



## Employer and Personal Updates- OPT and Academic Training

Students on OPT or Academic Training are legally required to report to the ISSS Office any changes in personal, employment, or immigration information. This information must be updated in SEVIS in order for the student to maintain legal status. An “\*” denotes a required field for this form. **If you are currently unemployed, have multiple employers, or are reporting the end of prior employment, please indicate that in the additional comments.** Please submit this form, along with a scan of your EAD card, to the ISSS Office via email (ISSSOffice@rpi.edu) or mail within 10 days of any changes. Additional information may be requested as needed. You may submit a copy of your offer letter for additional clarification of information.

Name\* (Last, First, Middle): \_\_\_\_\_

RIN\*: \_\_\_\_\_ SEVIS #\*:N\_\_\_\_\_

Non-RPI Email\*: \_\_\_\_\_ Phone #\*: \_\_\_\_\_

Personal Address\*: \_\_\_\_\_

Number Street Apt. #

City State Zip Code

Employer Name\*: \_\_\_\_\_

Employer Address\*: \_\_\_\_\_

Number Street Suite. #

City State Zip Code

Employment Start Date\*: \_\_\_\_\_ End Date: \_\_\_\_\_

Employer EIN: \_\_\_\_\_ - \_\_\_\_\_ Employer e-Verify # (required for STEM\*): \_\_\_\_\_

Are you self-employed? \*: Yes No Hours per week\*: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Supervisor Phone #: \_\_\_\_\_ Supervisor email: \_\_\_\_\_

Please briefly explain how this employment is directly related to your course work at

Rensselaer\*: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

**I verify that the above is true and correct:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_