

Pre/Post-COMPLETION or STEM-OPT Employment Verification Checklist

I. STUDENT INFORMATION			
Student's Full Name:			
SEVIS ID#:			
Current Mailing Address:			
Telephone #:		Email Address:	
I am currently on:			
Reason for Completing this form?			
II. EMPLOYER INFORMATION			
Please complete the information for your current employer/job offer below:			
Employer Name:		Employer EIN (Tax ID):	
OPT Start & End Date with Current Employer			
End Date with Previous Employer (If Applicable)			
Job Title:			
Your OPT Start and End Date on your OPT Card (Please see your OPT Card):			
Is your job Full-time or Part-Time?	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	
Current Employer Address:			
Supervisor Name (Last, First):			
Supervisor Phone#:			
Supervisor Email Address:			
III. ADDITIONAL DOCUMENTS TO SUBMIT			
Documents to Submit:			
<ul style="list-style-type: none"> <input type="checkbox"/> Copy of EAD Card (If OPT/STEM-OPT was recently approved) <input type="checkbox"/> Letter of Offer from Employer (For new employment or employment change) <input type="checkbox"/> Most recent copy of I-983 (For STEM-OPT only; 12 & 24-month need to have evaluation completed.) 			
Briefly explain how this job relates to your major/area of study:			