WorldLink OPT Reporting
E-Forms User Guide
Who should use these forms?

Students who are on post-completion OPT or their STEM Extension who need to report any of the following:

- New employment
- Changes to employment
- Changes to their contact information

We strongly recommend that you use the SEVP Student Portal only to view information in your SEVIS record, and that you maintain those records through our office.
What do these forms do?

Report new periods of employment during your post-completion OPT or STEM Extension.

- **Report New OPT Employment**
  - Add information about a new period of employment during your OPT
  - Confirm or update your contact information
  - Request an I-20 reflecting your new employment during OPT

- **Report New STEM Extension Employment**
  - Add information about a new period of employment during your STEM Extension
  - Confirm or update your contact information
  - Request an I-20 reflecting your new employment during your STEM Extension
What do these forms do?

Make changes to existing information in your student record, such as reporting changes to current employment (for example, changing sites or ending employment with an employer) or your contact information (address, phone, and/or email).

- **Update OPT/STEM Employment Information**
  - Update information about previously reported employment during your OPT/STEM Extension
  - Confirm or update your contact information
  - Request an I-20 reflecting your new employment during your OPT/STEM Extension

- **Update Contact Information**
  - Make changes to your contact information when you don’t need to report about new or updated employment
What kind of information will you need?

- We will collect information about where you are employed, including the name of the organization and the address where your employment takes place, whether you are employed full-time or part-time, and the start date—and end date, if you know it—of your employment.
- You will need to provide a brief (1,000 characters or fewer, including spaces) description of how the employment is directly related to your major field of study.
- You will need to upload a copy of an offer letter (during the 12-month OPT) or completed Form I-983 (during the STEM Extension) with each report about your employment. Please have these saved in .pdf or .jpg format and ready to upload.
Employment Reporting E-Form Groups

The Report New OPT Employment, Report New STEM Extension Employment, and Update OPT/STEM Extension Employment Information forms are groups of three separate forms, each of which is required.
Report New OPT or STEM Extension Employment

Select the period of OPT for which you are reporting employment. Normally, you will only see one period, but if you have applied for the STEM Extension, you may see both the 12- and 24-month periods.

Select OPT Approval Period *
- 09/30/2017 - 09/30/2019 Approved STEM Extension
- 06/18/2017 - 06/17/2018 Approved Post-Completion
- 06/18/2018 - 06/17/2020 Requested STEM Extension
Update OPT/STEM Extension Employment Information

Select the employment record you want to update from the drop-down menu.
Update OPT/STEM Extension Employment Information

Select the type of update you need to make to the employment record and the period of OPT associated with that employment record.
Update Contact Information

Whether in an E-Form Group or in the stand alone form, your current residential address and phone will be displayed; you may correct either, and provide an alternate mailing address, if desired. You will always need to provide an external email address (not in the pdx.edu domain).
Submitting your report

When submitting your report, you may choose to receive a new I-20. The new I-20 would reflect changes to employer information and will have a travel endorsement. The options for receiving that I-20 are the same as for other requests from our office.