New Paltz
STATE UNIVERSITY OF NEW YORK
Center for International Programs
International Student Programs

STEM OPT Employer Information and US Address Reporting Form

*You are required (by SEVP) to report your US address and employer information. To satisfy this requirement, you must complete page 1 and scan it back to International Student Programs at international@newpaltz.edu. Keep this original form for your records, along with well documented dates of employment, offer letters from your employers, and a description of your assigned duties (usually found within the offer letter or hiring contract).

Student Information (complete all sections):

Student Name: _____

            Last Name   First Name   Middle Initial

Student/Banner ID: N ___ ___ ___ ___ ___ ___ ___ ___

Current US Address: Street Address: _____ Suite/Apt: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

Previous Employer Information:

Previous employer name:_____ Previous employer end date: _____

                                                        MM/DD/YYYY

Current Employer Information (complete all sections):

Name of Company/ Organization: _____

Employer E-Verify Number (required): _____

Employer EIN (required): _____-_____

Employer's Address: Street Address: _____ Suite/Apt: _____

City: _____ State: _____ Zip: _____

Supervisor Information

_____

            Last Name   First Name

Phone #: _____ Email: _____

Start Date of employment with this employer: _____

                                            MM/DD/YYYY

Job Title: _____

☐ Full Time: more than 20 hours per week

Describe how this employment directly relates to your STEM field of study (Max 1000 characters):

Sign here: _____

How to maintain status while on STEM OPT:

- While you are on STEM OPT, you must notify Center for International Programs of any change of address within 10 days of your move.

- While you are on STEM OPT, you must notify the Center for International Programs of your employer's name and address, and any periods of unemployment while on OPT within 10 days of the actual employment start date or any change in employment.

- In addition to OPT reporting requirements listed above, SEVP requires validation of your STEM OPT employment every 6 months. We will contact you via email when this is required. At that time, it is important to email us back this completed form. Failure to validate your employment within 30 days of the due date may result in auto-termination of your OPT authorization by the system.

- If you intend to travel outside of the US, you must get a travel signature on your I-20 (valid for six months).

- If you transfer to another school or begin study at another educational level, then your STEM OPT authorization will be automatically terminated.