**PERSONAL INFORMATION Park ID:**  **Phone Number:**

**Last Name:**  **First Name:** **Email:**

**Current Address:**

Street Number City State Postal/Zip Code

**EMPLOYER INFORMATION**

**Company Name:**  **EIN (Employer Identification Number):**

**Company Address:**

Street Number City State Postal/Zip Code

**Job Title:**  **Job Start Date:**

mm/dd/yyyy

**Specify Type of Employment:** Full-Time Part-Time Volunteer Contract

**Supervisor’s Name, Email, & Phone:**

**Please attach a copy of your *Job Offer Letter* to this form\***

**OPT INFORMATION**

**OPT End Date:**  **LIN Number:**

MM/DD/YYYY

**Applied for STEM extension?** Yes No **Date of STEM Application:**

mm/dd/yyyy **OR** “N/A” (‘Not Applicable’)

**CHANGE OF STATUS INFORMATION**

**Did your employer file an H-1B petition on your behalf?** Yes No

**If *YES*, what is the status of your H-1B application?** Approved Pending Denied

**WAC Receipt Number:**  **\*Please attach a copy of the *Approval Notice* to this form\***

**Please submit this completed form to OIS within 5 days of receipt.**

**This box for OIS staff use only**

**SEVIS ID: N00**

* **Advising Assistants: initial *and* date the lines below**
* **Address CX Updated:**
* **Employer Info: *Job Offer Letter* Received**
* **Change of Status: *I-797 Approval Notice* Received**
* **Request *Complete* & Forwarded to DSO:**

**SEVIS Updated: New I-20 Printed and Shipped? 🞎 Yes 🞎 No**

* **When completed, scan this form (& supporting documents) to** [**international@park.edu**](mailto:international@park.edu)

**Date Stamp and Initial in the box below**