

STEM OPT Employer letter

Note: Letter must be on company letterhead

(DATE)

Designated School Official
Pepperdine University
Malibu, CA 90263-4246

Dear Designated School Official:

This is to certify that **(EMPLOYEE NAME)** is employed at (or has been offered a position at) **(EMPLOYER NAME)**. This letter is issued in conjunction with the application for extension of this employee's employment authorization in accordance with the STEM OPT regulations.

- Employer's E-Verify number
- Employer's name as listed in E-Verify
- Employer's tax ID number (EIN)
- Employee's job title
- Employee's employment start date
- Employee's employment end date (if known)
- Supervisor's name, phone number and email address

I certify that the Form I-983, *Training Plan for Stem OPT Students*, has been signed by the employer that provides the actual training relevant to the employee's STEM degree, and not by a temp or staffing agency. Any change or update to this information will be provided in writing.

Sincerely,

(Signature)

(NAME)

(TITLE)