

**OPT STEM Extension Sample Letter from UAB Employer**  
(print on university/department letterhead)

{Date}

TO: USCIS  
RE: STEM OPT Employment

This is to verify that {first and last name} has been working/offered employment as a {position title} in {department/lab} effective {date}. He/she will be supervised by {supervisor's name}, who can be contacted at {phone number and email address}.

I certify that the University of Alabama at Birmingham is registered with E-Verify with Identification Number 1234177 and identified as The Board of Trustees of the University of Alabama for the University of Alabama at Birmingham. In addition, as an employer we will follow the reporting guidelines outlined in Form I-983.

{Insert job description and how it relates to current degree program. State whether it is full-time or part-time, the salary, and the location where employment will take place}.

I agree to comply with the reporting requirements for students on authorized Optional Practical Training (OPT) and will report the student's termination or departure to ISSS within 5 days of termination or resignation from employment.

Sincerely,

Name of Supervisor,  
Job Title