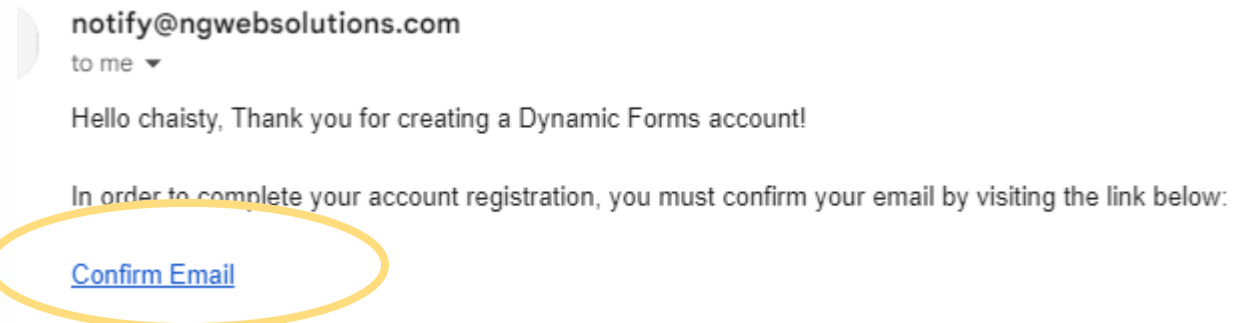
We sent an email to your inbox

Please visit the link provided in that email to confirm your email address and activate your account.

NOTE: If you do not receive the confirmation email in your inbox, please check your junk and/or spam folders.

Step 5: Go to your email and Confirm Email

- Then, Log in to your Dynamic Forms account



Account Activated

Congratulations, you have successfully confirmed your email and activated your account.

Log in to Dynamic Forms



Log In Screen

Step 6: Security Question

- Enter your security response and login

Log In

Welcome back. As an additional security step, we require you to answer your security secret question or receive a code to your email/phone.

What is your mother's maiden name?

Having trouble with your security question? [Click here for more options.](#)

This is my device
By selecting this option you will not have to answer a security question for any further logins from this device. Please unselect this option if you are currently on a public or shared device.

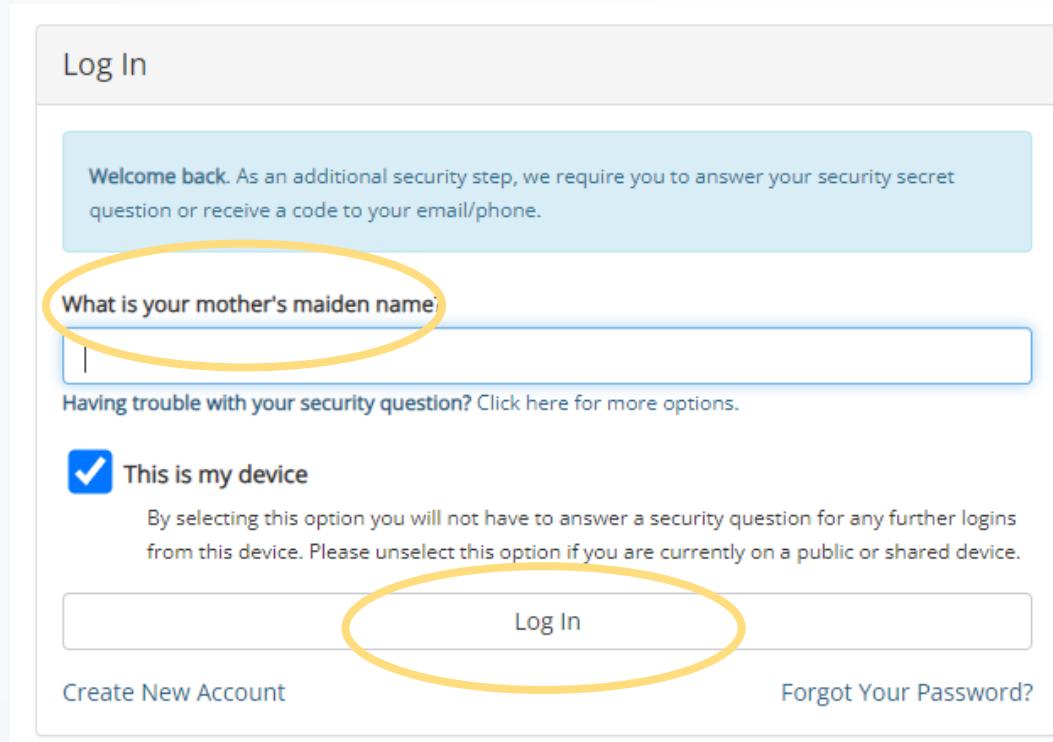
[Create New Account](#) [Forgot Your Password?](#)



Login Screen

Step 7: Security Question

- You will be prompted to enter your security question response
- Select Log In




The screenshot shows a login form with a grey header containing the text "Log In". Below the header is a light blue message box that reads: "Welcome back. As an additional security step, we require you to answer your security secret question or receive a code to your email/phone." Underneath this is a text input field with the question "What is your mother's maiden name?" circled in yellow. Below the input field is a link: "Having trouble with your security question? Click here for more options." There is a checked checkbox labeled "This is my device" with the text: "By selecting this option you will not have to answer a security question for any further logins from this device. Please unselect this option if you are currently on a public or shared device." At the bottom of the form is a "Log In" button, also circled in yellow. In the bottom left corner is a link "Create New Account" and in the bottom right corner is a link "Forgot Your Password?"

Step 8: Complete Form

Welcome to Dynamic Forms

Let's get started, chaisty.

The OPT Employment Reporting form needs to be completed.

 Complete This Form

You can check back here anytime to view your Pending / Draft Forms and

Thank you for using Dynamic Forms!



OPT/STEM Reporting Form

Step 8: Complete the OPT Reporting e-Form

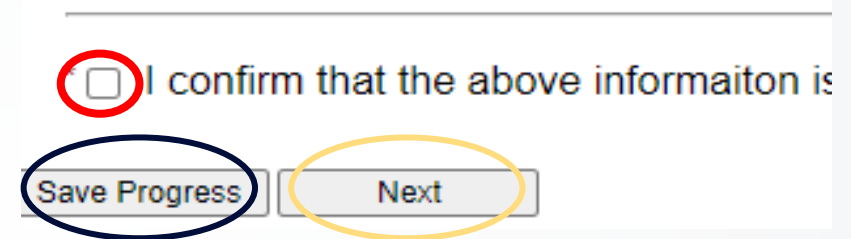
You must complete each of the following sections:

- Personal Information
 - copy of your EAD Card (front/back)
 - copy of your signed OPT/STEM OPT I-20
 - (digital or electronic student signatures **are not** accepted)
- Current Employer Information
- Additional Information
- Read, then select the Confirmation box

***Select Save Progress**

Review the form for **completeness and accuracy**, then select Next

Note: fields marked with '*' are required and will prevent you from submitting the form if left blank



I confirm that the above information is

Save Progress Next



Electronic Signature

Step 9: Sign Electronically


- Be sure that you type your name correctly, or the form will be rejected
- Check the I'm not a robot box
- Select Sign Electronically

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Jane <input type="text" value="Jane"/>	Doe <input type="text" value="Doe"/>
<input checked="" type="checkbox"/> I'm not a robot  reCAPTCHA Privacy - Terms	
<input type="button" value="Previous"/>	<input type="button" value="Sign Electronically"/>




Submission Confirmation

After signing, you will receive a **Thank You** message and a submission **confirmation email**

The international advisors will send you an email **once** the updates are made to your SEVIS record

Thank you! Your form has been submitted.

 [View Form PDF](#)

OPT Employment Reporting Submission Sent Inbox x



notify@ngwebsolutions.com

to me ▾

Dear chaisty,

Thank you for your submission. We will receive this request on the following business day and process it in the order it was received. We will work as quickly as possible to review your submission.

