OPT Employer Update Form

Student’s Name: ____________________________ SEVIS ID #: ________________________
UMASS ID #: ____________________ Phone: ____________________ Email: ____________________

An OPT employer’s name and address must be recorded in SEVIS within 10 days of the start of new employment. Each time a student changes/adds an employer this form must be submitted to the ISSO with the new employer’s information. (If you are “pending” a 17-Month STEM Extension you must fill out a new I-765 and send it, with a cover letter and a copy of the USCIS receipt notice for the first Form I-765, to USCIS notifying them of the new employer’s E-Verify number.)

Please check following boxes below:
☐ Check the box to confirm you are accepting training related to your degree field of study.

Is your OPT training:
☐ Part-Time (less than 20 hours/week), or
☐ Full-Time (more than 20 hours per week)

Employment Start Date: ____________________________
Employment End Date: ____________________________
Full/Part Time: ____________________________
Job Title: ____________________________
Employer/Company Name: ____________________________
Address: ____________________________________________
________________________________________________
________________________________________________

Brief description of how this training is related to your UMB degree: ____________________________
________________________________________________
________________________________________________

N.B. It is the student’s responsibility to keep written records that reflect actual start/end dates of employment and proof that each training period relates to the student’s main area of study. Students should keep these items in an “OPT folder” that includes offer letters and job descriptions. For volunteer positions or unpaid internships, students should request a letter from their supervisor explaining the nature of their training along with the start/end dates. This information does NOT need to be forwarded to the ISSO.