

Office of
International Education

OPT/STEM OPT SEVIS REPORTING/VALIDATION FORM

Please Return To OIE:
Office of International Education
Marquette University
Holthusen Hall, 4th floor
P.O. Box 1881
Milwaukee, WI 53201
michael.groen@marquette.edu

Students with standard post-completion OPT or STEM OPT are required to report any changes to the personal and employment information listed below within 10 days of the change. Reporting via the SEVIS Portal is encouraged for purposes of speed and accuracy, but can also be done via OIE using this Validation Form. (STEM OPT students reporting employment changes should review the STEM OPT reporting requirements as they may also need to submit additional documents like an updated I-983.)

- | | | | |
|---|----------------------------|-----------------------------|---------|
| ▪ Employer name or address | ▪ Legal name (in passport) | ▪ U.S. residence address | ▪ Email |
| ▪ Employment status (starting or ending a job, job title) | ▪ Legal status in U.S. | ▪ Permanent foreign address | ▪ Phone |

Students on STEM OPT must also submit this form to OIE every 6 months during their STEM OPT to verify their information even if there have been no changes. See Section II for details.

I. Name (Last/Family, First): _____ **SEVIS ID #:** _____

II. Please indicate your type of OPT authorization: **OPT** ☐ **STEM OPT*** ☐

***STEM OPT students submitting an "every 6-month" validation report:**

You must submit this report with the following information even if there has been no change:

- Employer name and address ▪ Date(s) you began work for your current employer ▪ Legal name (in passport) ▪ U.S. residence address

If submitting this report with no changes to this information, you must check the box here ☐ to confirm and you should not check any boxes below.

III. Enter information being reported. Check the box(es) if information represents a change. Use a separate form for each employer.

☐ Name Change:	Last/Family: _____ First: _____	
☐ Address Change (U.S.):	Address: _____ (Street / Apartment # / City / State / Zip Code)	
☐ Address Change (Home):	Address: _____ (Street / Apartment # / City / State-Province / Country / Postal Code)	
☐ Legal Status/Citizenship:	_____	
☐ E-mail address:	_____	
☐ Phone:	_____	
☐ Employment Status:	☐ Starting a Job (Include hours per week info below.) ☐ Ending a Job (List end date and employer name below.)	
	☐ Hours per week: 20 hours or more: ☐ Yes / ☐ No Less than 20 hours: ☐ Yes / ☐ No (If yes, hours per week: ____.)	
	☐ Employment Start Date: _____ ☐ Employment End Date: _____	
	☐ Job Title: _____	
	☐ Explain how your job is related to your major field of study at Marquette: _____ _____	
☐ Employer Information:	Name: _____	
	Address: _____ (Street ,City, State, Zip)	

Student Signature: _____ Date: _____

For OIE use only: Date of SEVIS Update: _____ DSO Initials: _____