

**24-month Optional Practical Training Extension****Personal Information**

Last Name: _____

First Name: _____

Drexel ID#: _____

Phone: _____ - _____ - _____

Email: _____

Residential Address: _____

Please read and check the boxes to apply for the 24-Month STEM OPT Extension

- I am responsible for archiving, any documents related to my F-1 non-immigrant status, and the documents related to this application.
- I understand that the outcome of my 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 and must do so within 30 days of my I-20 being issued.
- I understand that USCIS must receive and issue a receipt for my application before the expiry of my Post-OPT.
- I understand that Drexel ISSS is not responsible for any loss or delay of my OPT application and only USCIS can answer these questions about the status of my application.

Full Name: _____**Today's Date:** ____/____/____ (mm/dd/yy)**Documents Checklist**

Please review and collect/complete the following documents before your submission appointment (phone or in-person):

- I-765 (you can find the form and instructions on filling out this form by visiting www.uscis.gov/i-765)
 - o For item #16 put (c)(3)(c)
 - o Be sure to completely fill out item #17 and make sure that the employer is participating in the e-verified program.

Note: You will have to use a valid mailing address (for the next 6 months) to where you want to receive all the communication from United States Citizenship and Immigration Services (USCIS) directly. Keep in mind that ISSS is not responsible for any loss or delay of your OPT application. For questions on this matter you should contact the USCIS directly at 1-800-375-5283.

- 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 just to be submitted to ISSS, not USCIS)
- Personal Check or money order for \$410.00 payable to "U.S. Department of Homeland Security."
- Two passport size Photos (2' x 2'). Photos should be taken within the last 30 days. For more information on photo specifications: 1.usa.gov/1s8K6UC. Print your first/last name and I-94# at the back of each photo.
- Photocopy of unexpired EAD card (front and back)
- Photocopy of the biographical information page of an unexpired Passport, which is still valid for the next 6 months in the future, or a photocopy of the passport renewal application.
- Photocopy of F-1 Visa page (where picture and expiration date are shown.)
- Copy of the most current I-94 Information. If you have travelled outside the U.S. after May 2013, you can retrieve your I-94 information here: i94.cbp.dhs.gov; otherwise, a photocopy of the I-94 admission card (front and back.)
- Photocopy of your degree **and** official transcripts showing the level and program of study.
- 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#.
- Original I-20 from Drexel University with the 24-month OPT Extension request (will be issued by an ISSS advisor after the phone/in-person appointment.)