



DREXEL UNIVERSITY

# International Students and Scholars Services

3141 Chestnut Street, Main Building, Suite 222

Phone: 215.895.2502: Email: [ISSS@drexel.edu](mailto:ISSS@drexel.edu)

Office Hours: Monday – Friday, 9am – 5pm EST

## OPT Employment Update Form

Family/Last Name:	Given/First Name:
Student ID Number:	US Phone Number:
Current Living Address:	

### OPT EMPLOYMENT REPORTING REQUIREMENTS:

During OPT authorization, you must report to ISSS any new employment, interruption or end of employment, change of employer name, or change of site of employment. **This information must be reported within 10 days of any change.** Any change in employment that results in a material change to the I-20 (i.e. employer name, employment dates, change in state/city of site of employment) will result in the issuance of an updated I-20 reflecting the update reported. Please note that your employer name will be listed on your I-20 in the same manner that you report it.

Complete this form to notify ISSS of changes promptly. Email this form to [iss@drexel.edu](mailto:iss@drexel.edu).

### PLEASE INDICATE THE CHANGES YOU ARE REPORTING (CHOOSE ALL THAT APPLY):

*I have a new employer OR some information about my existing employment has changed:*

Company name:	
Company address:	
Your position title:	Hours worked per week:
Start date:	End date (if known):
I will be working:      At company's address                  Remote, from home                  Other (provide details below)	
Explain how this employment is related to your major; for example, describe the job responsibilities/tasks required in this position that you learned about during your coursework at Drexel (2-3 sentences):	

*I have ended existing employment:*

Company name:	End date:
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**By signing and submitting this form, you are confirming the information above is current and accurate.**

Student's Signature: _____	Today's Date: _____
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