OPT APPLICATION COVER
STEM EXTENSION

Name: _____ Today's Date _____
(Family) (First)
UAH A#:_____ Email: _____

Mailing Address: _____ City_____

State_____ Zip Code_____ Phone_____ Major:_____

Current Employer Full Name_____ Employer E-Verify Number_____

Job Title_____Supervisor's Full Name_____

Supervisor's Email_____ Supervisor's Phone _____

Complete OPT extension cover page and I-765 (eligibility code C3C in line 16 & E-verify information in line 17) and email them to visahelp@uah.edu. The ISSO will use this information to review your request, and will mail two I-20s to the address listed above. If you want ISSO to use a mail service other than the standard USPS, check this box____ **We will call you** to obtain the information required to mail using Fed-ex.

Once you receive I-20s, SIGN BOTH, mail one copy of a signed I-20 and ALL supporting documents below to **UAH, International Student Advisor, 301 Sparkman Dr., UC 116, Huntsville, AL 35899**. As soon as we receive the signed I-20 and documents listed below, we will mail the complete application to USCIS to be processed.

Check List:

- ✓ Check to the Department of Homeland Security for $380 (personal or certified check).
- ✓ Original, **signed** form I-765 (included in STEM OPT packet) & I-20 with OPT remarks on pg. 3
- ✓ Photocopy of passport including the picture, expiration date, and visa pages.
- ✓ Both sides of the I-94 card (the white card that is stapled into your passport)
  *** Please copy the passport picture page and I-94 front side on one page and the visa stamp and I-94 back side on the second page to help keep the packet simple.*
- ✓ Two "passport style" photographs taken to USCIS specifications (instructions attached)
- ✓ A copy of your diploma listing the degree you received AND a copy of transcripts.

Immigration is picky about acceptable OPT photos please refer to the links below for details:
http://travel.state.gov/passport/guide/guide_2081.html or www.uscis.gov/files/article/04_08_02Photo_flyer.pdf

YOUR RESPONSIBILITY TO COMMUNICATE WITH UAH WHILE AUTHORIZED WITH OPT:
A validation report must be made to UAH every 6 months during the next 17 months starting with the date the OPT extension is approved. USE THE SEVIS UPDATE FORM AVAILABLE ON THE ISSO WEBSITE:

- Valid contact information (phone, address, and email)
- Employer name(s) and address of employment

I have read the instructions and I understand the steps above and processing time for this application. I understand that this application is sent in "good faith" and that OPT work permission authorizes me to work in employment related to my field of study. If I am unemployed for a cumulative period of 120 days or more over the cumulative 29 months of OPT, I understand that I am in violation of my F1 status.

_____ _____
Applicant's Signature Date

FOR ADVISOR USE ONLY:
Received Reviewed
6 Month validation report dates: 1._____ 2._____ 3._____
Notes: