



**Marywood**  
UNIVERSITY  
*Lead On.*

**Office of the Registrar  
Designated School Official for  
Nonimmigrant Matters**

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**F-1 STUDENT OPT  
EMPLOYER UPDATE**

- This form is to be used by Marywood University students who are currently on Post Completion OPT and are reporting new employment or a change in existing employment.

**All information is required.**

**Student Information**

\_\_\_\_\_  
Last Name (Surname) First Name Middle Name

\_\_\_\_\_  
Street Address City State Postal Code

(\_\_\_\_\_) \_\_\_\_\_ N \_\_\_\_\_  
Preferred Contact Phone Number E-Mail Address SEVIS ID Number (Must be eleven digits)

**Employment History**

- This is my first job on Post Completion OPT.
- I had a previous job while on Post Completion OPT and now I have a new job.
- I had a previous job while on Post Completion OPT and now I am unemployed.

**Current Employment Information**

\_\_\_\_\_  
Company Name Employment Start Date: MM / DD / YYYY

\_\_\_\_\_  
Street Address City State Postal Code

\_\_\_\_\_  
Full Name of Supervisor  
(\_\_\_\_\_) \_\_\_\_\_  
Phone Number E-Mail Address

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

**A verification letter from your employer must be submitted with this form. The letter should be written on company letterhead and state how your job is related to your degree.**

**Student Certification**

I affirm that the above information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Student Date

**Office Use Only**

Initials: \_\_\_\_\_ Date entered in SEVIS: \_\_\_\_/\_\_\_\_/\_\_\_\_