

# 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 [iss@uah.edu](mailto:iss@uah.edu). The ISSS will use this information to mail you two I-20s to the address listed above. If you want ISSS to use a mail service other than the standard U.S. Postal Service please check this box \_\_\_\_ **We will email you** to obtain the information required to mail using Fed-ex via Eship Global.

Sign both I-20s and mail one copy of a signed I-20 and ALL supporting documents listed below to **USCIS (instructions will be sent to you with I-20's)**.

**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) or electronic I-94 number printed from <https://i94.cbp.dhs.gov/I94/request.html> if you have an electronic #
- ✓ Two "passport style" photographs taken to USCIS specifications (instructions below)
- ✓ A copy of your diploma listing the degree you received and transcripts
- ✓ A copy of your post completion OPT EAD card included

**Immigration is picky about acceptable photos, read the passport photo guidelines available at [http://travel.state.gov/passport/pptphotoreq/pptphotoreq\\_5333.html](http://travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html)**

- In color, printed on photo quality paper with a plain white background, 2 x 2 inches (51 x 51 mm) in size
- Sized such that the head is between 1 inch and 1 3/8 inches (between 25 and 35 mm) from the bottom of the chin to the top of the head.
- Taken within the last 6 months to reflect your current appearance

**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 \_\_\_\_\_

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