Stevens Institute of Technology | International Student and Scholar Services

OPT Employment Update Form

Please email the following documentation to ISSS.Application@stevens.edu:

- **Completed Application Form**
- **Scanned Copy of the Front and Back of your EAD Card**
- **For 24-Month STEM Only:**
  - **Completed I-983 for new employer**
  - **Self-Evaluation (Page 5 of I-983) for previous employer**

SECTION 1: STUDENT INFORMATION		
Last Name:	First Name:	
Stevens ID:	SEVIS ID:	Email Address*:
*We will contact you using this email while you are on OPT		

SECTION 2: FORMER EMPLOYER INFORMATION	
Name of Company/Employer:	Last Date of Employment:

SECTION 3: NEW EMPLOYER INFORMATION		
I am currently unemployed:	YES	NO
I am working for multiple employers and am reporting an additional employer	YES	NO
Name of Company/Employer:	Job Title:	
Employment Start Date (mm/dd/yyyy):	Number of Hours Per Week:	

Employer's Mailing Address:

Street:		Suite Building Apt Floor (select one) Number: _____
City:	State:	Zip Code:

SECTION 4: PHYSICAL LOCATION OF WORK				
I am currently working at a location other than my employer's mailing address:			YES	NO
If yes, please select site type:	Client	Company Branch	Home	Other:_____
Client Name, If applicable:				

Physical location address, if you indicated YES above:

Street:		Suite Building Apt Floor (select one) Number: _____
City:	State:	Zip Code:

SECTION 5: JOB RELATION TO MAJOR

Please indicate in the space below **how** your job is **directly related** to your major:

SECTION 6: CERTIFICATION OF REPORTING REQUIREMENTS ON OPT

I have read and understand the following information:

- Any change of employment must be reported to the ISSS **within 10 days** of the change.
- The work that I do on OPT must be **directly related** to my major area of study.
- Failure to do work that is directly related to my major area of study is a violation of my F-1 status and may adversely affect my ability to obtain immigration benefits or legally remain in the U.S.
- If it is not clear from my job description that my work is directly related to my degree, it is highly recommended that I obtain a signed letter from my hiring official, supervisor, or manager stating how my degree is directly related to the work I perform.
- It is **my responsibility** to be able to prove to the U.S. government the direct relationship between my work and my major area of study
- If on the OPT STEM Extension, I am required to work for an employer who participates in the E-verify program. It is my responsibility to confirm that my employer uses E-Verify before beginning my employment with them. Working for a company that does not participate in E-Verify while on the STEM Extension is a violation of my F-1 status and may adversely affect my ability to obtain immigration benefits or legally remain in the U.S.

Name	Signature	Today's Date(mm/dd/yyyy):

SECTION 7: I-20 DELIVERY / PICK UP OPTIONS (mark only one option)

	Pick up in-person (must have photo ID)
	This friend/relative will pick up for me (list full name): _____ (must have photo ID)
	Use eShipGlobal (expedited and tracked) to receive my I-20.
	I will create my own express shipping label and e-mail it to you.
	Mail by USPS First-Class mail** (not expedited, no tracking) to the following address: ***Available for students in NY, NJ, or PA only. ISSS is not responsible if your I-20 is delayed in delivery or does not reach you.* _____ Street Address Unit # (specify type) City State Zip Code