



# OPT INFORMATION UPDATE FORM

Office of International Programs ♦ 21000 West Ten Mile Road ♦ Southfield, MI 48075  
Phone: 248.204.4100 ♦ Fax: 248.204.4115 ♦ international@ltu.edu

U.S. federal regulations require anyone on OPT or OPT STEM extension to update their university at the start of their OPT period and every 6 months after, even if no information has changed. Additionally, anyone on OPT must notify their university within 10 days of any change of residential address or any change to employment (new employer, new employer address, temporary unemployment, etc.). Use this form to notify the Office of International Programs of any changes.

## PERSONAL INFORMATION

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

LTU BANNER ID: \_\_\_\_\_ SEVIS ID: \_\_\_\_\_

CURRENT RESIDENTIAL ADDRESS: \_\_\_\_\_

CURRENT E-MAIL: \_\_\_\_\_ CURRENT PHONE NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## EMPLOYMENT STATUS AND INFORMATION

- If you are employed, mark the first box and provide the start date of the employment. Then fill out the section below with your employment information.
- If you are self-employed, mark the first box. The employment start date would be the date your company was established. Complete the employment information by using the name of your company for the employer name. Please provide your company's federal tax ID number, and provide your business address, even if it is the same as your residential address. You do not need to provide supervisor's information.
- If you have more than one job, check the first box, provide the start date of your primary employment, and complete the section below with the information for your primary employer. Attach a separate sheet with your other employers' information.
- If you are currently unemployed, check the second box. You do not need to provide employment information.
- If you were employed and the employment was terminated, provide the end date of the employment. If you have not been employed while on OPT, you do not need to provide employment dates.
- If you are on the STEM Extension, all employers must be enrolled in the E-Verify program. If your STEM employment ends, your employer must email the Office of International Programs at [international@ltu.edu](mailto:international@ltu.edu).

Currently employed Employment start date: \_\_\_\_\_

Currently unemployed End date of previous employment, if applicable: \_\_\_\_\_

EMPLOYER NAME: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

SUPERVISOR'S PHONE NUMBER: \_\_\_\_\_

<b>OFFICE USE ONLY – NOT TO BE COMPLETED BY STUDENT</b>	
<input type="checkbox"/> Updated SEVIS Personal Information	<input type="checkbox"/> Updated SEVIS OPT Employment Information
<input type="checkbox"/> Sent copy to Enrollment Services for Banner update	<input type="checkbox"/> Banner updated