

LINDENWOOD

REAL EXPERIENCE. REAL SUCCESS.

SCenter for Diversity and Inclusion (CDI)
pellmann Center, 3rd floor, Room #3085
InternationalServices@lindenwood.edu
636-949-4982

Important Information:

This form will be used to update your current employer information and to update your current address. This information will be used to update your SEVIS record as well as your permanent file at Lindenwood University.

Please fill out as much information as you can.

All required information will be highlighted in red or have an (*) beside it.

If you are working for a Temporary Employment Agency, please list their name as the employer and the address of the location you are actually working at. i.e. Employed by Office Team and work at Enterprise, LTD office.

The Employer Identification Number (EIN) is not required unless you are on STEM extension. You can find the EIN on all income tax related documents or from HR personnel.

The bottom of the form request updated contact information for you. Please fill it out even if you have not moved or none of the previous information has changed.

Employer Information

Name of Employer: _____

Employer Identification Number (EIN): ____ - _____

Work Physical Location Address: _____

City / State: _____ ZIP Code: _____

Start Date: _____

Full-Time: _____ Part-Time: _____

Position Title: _____

Please list job duties / activities / responsibilities

Name of Supervisor: _____

Supervisor's Email: _____ Phone: _____

Personal Information

Student Name: _____

Address: _____

Apt#: _____

City / State: _____ ZIP Code: _____

Email: _____ Phone: _____