

OPT STEM Extension Form

Applying by Mail

Name: _____ UHCL Student ID#: _____

SEVIS # N000 _____ Date of Birth: _____

Phone Number: _____ Student Email: _____

If you are applying through mail, you will need to mail the following documents to your International Student Advisor (ISA):

- ☐ A completed **I-765 form** ([see an example for guidance](#))
- ☐ Proof of degree (preferably notarized) or a set of official or unofficial transcripts that state the degree you have earned.
- ☐ A copy of the photo page of your passport (also include any pages that document extensions or amendments).
- ☐ A copy of your current I-94 card (front and back).
- ☐ A copy of your U.S. visa—OR—I-797 (Approval Notice for Change of Status)
- ☐ Two (2) 2x2 passport style photos on a white background.
http://travel.state.gov/passport/pptphotoreq/photocomptemplate/photocomptemplate_5297.html
Photos should be recent. Use a pencil to lightly print your name and I-94 # (or A#) on the back.
- ☐ Front and back copies of any previous Employment Authorization Documents (EAD/OPT card).
- ☐ A copy of a **\$380.00** check or money order made payable to the **U.S. Department of Homeland Security**.
- ☐ A pre-paid, self-addressed envelope. (Your ISA will mail your documents back to you in this envelope.)
- ☐ OPT Extension Information (page 1).
- ☐ OPT Extension Agreement (page 2).

NOTE: If you have the bar code sent by the USCIS with the previous OPT/EAD card, please include it. You should keep a copy for your records. Sending the original may expedite the processing of your OPT STEM Extension, but it is not a requirement.

Please complete the following:

Employer's name EXACTLY as registered with E-verify: _____

Employer's address EXACTLY as registered:

Address

Suite

City

State

ZIP code

Your work location, if different than employer's E-verify address:

Address

Suite

City

State

ZIP code

Your official job title: _____

Your supervisor's name: _____

Supervisor's phone number: _____

Supervisor's email address: _____

OPT Extension Agreement

I agree:

1. To send a copy of my OPT card (EAD) to my International Student Advisor once it is approved.
2. To report any changes in name and/or visa status—i.e. H1B, Permanent Residency, etc.
3. To report if I depart from the U.S. and do not plan to return.
4. To report any change in personal address within 10 days.
5. To work only at a job or jobs that relate(s) directly to my field of study, and for companies that participate in E-Verify.
6. To obtain a signature from my International Student Advisor on my I-20 before each trip outside of the U.S. I understand that this signature should not be older than 6 months.
7. Not to pursue another program or degree while on OPT.
8. To keep count of the days of unemployment that I accumulate; I understand that I should not accumulate more than 120 days of unemployment.
9. To leave the country, complete the transfer process to another school, start a new program, or change my immigration status within the 60 days following the completion of my OPT.
10. That the 20 or more hours I work/volunteer each week during my OPT will directly relate to my field of study, and that my employer has been E-Verified.
11. To check in every 6 months with my International Student Advisor to confirm employment and my personal address.

Print Name

Signature

Date