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?	☐ Full-Time ☐ Part-Time
Current Employer Address:	
Supervisor Name (Last, First):	
Supervisor Phone#:	
Supervisor Email Address:	

III. ADDITIONAL DOCUMENTS TO SUBMIT

Documents to Submit:

- ☐ *Copy of EAD Card (If OPT/STEM-OPT was recently approved)*
- ☐ *Letter of Offer from Employer (For new employment or employment change)*
- ☐ *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: