

## Changing Employers while on *Approved* STEM 17-month OPT

If you change employers while on an **approved** STEM 17-month OPT, you need to submit the following documents to the OIS **within 10 days of leaving the first employer**:

- **OIS IR-17** - a new, completely filled OIS IR-17 Reporting form ... this **MUST** include all periods of employment **AND** unemployment from the beginning of your **INITIAL OPT** start date.
- **Employment Offer Letter** which contains information *specifically required by the Department of Homeland Security*. Please note that a **standard offer of employment does NOT normally meet these requirements**.

You can find the IR-17 form and Employer Letter requirements on the OIS website ([www.emich.edu/ois](http://www.emich.edu/ois)), in the Forms section, under employment, OPT 17.

Once approved, OIS will issue a **new, continuing I-20** indicating your new employer.

## Changing Employers with *Pending* STEM 17-month OPT

If you change employers while your STEM 17-month OPT petition is **pending**, you need to submit the following documents to the OIS **within 10 days of leaving the first employer**:

- **OIS IR-12** - a new, completely filled OIS IR-12 Reporting form ... this **MUST** include all periods of employment **AND** unemployment from the beginning of your **INITIAL OPT** start date.
- **Employment Offer Letter** which contains information *specifically required by the Department of Homeland Security*. Please note that a **standard offer of employment does NOT normally meet these requirements**.
- **I-765** – a new, completely filled I-765 that includes item 17 filled with information of new employer. This form must be typed and signed in blue ink. See your original STEM application for an example and you can find the current form at <http://www.uscis.gov/files/form/i-765.pdf>

You can find the IR-12 form and Employer Letter requirements on the OIS website ([www.emich.edu/ois](http://www.emich.edu/ois)), in the Forms section, under employment, OPT 12.

Once approved, OIS will issue a **new, continuing I-20** indicating your new employer.