



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 1) a copy of your employment offer letter on company stationery and 2) either this form or by filling out the information in the SEVP Portal.

Please complete the information below and submit this form to ISS along with a copy of the EAD. **Scan and email the employment letter and this form to ISS at 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	

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.

Employer Information

New/Initial Employer Change/Update Not Employed

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

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

Supervisor Information

Last Name	First Name
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Phone Number	Email Address
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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
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