



STEM OPT Extension Employment Update Form

Family/Last Name:	Given/First Name:
Student ID Number:	US Phone Number:
Current Living Address:	

STEM OPT EMPLOYMENT REPORTING REQUIREMENTS:

During the STEM OPT extension, you must report to ISSS any new employment, interruption or end of employment, change of employer name, or change of site of employment. **This information must be reported within 10 days of any change.** Any change in employment that results in a material change to the I-20 (i.e. employer name, employment dates, change in state/city of site of employment) will result in the issuance of an updated I-20 reflecting the update reported. Please note that your employer’s name will be listed on your I-20 in the same manner that you report it.

Complete this form to notify ISSS of changes promptly. Email this form to iss@drexel.edu.

PLEASE INDICATE THE CHANGES YOU ARE REPORTING (CHOOSE ALL THAT APPLY):

- I have a new employer OR some information about my existing employer has changed:*

Company name:	
E-Verify Number*:	Start date:
REQUIRED DOCUMENTS: To complete this update, include the following documents when sending this form to ISSS. Job Offer Letter Complete Form I-983	

- Some information about my existing employment has changed:*

Company name:	
E-Verify Number*:	Change effective date:
REQUIRED DOCUMENTS: Complete Form I-983	

- I have ended existing employment:*

Company name:	End date:
REQUIRED DOCUMENTS: Completed “Final Evaluation” on page 5 of Form I-983 . Submit entire I-983 with evaluation. <i>NOTE: The final evaluation should encompass the complete training period and the end date of the evaluation should therefore match your final day of employment with this employer.</i>	

***All employers while on STEM OPT Extension must be enrolled in the E-Verify program.** [E-Verify](#) is an electronic employment eligibility verification system under which employers commit to using an electronic database to check whether the name and social security number presented by new hires match the records in the Social Security database, and whether any immigration documents presented by the employee match information in the Department of Homeland Security database. **If you do not know your company’s E-Verify number, ask your supervisor or the company’s Human Resources (HR) department.**

By signing and submitting this form, you are confirming the information above is current and accurate.

Student’s Signature: _____	Today’s Date: _____
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