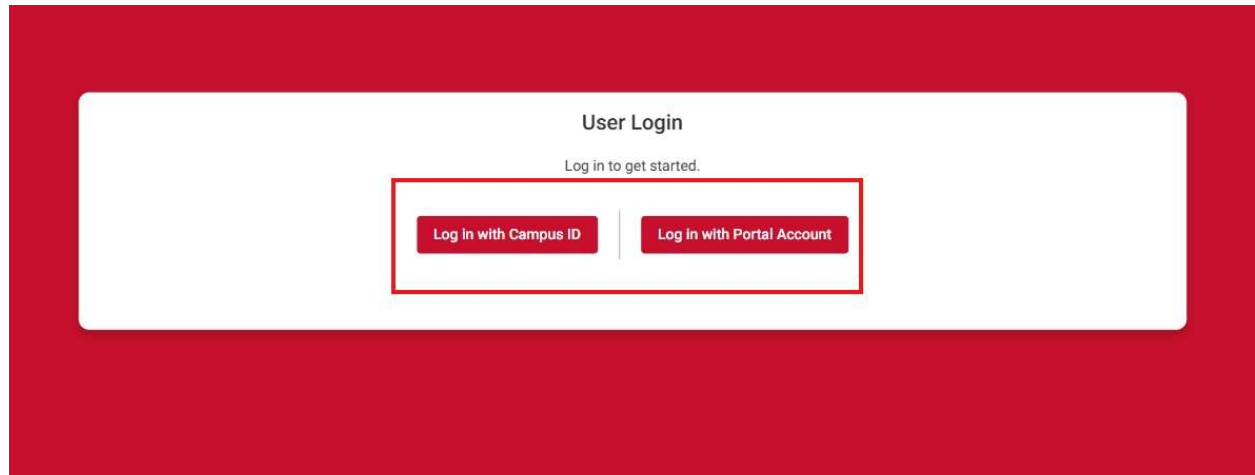
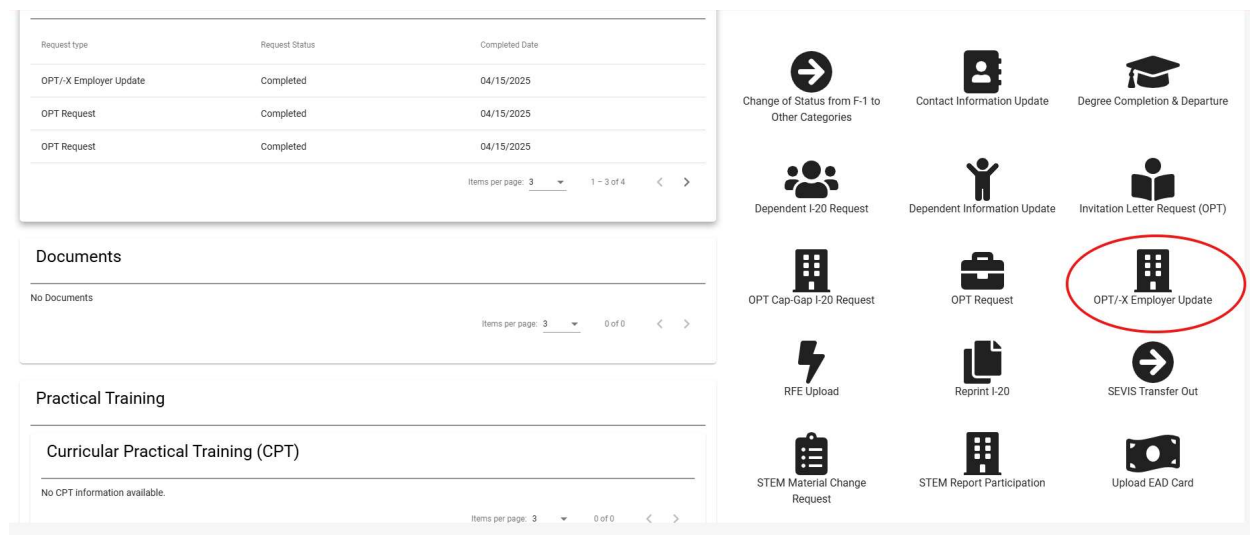


Updating Employment Information (Please use this function only if you are unable to update your Employment directly in the SEVP portal).

1. Log in to your Terra Dotta portal using “Campus ID” if you still use your Cougarnet email, or “Portal Account” if you have switched to a personal email.



1. Under control center, select ‘OPT/-X Employer Update’ Option



2. A pop-up box comes out, please select post completion OPT

OPT Employment Requests

Select OPT Employment Period

Employment Start Date	Employment End Date	Employment Type	OPT Type
07/02/2025	07/01/2026	Full Time	Post completion OPT

3. And Choose the green plus sign to add your employment

OPT Employers list

Employer Name	Employer Id	Start Date	End Date	Job Title
<div><div></div></div>				

4. Answer as many questions as possible. The questions in red boxes are mandatory.

## 1 OPT/-X Employer Questionnaire (Questionnaire)

Required \*

☐ Self Employed ?

Employer Name \* ?

Employer EIN ?

0/9

Requested Start Date(MM/DD/YYYY) \* ?

Requested End Date(MM/DD/YYYY) ?



MM/DD/YYYY

MM/DD/YYYY

Job Title ?

OPT Employment Full or Part Time \* ?

Address Line 1 \* ?

Address Line 2 ?

City \* ?

State \* ?

Zip Code \* ?

Supervisor's Last Name ?

Supervisor's First Name ?

Supervisor's Email Address ?

Supervisor's Telephone Number ?

Supervisor's Extension ?

numeric data only: 0-9

0/10

Explain how employment is related to student's course of study \* ?

Next ↓

## 2 Upload your I-983 (For OPT-X Student Only) (File Upload)

Optional

✓ Submit

Save as Draft

5. You are not required to submit I-983, scroll down and submit your request.

OPT/-X Employer Update

Print

1

OPT/-X Employer Questionnaire (Questionnaire)  
Required \*

2

Upload your I-983 (For OPT-X Student Only) (File Upload)  
Optional

Document Type  
I-983

Description  
I-983 for the job you are beginning: You must upload completed I-983 for the job you are joining. Page 5 will remain blank.

**Not required for initial OPT**

Browse  
or drag a file here

Document Type  
I-983

Description  
I-983 for the job you are leaving: You must upload all five pages of your I-983, for the job you are leaving, with the final evaluation on page 5 filled and signed by you and your employer.

**Not required for initial OPT**

Browse  
or drag a file here

Previous

Enter comments to display to the student

4000 characters left

☐ Return Document

Submit

Save as Draft

