



**Office of International Education (OIE)**  
**I-20 Request Form: Update OPT Employment**

→ Your Email, Address and Phone in MyMav will be used to contact you. Please be sure your Email, Phone and Addresses in MyMav are current.

Initials

Date

Student Name

UT ID #

**Use this form to request a new I-20 after you have updated your OPT employment information.**

**12 Month Post-Completion OPT employment reporting:**

- 1) Update your employment information via the 12 Month OPT reporting page:  
<https://www.uta.edu/php-lib/machform/view.php?id=2217>
- 2) Check your mavs.uta.edu e-mail address for an e-mail confirmation
- 3) Submit the e-mail confirmation along with this form to the OIE to request a new I-20

**24 Month STEM OPT employment reporting:**

- 1) Update your employment information via the STEM OPT reporting page:  
<https://www.uta.edu/php-lib/machform/view.php?id=2037>
- 2) Check your mavs.uta.edu e-mail address for an e-mail confirmation
- 3) Submit the following to the OIE to request a new I-20:
  - a. Copy of e-mail confirmation
  - b. Completed form I-983 for your new employer
  - c. I-983 for your previous employer, with the self-evaluation section completed

**Unemployment reporting:**

During Post-Completion OPT (12 month or 24 month Extension), F-1 status is dependent upon employment.

Students may not accrue an aggregate of more than 90 days of unemployment during any Post-Completion OPT carried out under the initial Post-Completion OPT authorization.

Students granted 24 month OPT extension may not accrue an aggregate of more than 120 days of unemployment during the total 29 month OPT period.

Report periods of OPT unemployment here: <https://www.uta.edu/php-lib/machform/view.php?id=2218>

**By submitting this form, I verify that I have completed all reporting requirements and am requesting a new I-20 to reflect the change.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**