Millersville University

OFFICE OF INTERNATIONAL PROGRAMS AND SERVICES

OPT EMPLOYMENT UPDATE FORM

Instructions: Read this information carefully. Failure to follow instructions may result in a delay in processing. This form is used by OPT students of Millersville University to report their employer's information, the students' local address, and any possible periods of unemployment.

Submit this form when you have secured your employer and are able to state a local address at your location of employment.

First Name, Middle Initial	Last Name	Phone	Gender ☐ Male ☐ Female
Date of Birth (mm/dd/yyyy)	Email		MU ID Number
Major	Type ☐ OPT ☐ STEM-OPT	Millersville University Level ☐ Undergraduate ☐ Graduate	
Address			

EMPLOYER INFORMATION

Company Name	Dates of Employment Start:_____ End: _____

Company Address

Employer Identification Number (EIN)	Employment ☐ Full-Time ☐ Part-Time	Position Title
Supervisor's Name	Supervisor's Email	Supervisor's Phone

Explain how employment in this facility/in this position related to student's field of study:

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(Form Updated 10/31/2019)