

Submit this form to International Student & Scholar Services within 10 days of any change in address or employment. Once received, a DSO will make any necessary adjustments to your immigration record to accurately reflect your employment in the United States. Once changes are made, you will be emailed with a confirmation of the changes. If there are any discrepancies, respond to the email with the needed corrections.

Please include a copy of your Employment Authorization Document (EAD) with this form if you have not already done so. Failing to report while on OPT will result in the termination of your I-20.

Name: \_\_\_\_\_  
Family/Last Name First Name

T-Number or SEVIS ID or Date of Birth: \_\_\_\_\_

Current U.S. Address: \_\_\_\_\_  
Street address City State Zip

Student Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Change in Employment**

Name of Previous Employer: \_\_\_\_\_ Employment End Date: \_\_\_\_\_

Name of New Employer: \_\_\_\_\_

Company EIN: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_

Number of hour's student will work per week: \_\_\_\_\_  Full time or  Part time

Name of Supervisor: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Employment: Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Brief Position Description: (you may also attach a copy of the position description from the employer)

**Other Update Requests**

I am requesting to end my OPT status so that I can begin a new educational program at SUU. (Include Change of Education Level form.)

I am requesting to end my OPT status so that I can begin a new educational program at a new school. (Include Transfer out Request form.)

I am requesting to end my OPT status because I am leaving the United States.

- Requested completion date: \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Office Use:

Date Received: \_\_\_\_\_

Initials of DSO: \_\_\_\_\_

Date Request Completed: \_\_\_\_\_