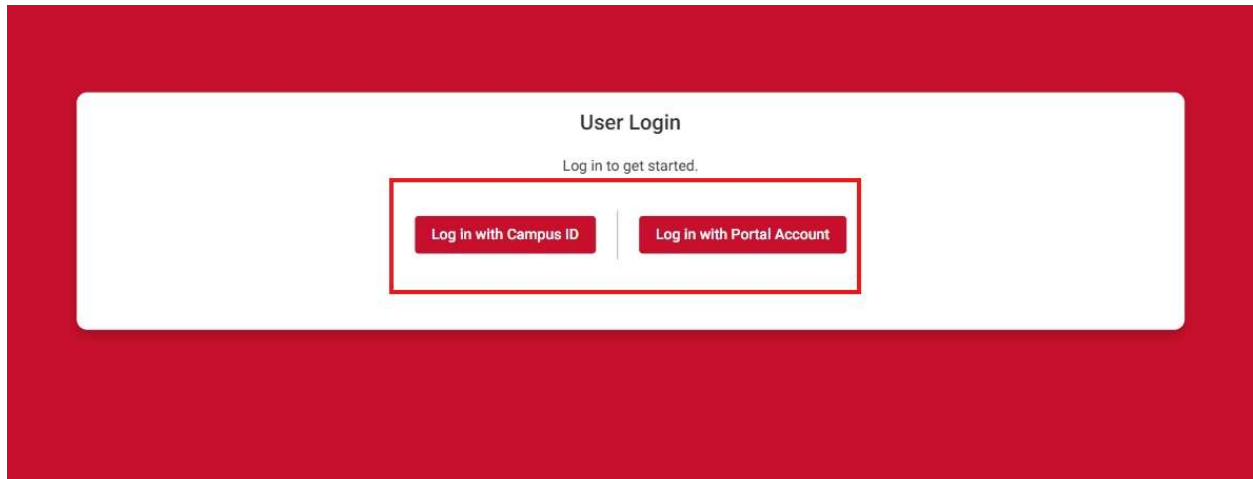
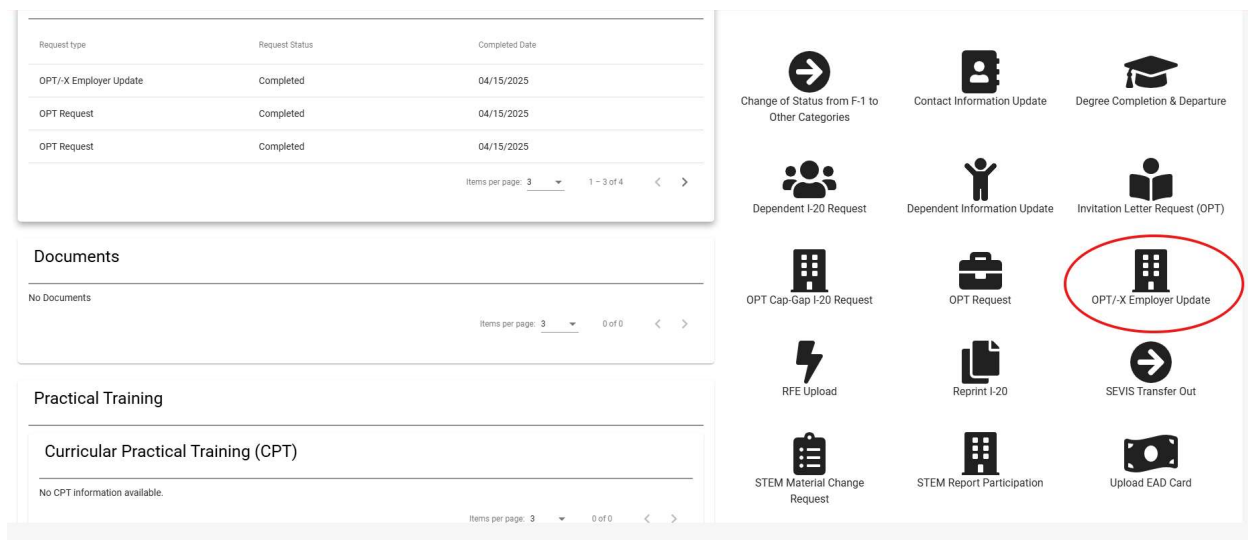


Updating Employment Information during your OPT-X

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 STEM

OPT Employment Requests

Select OPT Employment Period

Employment Start Date	Employment End Date	Employment Type	OPT Type
06/10/2024	06/09/2025	Full Time	Post completion OPT
07/08/2025	07/07/2027	Full Time	STEM

3. Select the green plus sign to add your employment

OPT Employers list

Employer Name	Employer Id	Start Date	End Date	Job Title	
		07/08/2025	07/07/2027		

4. Answer all the questions and click NEXT

OPT/-X Employer Update

Print

1

OPT/-X Employer Questionnaire (Questionnaire)

Required *

☐ Self Employed

Employer Name *

Employer EIN

Requested Start Date(MM/DD/YYYY) *

Requested End Date(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

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

0/9

MM/DD/YYYY

MM/DD/YYYY

0/10

Next

2

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

Optional

Submit

Save as Draft

5. Upload completed I-983s. Once submitted, SEVIS team will process your requested within 5/7 business days. You can also check the status of your request visiting your Terra Dotta portal.

Shahebaz Ahamed - OPT/-X Employer Update

Print

X

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.

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.

Browse

or drag a file here

Previous

Enter comments to display to the student

4000 characters left

☐ Return Document

Submit

Save as Draft