Return to UB homepage   iStart
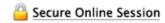
iStart Home Page

🔒 Secure Online Session

Adityan Harikrishnan
Campus: University at Buffalo
Network ID: adityanh

Add or Update OPT Employment

FORM GUIDANCE

This E-Form should be completed if you need to:

- **Report an end date with an employer for whom you no longer work**
- **Update the details of your current employment**
- **Report a new employer to ISS**

First, select the radio button next to the OPT period for which you are reporting employment updates.

Next, select the radio button to confirm that you understand your responsibilities while on OPT.

Select OPT Approval Period *

🔘 03/30/2020 - 03/29/2021 APPROVED Post-Completion

I have read the Optional Practical Training section of the ISS website and understand the requirements to maintain my F-1 status while on OPT/STEM Extension. *　　　🔘 Agree

REPORT END OF EMPLOYMENT

Do you need to report an employment <u>end date</u>? *   ⚪ YES   🔘 NO

OPT EMPLOYMENT DETAILS

Do you have new employment details to report to ISS? *   🔘 YES   ⚪ NO

Have you previously reported this employment to ISS? * | No ▾ |

EMPLOYER ADDRESS

- If on the 24-Month OPT STEM Extension, please enter your employer name and address as it is written in **Section 3 of Form I-983.**

Employer (Company) Name *	University at Buffalo
Employer Address Line 1 *	North Campus 12,Capen Hall
Employer Address Line 2	
City *	Buffalo
State *	New York ⌄
Postal Code *	14260

WORK SITE

- Your work site location should be where you are physically reporting to work. This may be the same as your employer information above.
- If on the 24-Month OPT STEM Extension, please enter your work site name and address as it is written in **Section 5 of Form I-983**.

Work Site Name *	University at Buffalo
Work Site Address Line 1 *	North Campus 12,Capen Hall
Work Site Address Line 2	
City *	Buffalo
State *	New York ⌄
Postal Code *	14260

OPT EMPLOYMENT DETAILS

- This section includes information about your employment with the employer listed above. The Employment Start Date and End Date should be your actual employment dates with that employer.
- Similarly, the Full-Time/Part-Time field is specific to the OPT employer listed above, and should reflect the number of hours per week you work for this employer.

Employment Start Date *	April ⌄	10 ⌄	2020 ⌄
Employment End Date	Month ⌄	Day ⌄	Year ⌄

- **It is best NOT to enter your employment end date until you have ended employment with this company.** You may leave the end date blank if you are still employed with this company.

Job Title *	Research Assistant

Any employment you choose must be **directly related to your program of study**. ISS will report on your behalf, but it is ultimately your responsibility to prove and document how your employment is directly related to your field of study.

Sample Explanation of a Direct Relationship: "Bachelor's degree in Electrical Engineering: I work full time as an Electrical Engineer at ABC Corp., a government contractor. In my job, I analyze client requirements for electrical systems and provide them with cost estimates of such systems. My work requires understanding of electrical circuit theory, which I studied in-depth at the University of ABC."
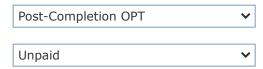
In the box below, describe how this employment relates to your major area of study. *

I work as a Research Assistant under Prof. Alan Hunt, Professor of Practice, Department of Computer
Science and Engineering, School of Engineering and Applied Sciences, University at Buffalo. In my
role, I work in the integration and development of web applications (Technology stack: HTML, CSS,
Javascript, and PHP) for the choreographic lineage project which is a WEB-based genealogical
network illustrating connections between dance artists, their teachers, their students, their
collaborators, and people who they were influenced by.

**If you have applied for the STEM Extension and it is still pending with USCIS,
please select 24-Month OPT STEM Extension below.**

Type of OPT Employment for which you
are currently approved (or pending) * | Post-Completion OPT ⌄

Is this a paid or unpaid position? * | Unpaid ⌄

- Employment while on Pre- and Post-Completion OPT may be paid or unpaid as long as the unpaid
  work does not violate labor laws. The Department of Labor's Wage and Hour Division determines
  labor laws.
- Please review Fact Sheet #71 with your employer.
- You will not be required to submit this proof of employment to ISS, but it may be requested by
  USCIS if you are applying for future immigration benefits.

Is this self-employment? * | No ⌄

Full-Time/Part-Time * | Full Time ⌄

- Full-Time (20+ hours per week)
- Part-Time (Less than 20 hours per week)

ADDITIONAL EMPLOYMENT

If you have more employers to report to ISS, please submit another "Add or Update OPT
Employment" E-Form.

CONFIRMATION OF UNDERSTANDING

- ☑ I confirm that I have read and understand Maintaining
  Status While on Post-Completion OPT. *
- ☑ I understand that I am responsible for maintaining a
  record of my employment (including dates) in case I
  am asked to provide proof of employment in the
  future. *
- ☑ I understand that ISS will report on my behalf, but it is
  ultimately my responsibility to prove and document
  how my OPT employment is directly related to my field
  of study if asked to do so in the future. *
- ☑ I understand that I must report to ISS any changes in
  the above information within 10 days of the change. *

☑ I understand that I must report to ISS if I change my visa status or decide to depart the U.S. and not return. *

☑ I understand that a new I-20 is not required after an employment update. If I would like to request an updated I-20, I understand that I must submit the I-20 Reprint Request - OPT e-form. *

* required fields

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