



STEM OPT EMPLOYMENT UPDATE FORM (Adding or Changing Employment)

For students already approved for the 24-month STEM extension OPT benefit. Use this form if you are already approved for the STEM extension and want to either (a) add a new STEM E-verify employer or (b) change from your current STEM employer to your new STEM employer. Email the completed form to intl@uoregon.edu for SEVIS update. You must submit all required documents to ISSS BEFORE starting new employment.

CURRENT INFORMATION			
Name (Family, Given, MI)		UID Number	
US Residential Address <i>(Example: 123 Main St., Apt 5, Eugene OR 97401)</i>		Preferred Email	
		Alternate Email	
		Tel / Cell Phone	

Note: Your SEVIS record will be updated to reflect the above US residential address and contact information

TYPE OF UPDATE REQUESTED (CHECK ONE AND FOLLOW DIRECTIONS)

- I am **ADDING** a second new E-verify Employer to my STEM extension period – I will also continue to work at my current STEM employer
 - o Completed “Add New STEM Employer” section below
 - o Attach copy of signed and completed Form I-983 Training Plan for your new employer – to download Form I-983 and Form I-983 instructions, go to <https://studyinthestates.dhs.gov/form-i-983-overview>
 - o Submit Request Form and new I-983 Training Plan to iSSS at intl@uoregon.edu

- I am **CHANGING** my E-verify Employer. I will leave my current E-Verify employer and start working for a new employer.
 - o Complete the “Add New STEM Employer” section below
 - o Attach copy of signed and completed Form I-983 Training Plan for your new employer – to download Form I-983 and Form I-983 instructions, go to <https://studyinthestates.dhs.gov/form-i-983-overview>
 - o Complete the “Departing STEM Employer” section (next page)
 - o Attach a copy of your Final Self-Evaluation (from page 5 of a separate Form I-983 Training Plan.
 - o Submit all documents to ISSS at intl@uoregon.edu

ADD NEW STEM EMPLOYER			
STEM E-Verify Employer Name		Employer E-Verify Number*	
Employer Business Address <i>(include full street address, suite #, city, state, & ZIP)</i>		Employer ID Number (EIN)**	
Supervisor Name		Supervisor Tel:	
Supervisor Title		Supervisor Email:	
Worksite Address*** <i>(include full street address, suite #, city, state, & ZIP)</i>		Your Job Title:	

*Obtain your employer’s E-Verify Number from your employer – the E-Verify number is usually 5-7 digits long

**Your employers’ Employer Identification Number (EIN) is 9 digits long

***The worksite address is the address where your work with your STEM employer takes place.

LEAVING STEM EMPLOYER (COMPLETE ONLY IF LEAVING YOUR STEM EMPLOYMENT)

STEM E-Verify Employer Name	Last Date of Employment	
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DELIVERY INFORMATION

Once your request has been reviewed and approved, ISSS will issue a new STEM extension I-20 to you. Please indicate how you would like the I-20 to be delivered to you:

___ I will pick up the new I-20 in person in the ISSS office, Oregon Hall, 3rd floor

___ Please e-mail the I-20 to me at my email address above

ATTACHMENTS

Submit the following to ISSS at least 10 days before any change to your employment:

- This form (completed and signed)
- If adding new STEM employer: Copy of completed and signed Form I-983 Training Plan for each new E-Verify employer you are adding
- If leaving STEM employer; Copy of completed and signed final Self-Evaluation (if you are leaving your current employer)

SIGNATURE

I am requesting an update to my record for my 24-month STEM extension of my post-completion Optional Practical Training. I certify that all information I am providing is true and accurate to the best of my knowledge, and that I understand and will comply with all regulations that apply to me as an F-1 student engaged in the STEM extension of post-completion OPT.

Signature: _____ Date: _____

Name (printed): _____

ISSS USE ONLY:

- ___ STEM approval indicated in SEVIS record
- ___ SEVIS address, email, phone is up to date
- ___ New I-983 Training Plan complete with signatures
- ___ New I-20 issued for new STEM employer
- ___ Has not exceeded 150 days of unemployment
- ___ New STEM employment record created in SEVIS
- ___ Final self-evaluation received for any completed employment