

## OPT Update Form

This form must be submitted every time you have one or more of the changes listed below during post-completion OPT. You may submit this form and any attachments in person, by fax, or email.

<b>Last Name</b>	<b>First Name</b>	<b>Today's Date</b>
<b>N</b>	<b>SEVIS ID#</b>	<b>Email</b>

**EAD Card Issued-** Please attach a clear, readable copy.

**Address Change-** Changes in address must be reported within 10 days of moving.

**Legal Name Change-** Please submit a copy of the page in your passport that shows your new name.

**Last Name**

**First Name**

**Starting an OPT JOB-**notify OIS about every OPT job within 10 days of the employment start date.

Employer \_\_\_\_\_

Address \_\_\_\_\_

Employment Start Date \_\_\_\_\_  
Month/Day/Year

**Ending an OPT Job**

Employer \_\_\_\_\_ Employment End Date \_\_\_\_\_  
Month/Day/Year

**Period(s) of Unemployment-**includes any period of time between your EAD start date and the start date of your first OPT job. (Exceeding 90 cumulative days of unemployment jeopardizes your F-1 visa status.) \*\*Note for students on STEM extension: The same 90 day rule applies in the first 12 months of OPT. But, if in the 17 month period of the STEM extension, a maximum of 120 cumulative days with a job is permitted, including any periods (up to 90 days) during the first 12 months.

Not employed from \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year Month/Day/Year