

# OPT UPDATE FORM

CENTER FOR INTERNATIONAL EDUCATION

It is imperative that you complete the following form and return it by email to [ipsupdates@siu.edu](mailto:ipsupdates@siu.edu) as soon as possible in order to safeguard your immigration status. Keep a copy of it on your computer and whenever there is a change of any kind (your address, work address, phone number, anything) you can change whatever needs changing and send it to us to update your SEVIS records. Please **DO** list former employers so we will have a record of them. If you do not have a job yet just fill out the top portion of the first page and save it, then attach it to your e-mail to us.

**Do not enter pre-OPT jobs!**

**Today's** Date:

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Dawg Tag Number:

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Birthdate:

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Your Full Name:

Last, First Middle

---

Current Home Address (even if Temporary):

Street Name/number

Apt number

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City, State Zip

---

Current Phone Number(s):

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Current E-Mail Addresses:

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### Employment Information

**Current Employer:**

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Employer's address:

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Employer's Phone Number:

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Job Title:

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Brief Description of Duties:

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Name of Supervisor:

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Supervisor's E-Mail Address and/or Phone number:

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**!** Beginning and ending dates (exact month, day and year); if you are still employed enter "to present" for ending date of paid employment (or anticipated employment if you have not started yet). **MUST HAVE THESE DATES!**

**!** For Unpaid training/volunteering (or anticipated training if you have not started yet), please enter the beginning and ending dates (exact month, day and year) of that training/volunteering. **MUST HAVE THESE DATES IF APPLICABLE!**

**!** If you are currently on your OPT **STEM** extension please also provide us with your company's **E-Verify number**:

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Date Sent: \_\_\_\_\_ **For Office use only** Date received: \_\_\_\_\_  
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**Past Employer's (no Pre-OPT employment)**

**Last Employer:**

Employer's address:

Employer's Phone Number:

Job Title:

Brief Description of Duties:

Name of Supervisor:

Supervisor's E-Mail Address  
and/or Phone number:

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