

OPT EMPLOYMENT UPDATE FORM

DIRECTIONS: Please complete the following form to update your DSO 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: _____

TCSP E-MAIL: _____ PHONE #: _____ LOCATION: _____

DEGREE LEVEL: _____ PROGRAM: _____ SEVIS ID#: N _____

NON-TCSP 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?

- Ending employment Current employer: _____

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

EMPLOYER ADDRESS: _____

SUPERVISOR'S NAME: _____ SUPERVISOR'S PHONE: _____

STUDENT SIGNATURE: _____ DATE: _____

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