



## EMPLOYER REPORT - OPT & STEM

The United States Citizenship and Immigration Services requires that F-1 international students participating in Optional Practical Training and/or STEM extension report information regarding their employment to the University with jurisdiction over the student's I-20. Students must email the completed form to [iss@uis.edu](mailto:iss@uis.edu) within 10 days of starting or stopping employment, moving to a new address, or every 6 months. Failure to provide this information to International Student Services can result in loss of status.

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Purpose:                      OPT/STEM Reporting                      STEM I-20 Requested                      Cap Gap I-20 Requested

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

UIN: \_\_\_\_\_ SEVIS Number: \_\_\_\_\_

Degree Level: \_\_\_\_\_ Major: \_\_\_\_\_

U.S. Mailing Address: \_\_\_\_\_

City / State / Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of the Company: \_\_\_\_\_ Employer EIN: \_\_\_\_\_

Job title: \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_

End date of previous employer (if applicable): \_\_\_\_\_

Full time/Part time:            **Full Time:** more than 20 hours/week                      **Part Time:** 20 or less hours/week

Employer Address: \_\_\_\_\_

\_\_\_\_\_

### Supervisor Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

I understand that federal immigration regulations require that all employers of F-1 students working on OPT or STEM are required to work in a job directly related to their major and appropriate for their level of study. I further understand that F-1 students are required to report the preceding information regarding their personal address and the employment to ISS within 10 days of a change in employment and/or address:

\_\_\_\_\_  
Supervisor's Signature                      Date                      Student Signature                      Date