



Office of Multicultural Affairs
605 E. College Ave
North Manchester, IN 46962

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Optional Practical Training
STEM Extension Request
Employer Form

Student Name _____
(Given/First) (Family/Last) (Middle)

I am requesting a 17-month STEM extension to my OPT and agree to report to the International Student Advisor at Manchester University (OMA@Manchester.edu) any change in my name, mailing or residential address, employer address and employment status. I also agree to verify this information every six (6) months while on OPT extension.

TO EMPLOYER:

The student referenced above is applying for a 17-month STEM extension of Optional Practical Training (OPT) an employment authorized by the U.S. Citizenship & Immigration Services (USCIS). OPT is a job related to the student's field of study and intended to enhance the classroom education. Such employment must be officially recommended by a Designated School Official (DSO) at Manchester University. Before authorization can be given, the DSO must confirm that the employer is enrolled in the USCIS E-Verification system.

The employer must agree to report to the Office of Multicultural Affairs (OMA@Manchester.edu) at Manchester University within 48 hours if the student leaves employment. Please complete the form below and return it to Manchester University so we can process this student's request. If you have any questions, please do not hesitate to contact the Office of Multicultural Affairs at (260) 982-5423.

BELOW MUST BE COMPLETED IN ITS ENTIRETY BY THE **EMPLOYER**,
(NOT THE INTERNATIONAL STUDENT)

On behalf of _____
(Employer or Company Name)

I, _____
(Employer's Representative)

attest that the student above is employed at my company. I further agree to report to the Office of Multicultural Affairs at Manchester University within 48 hours if this student leaves employment of my company.

Employer Representative's Name (print) _____

Signature _____ Date _____

Telephone number _____

Email Address _____

Employer's E-Verify Company Identification Number or valid E-Verify Client Company Identification Number
