

# OPT Extension Application Packet Checklist

For items to be submitted to United States Citizenship and Immigration Services (USCIS)

University of Southern California  
Office of International Services

USC's Office of International Services (OIS) has prepared for you the updated I-20 reflecting our support of your petition to file for an OPT extension. It is now in your hands to complete your required application packet to USCIS and submit it in a timely manner. Your application packet must be received by USCIS within **30 days** of the generation date of your I-20 which is reflected on the signature line of your I-20.

## PROCESS TO PREPARE APPLICATION PACKET FOR USCIS:

- 1) Sign OPT Extension I-20. You will keep original.
- 2) Make copy of OPT Extension I-20 to send with USCIS application packet.
- 3) Items to include in your final application packet to USCIS:
  - Original, signed I-765 Form (*Version dated 10/16/2008 only*)
    - <http://www.uscis.gov/files/form/I-765.pdf>
    - At top, mark "Renewal of my permission to accept employment"
    - Item #11: Have you ever received an EAD card before?
      - Which USCIS Office: if processed through OIS = *California Service Center*
      - Dates = *Dates of EAD validity*; Results = *Granted*; Documentation = *Photocopy of EAD*
    - Item #17:
      - For your "Degree" use what is listed in #5 on SEVIS I-20.
      - Eligibility category is (c) (3) (C) {small c, number 3, capital C}
    - Signature: Make sure your signature does not touch lines above or below and only sign between the two lines.
  - PHOTOCOPY of entire OPT Extension I-20. (*Do not send the original as this is for your records*)
  - PHOTOCOPY of most current I-94 card (*front and back sides*)
  - PHOTOCOPY of passport page with photo and expiration date
  - PHOTOCOPY of previously issued EAD Card, *as requested in Item #11 of I-765*
  - Check payable to "**U.S. Department of Homeland Security**" for \$340.00:
    - Write Three hundred forty dollars
    - Write your date of birth and I-94 number on FRONT of the check, and
    - Do not write on back of check
  - Two (2) US Style Passport Photos
    - Write your name and I-94 number on the BACK of each photo
  - Verification of graduation from USC. One of the following documents would be accepted by USCIS:
    - Official USC transcript
    - Unofficial transcript
    - Copy of USC diploma showing degree earned and program of study
  - Statement from employer on employer letterhead explaining how current job/position relates to a STEM field: Science, Technology, Engineering, Mathematics

## REPORTING REQUIREMENTS WHILE ON OPT

All students on OPT are required to report to the DSO:

- Any change of name or address, or
- Any interruption of such employment

In addition, **students with an approved 17-month OPT extension:**

- Must report to the student's DSO within 10 days of any change of:
  - legal name
  - residential or mailing address
  - employer name
  - employer address, and/or
  - loss of employment
- Must make a validation report to the DSO every six months starting from the date the extension begins and ending when the student's F-1 status ends, the student changes educational levels at the same school, the student transfers to another school, or the 17-month OPT extension ends, whichever is first. The validation is a confirmation that the student's name and address, employer name and address, and/or loss of employment is current and accurate.

(TURN TO BACK)

02/25/2009

## **ADDITIONAL INFORMATION**

- Students who timely file an application for the 17-month OPT extension will be able to continue employment while the extension application is pending, until a final decision on the I-765 or for 180 days, whichever comes first.
- We recommend you do not travel during this time until the extension is approved and new card received.

## **MAILING INSTRUCTIONS:**

**Make copies of entire packet and send packet with tracking number. Be sure to mail packet in 30 days or less from issuance of OPT Extension I-20.**

**You will mail your application to the USCIS regional Service Center that has jurisdiction over the state you currently live in:**

<b>If you currently live in:</b>	<b>Send your application to:</b>
Connecticut, D.C., Maryland, New Hampshire, New York, Puerto Rico, Vermont, West Virginia, Delaware, Maine, Massachusetts, New Jersey, Pennsylvania, Rhode Island, Virginia, U.S.V.I.	For both U.S. Postal Service and private courier deliveries: <b>USCIS</b> Vermont Service Center ATTN: I-765 75 Lower Welden Street St. Albans, VT 05479-0001
Arizona, California, Hawaii, Guam, Nevada,	For U.S. Postal Service Deliveries: <b>USCIS</b> California Service Center P.O. Box 10765 Laguna Niguel, CA 92607-1076  For private courier (non-USPS) deliveries: <b>USCIS</b> California Service Center 24000 Avila Road 2nd Floor Room 2312 Laguna Niguel, CA 92677
Alabama, Arkansas, Florida, Kentucky, Mississippi, North Carolina, South Carolina, Texas, Georgia, Louisiana, New Mexico, Oklahoma, Tennessee	For U.S. Postal Service Deliveries: <b>USCIS</b> Texas Service Center P.O. Box 851041 Mesquite, TX 75185-1041  For private courier (non-USPS) deliveries: <b>USCIS</b> Texas Service Center 4141 N St. Augustine Rd Dallas, TX 75227
Alaska, Idaho, Indiana, Kansas, Minnesota, Montana, North Dakota, Oregon, Utah, Wisconsin, Colorado, Illinois, Iowa, Michigan, Missouri, Nebraska, Ohio, South Dakota, Washington, Wyoming	For U.S. Postal Service Deliveries: <b>USCIS</b> Nebraska Service Center P.O. Box 87765 Lincoln, NE 68501-7765  For private courier (non-USPS) deliveries: <b>USCIS</b> Nebraska Service Center 850 S. Street Lincoln, NE 68508-1225