

MANDATORY OPT REPORTING & UPDATED OPT I-20 REQUEST

www.International.MissouriState.edu/Services/

I. PERSONAL INFORMATION

Student Name

Student ID (M#)

SEVIS ID

Phone Number

Current US address

Email address

II. REQUEST TYPE

Change of address (A new I-20 will not be issued if this is the only update reporting)

First Employment Reporting OR Change of Employer (Complete section 3)

Additional Concurrent Employment Reporting (Complete section 3)

Cap-Gap I-20

Change of name (please attach legal certificate)

Exiting the country notification (Please indicate date of departure)

III. OPT INFORMATION

If you are reporting your new job or changing your position, please complete the following questions:

1. Current employer name

2. Employer EIN Number

3. Employer Address

4. Job Title

5. Please explain how this position is related to your field of study (2-3 sentences max)

6. Start Date of Employment

7. Supervisor's Name

8. Supervisor's Phone Number

9. Supervisor's Email

III. DOCUMENT RETRIEVAL

How would you like to receive this document?

Personal Pick-up

Third-Party Pick-up (Please attach a Third-Party Authorization Form)

Mail via UPS (Please pay for mailing at http://commerce.cashnet.com/IS_PAYMENT and include a copy of the receipt)