CHANGE OF EMPLOYER WHILE STEM APPLICATION IS PENDING

While your STEM OPT application is being processed at USCIS we suggest that you not change employment. However if you do decide to change employment prior to receiving the new EAD card a new I-983 is required and a new I-20 must be sent to USCIS.

Step 1:
- Complete the Employment Update Report Form on our website

Step 2: Submit to ISA Office the following documents:
- A copy of the I-797 receipt notice for the 24 month STEM OPT application
- ISSS attached application form

Processing time for ISSS to issue your new I-20 is 2-3 weeks

Step 3: After collecting your new I-20 from ISSS office:
- Send all the listed documents by certified return receipt (U.S. Postal Services) to USCIS Service Center serving the areas of your current residence (see listing in the I-765 Instructions)
  If you are currently living in California send to: USCIS Phoenix Lockbox
  PO Box 21281
  Phoenix, AZ 85036
- Write a brief cover letter explaining that you have changed employment after you have submitted your application. (see sample on the ISA website)
- Include a copy of your I-797 receipt notice
- New I-20 issued by ISA Office

** Make photocopies of all documents for your records before sending.

Step 4: While Waiting for Your STEM EAD to Arrive
- Students may continue employment up to 180 days while STEM extension is pending.
- Traveling outside the U.S. while your STEM Extension OPT paper work is being processed at the Service Center may hold risk and we would warn students against it.

Step 4: Important Responsibilities While on your STEM Extension OPT
- After receiving your STEM EAD card, you must bring or email a photocopy to the ISA office immediately.
- Must work in a paid position for an E-Verify employer at least 20 hours per week. Working less than 20 hours per week counts as unemployment. Self-employment and volunteering is NO longer allowed under the new 24 months STEM Extension.
- Work in a position related to the STEM degree graduated in with.
- Continue to report to the ISA office any changes in:
  - Legal Name changes
  - A change in residential address
  - Change in employment
  - Loss of employment
  - Every 6 months send ISA office a validation report; Keep an eye out for an email notification as a reminder.
- Students pursing a period of STEM extension OPT must NOT:
  - Work in a paid position for any employer that is not an E-Verify employer
- Have more than 150 days of unemployment time during the entire period of post-completion OPT (regular post – completion OPT and STEM extension OPT). This will constitute a violation of your F-1 status.
CHANGE OF EMPLOYER WHILE STEM APPLICATION IS PENDING

SECTION 1: FOR STUDENT TO COMPLETE

Family Name: _______________________________________          First Name: ___________________________________________
Student ID#: ________________________________________
Email: ______ ______________________________________ Telephone #: _________________________________________
U.S. Address: (Where you are staying now, not mailing address)
__________________________________________________________________________________________________________
Current Company/Employer: __________________________________________________________________________________________
Address of your employment (Must be the physical address of where you are working):
__________________________________________________________________________________________________________
Supervisor’s name: ____________________________ Telephone #: __________________________
Supervisor’s email: __________________________________________________________________________________________
Your current position title: ___________________________________________________________________________________

Employment Update Report (online form) MUST be completed with new employment information before submitting this form to ISSS

SECTION 2: FOR INTERNATIONAL STUDENT ADVISING STAFF TO COMPLETE

Date received: Pick up notification:

☐ I-797 receipt notice ☐ Email ____________________________
☐ Form I-983
☐ Have done the employment report online?
☐ Document sent____________________________

Status verification/Notes: Reviewed/Approved by:____________________

☐ Employment Report
☐ Form I-983
☐ SEVIS Update