



### OPT/STEM OPT Employment Update Form

Please email the following documentation to [ISSS.Application@stevens.edu](mailto:ISSS.Application@stevens.edu):

- Completed OPT/STEM OPT Employment Update Form
- Scanned Copy of the Front and Back of your EAD Card
- For 24-Month STEM Only:
  - Completed I-983 for new employer
  - Completed I-983 with Self-Evaluation (bottom half of page 5 of I-983) from previous employer

#### SECTION 1: STUDENT INFORMATION

Last Name:		First Name:	
Stevens ID:	SEVIS ID:	Email Address:	
Street Address:		Suite/Apt/Floor:	
City:	State:	Zip/Postal Code:	

I have already updated my employment in the SEVP Portal, and I am requesting an updated I-20. If this is the case, please skip to Section 6 and Section 7.

#### SECTION 2: FORMER EMPLOYER INFORMATION

Employer Name:	Last Date of Employment:
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#### 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
Employer Name:		
Employment Start Date (mm/dd/yyyy):	Job Title:	
Full Time/Part Time:	Full Time (more than 20 hours a week)	Part Time (20 or less hours/week)

#### Employer Address:

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

#### SECTION 4: PHYSICAL LOCATION OF WORK

I am currently working at a location other than my employer address:	YES	NO		
If yes, please select site type:	Client	Company Branch	Remote	Other: _____
Client Name, If applicable:				

**Physical location address, if you indicated YES above for Client or Company Branch:**

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. Do not put your job description or job duties. Please [view examples](#) of acceptable job descriptions. Character space is limited to 1000 characters in SEVIS.

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

<input type="checkbox"/>	Pick up in-person (must have photo ID)
<input type="checkbox"/>	Email electronic version of I-20 signed by ISSS to the email address listed in SEVIS (typically your Stevens.edu email address) <b>** DHS allows DSOs to electronically send I-20s to student email address in SEVIS. Your new I-20 will be attached as a PDF. The printed I-20 becomes your physical copy for I-20 official use. These I-20s are used in the same way as previously issued I-20s.                  **You must print out your I-20 in color and sign and date your I-20 in the "Student Attestation" section on page 1.</b>
<input type="checkbox"/>	Use <a href="#">eShipGlobal</a> (expedited and tracked) to receive my I-20.
<input type="checkbox"/>	I will create my own express shipping label and e-mail it to <a href="mailto:iss.application@stevens.edu">iss.application@stevens.edu</a> <b>**Please include with submission of Employer Update Form to prevent delays in receiving your I-20.</b>