



OPT / STEM OPT Employer Information Form

SECTION 1: TO BE COMPLETED BY THE F1 STUDENT VISA HOLDER

1A: STUDENT INFORMATION

Full Name (Surname, Given Name):			
Lewis ID #:		SEVIS ID #:	
Degree/ Program of study:			
Current US Address: (street, bldg/apt #, city, state, zip)			
Current personal E-mail address:			
U.S. Phone Number:			

1B: CHECK THE REASON FOR SUBMITTING THIS FORM.

- First/ initial OPT employment report.
- Additional OPT/ STEM employment report.
- STEM OPT extension application.

Change of OPT employer or STEM OPT employer. Indicate previous company's information:

- Previous company's name: _____
- End date with previous company: _____

Reporting a change to previously reported employment:

- Indicate the change/s (i.e. employer address, personal email, job title, personal address, etc.,)

1C: EXPLAIN HOW YOUR CURRENT/NEW EMPLOYMENT IS RELATED TO YOUR DEGREE.

You must be able to concisely describe how your work is related to your studies in **3-5 sentences**. The ISGSS office cannot provide feedback on your degree relevancy statement or edit for clarity/corrections. If you submit the OPT Update form to report employment, we will report it to USCIS exactly how you've written it. Make sure to proofread before submitting your updates. *For example: "In my job as (job title) I apply (list skills) learned in (major field of study) to (list major job duties)."*

Student's signature:	
Date signed:	

NOTE: Include a copy of your **most recent I-20, EAD card** and, **offer letter** upon submission to ISGSS. Incomplete documents will not be reviewed or will result to delays in normal processing time.



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Skip this section and proceed in completing your form I-983 if you are applying for STEM OPT extension or changing employers while on STEM OPT.

SECTION 2: TO BE COMPLETED BY THE EMPLOYER/SUPERVISOR

Please see page 3 for a guide on how to properly fill out Section 2.

2A: COMPANY INFORMATION (all fields must be filled out)

Company name:	
Complete company address:	
Company EIN:	
Start date of employment:	
End date of employment:	
Student's Job Title:	

2B: WORK HOURS

Part time employment (20 hrs. or less per week)

Full time employment (20 – 40 hrs. per week)

2C: JOB DESCRIPTION: Write/ list down the student's essential responsibilities and job requirements.

2D: EMPLOYER ACKNOWLEDGEMENT:

Our company certifies the F-1 student named above's participation in Post-completion Optional Practical Training (OPT) and/or STEM OPT extension. This serves as an agreement between the Employer and Lewis University's International Student and Global Scholar Services Office.

- The employer agrees to provide the student an educational work-based learning experience directly related to the student's program of study.
- The employer also agrees to inform the school's Designated School Official (DSO) within 10 days if the student's employment is updated or terminated.

NOTE: *Typewritten signature is not accepted. Signature should be a verified digital signature or must be signed in ink.*

Supervisor signature:	
Supervisor name:	
Supervisor title:	
Phone number:	
Email address:	



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Guide for employers:

How to fill out SECTION 2 of the OPT/STEM Employer Information Form

Section 2 of this form is only applicable to students reporting their initial OPT employment, additional OPT employment, and reporting changes to their employer.

Section 2 of this form is NOT applicable to students applying for their initial STEM OPT application and changing employers while on STEM OPT.

1. **Company Name**
 - a. This is the name of the company you are working for not your supervisor's name.
2. **Company address**
 - a. this is your company site address
3. **Company EIN**
 - a. An Employer Identification Number (EIN) is a nine-digit number that IRS assigns in the following format: XX-XXXXXXX. It is used to identify the tax accounts of employers and certain others who have no employees.
4. **Start date of employment:**
 - a. For OPT: This is the date you started your employment with the company. This date cannot be before your EAD card start date.
 - b. For STEM OPT: This is the day after your current OPT EAD card end date
5. **End date of employment:**
 - a. For OPT: The end date on your OPT employer form is the end date on your offer letter or EAD card, whichever comes first.
 - b. For STEM OPT: 24 months after the start date you entered
6. **Job title**
 - a. a formal name for a role or position within an organization
7. **Part-time or full-time employment**
 - a. per the immigration regulation, part-time is 20 hours or less per week and full-time is more than 20 hours per week/ maximum of 40 hours per week.
8. **Supervisor information**
 - a. should be the complete/ full legal name of your supervisor, their company phone, and company email address.
9. **Job description**
 - a. outlines the responsibilities, qualifications, and other details of the student's specific job role.

If you have questions or clarifications about filling out this form, please email ISGSS@lewisu.edu.