

Employment Offer Letter Requirements

OPT 17 month STEM Extension

The STEM OPT application **must** include an original employment offer letter from the E-verify employer. This letter must be printed on **letterhead** and have an **original signature**.

In addition, the following information **MUST** be included in this letter:

- Student **name**
- Student date of **birth**
- Your **company name** as it appears on the E-Verify System
- Your company **E-Verify ID number**
- Your company **address**
- Your company **telephone** and fax number
- The student's **supervisor** name, telephone and Email address
- Student **job title**
- Start date** of employment with your company
- Proposed **duration** of extension request
- Current address of the student **worksite**
- Statement of notification** - In addition, **employers must agree** to report the termination or departure, of the OPT employee, to our office within 48 hours.
Please include a statement indicating this agreement in the letter.
 - A student shall be considered departed if they have not reported for work for 5 consecutive business days without your consent, or if you know they have left your employment, whichever occurs earlier.

To report the termination or departure of the student, or if you have any questions, contact either *Sue Sohn* (ssohn2@emich.edu) or *Esther Gunel* (egunel@emich.edu) at the EMU Office of International Students.

EMU Office of International Students 244 Student Center www.emich.edu/ois tel 1(734)487-311 fax 1(734)487-0303