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.

_____________________________________________________        ____________________________
Last Name                      First Name                      Today's Date

________________________________________________________
SEVIS ID#                      Email

☐   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.

☐   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