

***Office of International Programs***

OPT Employer Information Form

Use this form to report:

* Your first Post-Completion OPT employer
* A new employer if you change jobs while on Post-Completion OPT
* OPT STEM extension six-month report. You must file, even if nothing has changed.
* A new employer if you change jobs while on OPT STEM extension. You must also email [tjoseph@lincoln.edu](mailto:tjoseph@lincoln.edu) the final evaluation (page 5) of your training plan with your previous employer, and also submit a new [**Form I-983**](https://studyinthestates.dhs.gov/form-i-983-overview) for your new employer.

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\* Required Field

|  |  |
| --- | --- |
| Student Lincoln ID# |  |
| Student’s SEVIS ID # |  |
| Student’s Name |  |
| Student’s Email |  |
| Start Date with this employer |  |
| End Date previous employer(if applicable) type NA if you do not have a previous employer |  |

Please select one:\*12-month OPT  
 24-month OPT STEM Extension

|  |  |
| --- | --- |
| Employer Name |  |
| Employer Address |  |
| Employer EIN (2digets followed by 7)  Contact employer or search page |  |
| Employer site address if different |  |
| Supervisor Name |  |
| Supervisor email and telephone |  |

Job Type:Full-Time  
 Part-Time

Explain how your employment is related to your course of study

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|  |

You will receive an updated I-20 if you change jobs and/or location.

I will pick up my I-20\*Yes  
 No, please mail my I-20 to the address below  
 I do not need a new I-20

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**OPT Status Update Form—Unemployment Report**

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|  |  |
| --- | --- |
| Student’s Name |  |
| SEVIS ID |  |
| Lincoln ID |  |
| Email Address |  |

OIPS is required to report your employment status in SEVIS. If you are unemployed for more than 90 days during your initial 12-month OPT, or 120 days total if you receive a STEM extension, you will be out of status.

First Date of unemployment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Ex: MM/DD/YYYY) If you have not been employed while on OPT, enter the "Card Valid from" date on your EAD card.

I have another job offer with a start date of; \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Ex: MM/DD/YYYY) Please remember to update your employer information if you haven't already done so

  I am actively seeking employment. *Please notify OIPS when you have obtained employment*.

  I plan to begin a new academic program at Lincoln University. Complete a "Change of Level" or "Change of Program" form if you have not already done so. The link will be provided when in the auto-confirmation that you have submitted this update

  I plan to begin a new academic program at a different university.

Complete a "[Transfer Out Request Form](https://www.mtu.edu/international/students/pdfs/transfer-out-form.pdf)" if you are still on your F-1 visa AND if you are not leaving the US for more than five months prior to beginning your new program. The link will be provided when in the auto-confirmation that you have submitted this update.

Other, please explain

|  |
| --- |
|  |