17 MONTH OPT
EXTENSION
APPLICATION PACKET

Package includes:

• 17 Month OPT Extension Instructions
• 17 Month OPT Extension Form
• I-765 Application
“STEM” Science, Technology, Engineering, Mathematics
http://www.ice.gov/sevis/stemlist.htm - See list for your major

OPT STEM Extension Period
The employment authorization period for the OPT extension begins the day after the expiration of the initial OPT employment authorization and ends 17 months later. This extension can be used only one time, and is based upon a paid position of at least twenty (20) hours per week only. No unpaid or volunteer positions are allowed. Once the application has been submitted and received by USCIS, your case may be in pending status for up to 180 days after your initial OPT end date.

Guidelines:
1. You can submit your STEM Extension paper work to CIE as early as 120 days prior to the end of your current OPT expiration date of your EAD but it should arrive at CIE at least three (3) weeks prior to your EAD expiration.
2. CIE will process your application and mail it back to you for you to sign. You are then responsible for sending your application to USCIS. Your application must be received by USCIS no later than 30 days from the date that your new STEM I-20 was created prior to the expiration on your EAD card.

Documents Required for OPT Extension:
1. Copy of current I-20
2. Copy of current I-94 card – front & back
3. Copy of current EAD – front & back
4. Copy of current Passport – biographic information page including expiration date
5. Copy of current Visa—expired or unexpired, visa you used the last time you entered the U.S.
6. Completed I-765 form (included in this package) - Pay attention to Section 17, You MUST complete this section.
7. Complete I-765 signature card with your signature and a black ink print of your right index finger in the square provided.
8. Completed G-1145 form
9. List your degree from line 5 of your I-20.
10. Your employer must enter the information from E-Verify.
11. Processing fee of $380.00. Money Order or personal check made payable to U.S. Department of Homeland Security (Do not use initials as this will appear on your bank statement as an Electronic Fund Transfer)
12. 2 NEW Passport Photographs taken within the last 30 days (see instructions on the following page)
13. Proof of degree in the form of an official transcript, unofficial transcript or diploma
14. Pay stubs- All paystubs from for all paid employers (For Unpaid Work, submit a Log of Hours)
15. Employer Letters (from all former and current employers) - Letters should include the following content:
   a. Start/End Dates
   b. Your Job Title/Position
   c. Location
   d. Pay Rate
   e. Detailed description of Job Duties and how they relate to your academic field of study
   f. Number of Hours Worked per Week

There is debate about unpaid internships and volunteer work being accepted as employment. Please be advised, that unpaid internships and volunteer work may not be accepted as approved employment for OPT in the future. Unpaid training is never considered an acceptable form of employment for OPT.
**Student responsibilities:**
1. While you are on your OPT Stem Extension you should validate the following information with CIE every six months:
   - Your current home address, phone number(s) and email address(es) AND
   - Your employer’s company name, address, phone number, AND
   - Your supervisor’s name, as well as, your employment start date for your current employer.
2. You must report termination of your employment to CIE within 48 hours of the time you are no longer employed.
3. You may not accrue a total of more than 120 days of unemployment during the 29 month period of OPT and the STEM extension combined.
4. You must report any period of unemployment.

**Please mail all documents to the following address:**
Center for International Education
860 Lincoln Drive
Northwest Annex B Wing
Southern Illinois University Carbondale
Carbondale, Illinois 62901
Mail Code 4333
(618)453-5774 – Phone

**Photograph Requirements:**
Two (2) color full frontal face/passport photos with a white background.
Both photos must be of just you, and both photos must be identical. They should NOT be mounted or retouched, and they must be printed on thin-glossy paper. Your head should be bare unless you are wearing a headdress as required by a religious order to which you belong. Your photos should not be larger than 2 x 2 inches, with the distance from the top of your hair to just below your chin about 1-3/8 inches, lightly print your name, with a pencil, and your 11 digit admission number from your I-94 card on the back of each photo.

For more information on photo standards visit the Department of State website at: [http://www.travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html](http://www.travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html)

*Be sure your photo is exactly the size/dimensions stated above or USCIS will not accept it!*
After you receive all the documents from International Students and Scholars (ISS), mail all your application materials either certified or express mail to:

If you are sending your application via the U.S Postal Service (Certified, Express Mail) you must send it to the following address:

USCIS
PO Box 21281
Phoenix, AZ 85036

If you are sending your application through a courier (such as UPS or FedEx) you must send it to the following address:

USCIS Attn:
AOS
1820 E Skyharbor Circle S
Suite 100
Phoenix, AZ 85034

Your completed check should looks like this:

If this area is not already pre-printed
with your information, please print your full name here

DO NOT sign or write anything on the BACK of the check!
I-765 Fingerprint Signature Card

Signature HERE  ➔
(Stay inside lines)

Place RIGHT INDEX
Fingerprint HERE ➔

Use THIS Finger ➔
**STUDENT INFORMATION**

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**EMPLOYER INFORMATION**

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Applicant is filing under §274a.12

- Application Approved. Employment Authorized / Extended (Circle One) until (Date).
- Application Denied.
  - Failed to establish eligibility under 8 CFR 274a.12(a) or (c).
  - Failed to establish economic necessity under 8 CFR 274a.12(c)(14), (18) and 8 CFR 214.2(f)

I am applying for:
- Permission to accept employment.
- Replacement (of lost employment authorization document).
- Renewal of my permission to accept employment (attach previous employment authorization document).

1. Name (Family Name in CAPS) (First) (Last) Which USCIS Office? Date(s)

2. Other Names Used (include Maiden Name)

3. U.S. Mailing Address (Street Name and Number) (Apt. Number)
   860 Lincoln Dr NW Annex B Wing MC 4333
   (Town or City) (State/County) (ZIP Code)
   Carbondale IL 62901-4333

4. Country of Citizenship/Nationality

5. Place of Birth (Town or City) (State/Province) (Country)

6. Date of Birth (mm/dd/yyyy)

7. Gender
   - Male
   - Female

8. Marital Status
   - Married
   - Single
   - Widowed
   - Divorced

9. Social Security Number (Include all numbers you have ever used, if any)

10. Alien Registration Number (A-Number) or I-94 Number (if any)

11. Have you ever before applied for employment authorization from USCIS?
   - Yes (Complete the following questions.)
   - No (Proceed to Question 12.)

Certification

**Your Certification:** I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefits I am seeking. I have read the "Who May File Form I-765?" section of the instructions and have identified the appropriate eligibility category in Question 16.

Signature

Telephone Number

Signature of Person Preparing Form, If Other Than Above: I declare that this document was prepared by me at the request of the applicant and is based on all information of which I have any knowledge.

Print Name

Address

Signature

Date

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Form I-765 04/01/13
What Is the Purpose of This Form?

Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.

General Information

Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.

We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent.

The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers.

USCIS will also mail you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as proof of your pending application or petition.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality Act, as amended INA section 101, et seq.

PURPOSE: The primary purpose for providing the information on this form is to request an electronic notification when USCIS accepts immigration form. The information you provide will be used to send you a text and/or email message.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or email message receiving your immigration form.

ROUTINE USES: The information provided on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved routine uses, as described in the associated published system of records notices [DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001 - Alien File (A-File) and Central Index System (CIS), which can be found at www.dhs.gov/privacy]. The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 3 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue, NW, Washington, DC 20529-2140. OMB No. 1615-0109. Do not mail your completed Form G-1145 to this address.

Complete this form and clip it on top of the first page of your immigration form(s).

Applicant/Petitioner Full Last Name  Applicant/Petitioner Full First Name  Applicant/Petitioner Full Middle Name

E-mail Address  Mobile Phone Number (Text Message)