
OPT EMPLOYMENT UPDATE FORM

DIRECTIONS: Please complete the following form to update GLOBAL ENGAGEMENT with regard to any of the following changes:

- Name
- Address
- Email
- Employment information (attach a copy of new job offer letter).

The U.S. Department of Homeland Security requires our office to monitor the information for individuals who are currently on an approved period of Optional Practical Training (OPT). You are responsible to update your employment and some personal information via SEVIS Portal.

LAST NAME: _____ **STUDENT ID#:** _____
FIRST NAME: _____ **MIDDLE NAME:** _____
SCHOOL E-MAIL: _____ **PHONE #:** _____ **LOCATION:** _____
DEGREE LEVEL: _____ **PROGRAM:** _____ **SEVIS ID#: N** _____
E-MAIL: _____ **BIRTH DATE: DAY:** _____ **MONTH:** _____ **YEAR:** _____

REASON FOR UPDATE:

- Change of address** New address: _____
 Change of name New name: _____
*Please provide copy of new passport
 Change of Email Address New Email: _____
 New employer New employer: _____
*Please provide offer letter

START DATE: **DAY:** _____ **MONTH:** _____ **YEAR:** _____

YOUR JOB TITLE: _____

EMPLOYER ADDRESS: _____

EMPLOYER'S EIN – Employer Identification Number: _____ **SUPERVISOR'S NAME:** _____

SUPERVISOR'S PHONE: _____ **SUPERVISOR'S E-MAIL:** _____

EXPLAIN HOW EMPLOYMENT IS RELATED TO YOUR COURSE OF STUDY? (Please add another page if needed)

Ending employment Current employer: _____

END DATE: **DAY:** _____ **MONTH:** _____ **YEAR:** _____

STUDENT SIGNATURE: _____ **DATE:** _____

If you will be returning to your home country or changing your status, please also fill out a Departure Verification Form.