



## Optional Practical Training (OPT/OPT STEM) Form Employer Information Report (EIR)

Initial report EAD (OPT) Card copy and Employment Offer Letter to be submitted by OPT start date. Employment Offer Letter and all changes must be reported immediately upon change. Students on **OPT STEM only** must submit this form **every 6 months**. With any OPT/STEM changes you will receive an updated I-20.

### Personal Information

First Name: Middle Initial: Last Name:  
Street Address: City:  
State: ZIP Code: Primary Telephone:  
OU email: @oakland.edu Alternate email:  
Student ID: G00 Is this a change of address since your last report? Yes No

Attach with every report a legible copy of your EAD Card (i.e Employment Authorization Document = "OPT Card")

Start Date: Expiration Date:

### Report Type:

Initial Report (First time OPT applicants)

6-Month Employment Validation (OPT STEM only); Any changes from last report? Yes No

Changes in Employment (EIR form to be submitted at time of change with new offer letter):

Previous Employer End Date: New Employer Start Date:

Interruptions in Employment (i.e. breaks of more than one week)

Applying for OPT STEM

I am currently NOT employed, but I am seeking employment. I will report to the ISSO when I find employment.  
(Maximum unemployment: 90 days for initial OPT; 120 days total including OPT STEM Extension)

I am currently employed by one employer. My employer's information is reported below:

### Company Information

Company Name: Position Title:  
Street Address: City: State: ZIP Code:  
Employer EIN: Supervisors Name: (Last, First):  
Supervisor Email: Supervisor Phone #:

E-verify ID\*:

\*Only for OPT STEM students\*

Explain how employment is  
related to course of study (Ex:  
Studied Architecture History  
and is curator at an Architecture  
museum)

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

## OPT Employer Information Report

I am currently employed by multiple employers. My employers' information is reported below:

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### Company Information

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Company Name:

Position Title:

Street Address:

City:

State

ZIP Code

Employer EIN:

Supervisors Name: (Last, First)

Supervisor Email:

Supervisor Phone #:

E-verify ID\*:

\*Only for OPT STEM students\*

Explain how employment is related to course of study (Ex: Studied Architecture History and is curator at an Architecture museum)

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Please attach an additional page if more concurrent employers must be listed. Students on OPT must report any changes in employment to ISSO by filling out an EIR form and attaching new offer letter to Sarah Wood at [swood@oakland.edu](mailto:swood@oakland.edu).

**\*To remain in compliance with USCIS immigration requirements, OPT STEM students are required to submit EIR form EVERY 6 MONTHS\***