

### **Optional Practical Training (OPT) Employment Information Form**

F-1 international students who are granted an Employment Authorization Document (EAD) from the US Citizenship and Immigration Services (USCIS) for OPT are required to provide employment information to International Student Services (ISS). Please complete the information below and submit this form to ISS along with a copy of the EAD. **You may scan and email the documents to ISS at [iss@mccneb.edu](mailto:iss@mccneb.edu).**

#### **OPT Student information**

Last Name	First Name	Middle
US Physical Address, City, State, Zip Code		
US Phone Number	Email Address	
MCC Student ID	SEVIS ID	

#### **Employer Information**

New/Initial Employer
  Change/Update
  Not Employed

Name of Employer	Employer's Gov't ID # (EIN) in this format: XX-XXXXXXX	
Employer's Physical Address, City, State, Zip Code	Employer Phone	
Job Title	Start Date	End Date

#### **Full Time/Part time:**

Full Time: more 20 hours/week
  Part Time: 20 or less hours/week

**What was your MCC major and how is your job DIRECTLY related to your major? Your answer will go in your SEVIS record. Please be specific.**

---



---

#### **Supervisor Information**

Last Name	First Name
Phone Number	Email Address

I understand that the maximum number of cumulative days I may be unemployed is 90. After 90 days, my SEVIS record will be auto-terminated. I know that I have to update ISS with new employment information within 10 days of a change.

OPT Student's Signature	Date
-------------------------	------

Nondiscrimination and Equal Opportunity Statement— Metropolitan Community College does not discriminate on the basis of race, color, national origin, religion, sex, marital status, age, disability or sexual orientation in admission or access to its programs and activities or in its treatment or hiring of employees.