



## 24-Month STEM OPT Extension Form

<b>Family/Last Name:</b>	<b>Given/First Name:</b>
<b>Student ID Number:</b>	<b>Non-Drexel Email:</b>
<b>Student Phone Number:</b>	<b>Current Residential Address:</b>

**Please read and check the following boxes acknowledging your understanding:**

- ☐ I am responsible for archiving any documents related to my F-1 non-immigrant status, and the documents related to this application.
- ☐ I confirm that I have gathered all required documents for my STEM OPT application.
- ☐ I understand that the outcome of my STEM OPT application is up to the United States Citizenship and Immigration Services (USCIS), and that I am responsible for the requirements of this application.
- ☐ I understand that I am responsible for mailing my own application before my Post-Completion OPT expiry date, and I must do so within 30 days of my I-20 issuance.
- ☐ I understand that USCIS must receive my application before the expiry of my Post-Completion OPT.
- ☐ I understand that ISSS is not responsible for any loss or delay of my STEM OPT application and only USCIS can answer questions about the status of my application. Students can contact USCIS directly at 1-800-375-5283.

**Documents Review Checklist:**

- ☐ I-765 (you can find the form by visiting [www.uscis.gov/i-765](http://www.uscis.gov/i-765)).
  - o For “Eligibility Category”, put (C) (3) (C).
  - o Be sure to completely fill out your employer’s name and e-verification number as listed in their e-verify account.
- ☐ I-983 Training/Evaluation Plan (to be completed by you and your employer). To find the I-983 form and guidelines, please click [here](#) (*this document is submitted to ISSS only, not in your packet to USCIS*).
- ☐ Personal Check or money order for \$410.00 payable to “U.S. Department of Homeland Security”.
- ☐ Two U.S. passport size photos (2” x 2”). [Click here](#) for more information on photo specifications. Write your first/last name and I-94 number on the back of both photos.
- ☐ Photocopy of unexpired EAD card.
- ☐ Photocopy of the biographical page of an unexpired passport, which is still valid for the at least 6-months in the future, or a photocopy of the passport renewal application.
- ☐ Photocopy of F-1 Visa page (can be expired).
- ☐ Copy of the most current I-94 Information. If you have travelled outside the U.S. after May 2013, retrieve your I-94 information here: [i94.cbp.dhs.gov](http://i94.cbp.dhs.gov).
- ☐ Photocopy of your degree and **official** transcripts. Transcripts can be requested through [Drexel Central](#).
- ☐ A signed letter from the STEM employer on a letterhead including the following information (to download a sample letter click [here](#)): Company’s name, mailing address (at where you are physically working), hiring date, position title (related to the field of your studies), company’s **E-Verify number**.
- ☐ Original I-20 from Drexel University with the 24-month STEM OPT Extension request (issued by an ISSS advisor after your STEM appointment).

**Student Signature:** \_\_\_\_\_

**Today’s Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yy)