

## OPT Employment Checklist

1. Your SEVIS ID # on your I-20
2. Your current address and telephone number
3. Degree you received and the major for your degree
4. Are you on post-completion OPT or STEM OPT?
5. A copy of your EAD card
6. Your current Employer Name
7. Your current employer EIN (Tax ID)
8. Your OPT Start Date and End Date with your current employer
9. Your Job Title
10. Your OPT Start Date and End Date on the OPT card
11. Is your job Full Time or Part Time?
12. Your current Employer Address in details
13. Your current supervisor:
  - a) Last name
  - b) First name
  - c) Phone #
  - d) Email Address
14. Letter of offer
15. If you are on STEM OPT, the following docs MUST be submitted:
  - a) Form I-983 signed by both you and your employer
  - b) Offer of letter from your employer