

Jones hall 2nd floor rm. 200

Office of International Education (OIE)

Tel: 940.898.3338

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**CHANGE REQUEST FORM****Type of Request:**

\_\_\_\_\_ New name (requires new i-20)

\_\_\_\_\_ New local address

\_\_\_\_\_ New permanent foreign address

\_\_\_\_\_ New phone number

\_\_\_\_\_ Permanent resident card obtained (bring original to oie)

\_\_\_\_\_ New email address

\_\_\_\_\_ New social security number (submit copy of social security card)

\_\_\_\_\_ OPT employer address

**Please print:**

TWU ID: \_\_\_\_\_ Name: \_\_\_\_\_

Current home address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Current OPT employer name: \_\_\_\_\_

Current OPT employer address: \_\_\_\_\_

\_\_\_\_\_ Supervisor Name (first/last): \_\_\_\_\_

Supervisor email: \_\_\_\_\_ Employer phone: \_\_\_\_\_

Date current OPT employment began: \_\_\_\_\_

Current employer EIN: \_\_\_\_\_ (a 9 digit number (00.0000000) Human Resources dept. can provide this)

if you were previously employed on OPT and that job ended, indicate the date your previous OPT employment ended: \_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_