MARSHALL UNIVERSITY

OFFICE OF INTERNATIONAL STUDENT SERVICES
Marshall University Welcome Center, First Floor, 1601 5th Avenue, Huntington, WV 25755
T 304.696.6265 | **F** 304.696.6353 | www.marshall.edu/iss | iss@marshall.edu

REQUEST TO UPDATE EMPLOYMENT INFORMATION

Processing time for all requests is **3-5 business days**. Please plan accordingly. If you are requesting a new I-20, please indicate so at the bottom of the form. Also, please indicate if you will be picking the I-20 up in person or paying for shipping. Students are responsible for shipping fees.

To be completed by the student:

Personal information:

Name: _____

MUID: _____ SEVIS ID#: _____

Email: _____ Phone (U.S.): _____ MAJOR: _____

Address: _____

CITY: _____STATE: _____ ZIP CODE: _____

Employment information:

Company Name: _____ EIN #: _____

Company Address: _____

CITY: _____STATE: _____ ZIP CODE: _____

Start Date: _____ Title: _____

Number of hours per week: _____ E-verify Number (if on OPT STEM Extension): _____

Statement regarding how this position relates to your degree: _____

_____

_____

Previous Employer (Company) Name (if applicable): _____

End Date at Previous Job (if applicable): _____ Previous Employer EIN #: _____

Supervisor Information:

Last Name: _____ First Name: _____

Telephone Number (include area code): _____ Email: _____

☐ *I am requesting an updated I-20 and will be picking my I-20 up in the Marshall University Welcome Center, First Floor.*

☐ *I am requesting an updated I-20 and will be paying for shipping.*

☐ *I am requesting an updated I-20 sent via regular post mail.*

☐ *I am not requesting an updated I-20.*

Student Signature: _____ Date: _____