

# Request for 17 Month OPT Extension I-20

University of Southern California  
Office of International Services

STEM\* Students (\*Science, Technology, Engineering, Mathematics)

1. The Office of International Service (OIS) must receive the OPT Extension I-20 request no later than 30 days prior to the end date of your current EAD card (Employment Authorization Document).
2. OIS will create and mail a new OPT Extension I-20 to you along with an application checklist.
3. You will then mail your extension request I-20 to USCIS (United States Citizenship and Immigration Services) with other items listed on the application requirements checklist.

Today's Date: \_\_\_\_\_  
Month Day Year

SEVIS Number: N \_\_\_\_\_

WAC Number: \_\_\_\_\_

( ) Mr. ( ) Ms. \_\_\_\_\_  
Family (last) name Given (first) name Other

Student USC ID#: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Number and Street Apt. # City Zip Code

E-mail Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Month Day Year

Degree Earned: \_\_\_\_\_ Degree Completion date: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
Number and Street City State Zip Code

Employer E-Verify ID#: \_\_\_\_\_ Job Title or Position: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Contact Phone: \_\_\_\_\_

## DOCUMENTS TO SUBMIT FOR OPT EXTENSION I-20:

- PHOTOCOPY of completed 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 most current I-20
- PHOTOCOPY of most current I-94 card (front and back sides)
- PHOTOCOPY of passport page with photo and expiration date
- PHOTOCOPY of most current EAD card (Employment Authorization Document)
- Statement of Understanding (See page 2 of this application)
- Self-addressed, stamped 9 x 12 return envelope.
  - You will need at least three (3) stamps for regular return mail. Do not submit FEDEX or UPS envelopes as return envelopes as this will delay your processing with OIS.

**Please note: All items must be sent in one complete package to OIS**

02/25/2009

(TURN TO BACK FOR REQUIRED SIGNATURE)

## **OIS PROCESSING TIMELINE**

It will take OIS approximately (5) business days to process your application. Please send all requested items together in **ONE package** as sending items separately or individually over fax may delay your application.

## **OPT EXTENSION PERIOD**

The employment authorization period for the 17-month OPT extension begins on the day after the expiration of the initial post-completion OPT employment authorization. It ends 17 months later, regardless of the date the actual extension is approved.

## **OFFICE OF INTERNATIONAL SERVICES MAILING ADDRESS**

Mail this form and requested photocopies to:

**Office of International Services (OIS)**

**3601 Trousdale Parkway**

**Student Union 300**

**Los Angeles, CA 90089-0899**

**ATTN: OPT Extension**

**STATEMENT OF UNDERSTANDING: *To be signed by the STEM degree holder who is currently on a 12-month OPT period and applying for an OPT Extension.***

- (1) I have not previously received a 17-month OPT extension after earning a STEM degree and my degree that is the basis for my current period of OPT is a bachelor's, master's, or doctoral degree in one of the degree programs on the current STEM Designated Degree Program List, published on the SEVP Web site at [www.ice.gov/sevis](http://www.ice.gov/sevis)
- (2) My employer is registered in the E-Verify program, as evidenced by either a valid E-Verify company identification number or, if my employer is using a designated agent to perform the E-Verify queries, a valid E-Verify client company identification number. The employer is a participant in good standing in the E-Verify program.
- (3) My employer agrees to report the termination or departure of my OPT to the DSO at USC or through any other means or process identified by DHS if the termination or departure is prior to end of the authorized period of OPT. Such reporting must be made within 48 hours of the event. My employer shall consider a worker to have departed when the employer knows that I have left the employment or if I have not reported for work for a period of 5 consecutive business days without the consent of the employer, whichever occurs earlier.
- (4) I understand that the *Duration of status while on post-completion OPT* is defined as the period beginning when my OPT Extension application was properly filed and pending approval, including the authorized period of post-completion OPT, and ending 60 days after the OPT employment authorization expires (allowing me to prepare for departure, change educational levels at the same school, or transfer in accordance with paragraph (f)(8) of this section.
- (5) I understand that during post-completion OPT my F-1 status is dependent upon employment. I may not accrue a total of more than 90 days of unemployment during any post-completion OPT carried out under the initial post-completion OPT authorization. If I am granted a 17-month OPT extension, I may not accrue a total of more than 120 days of unemployment during the total OPT period comprising any post-completion OPT carried out under the initial post-completion OPT authorization and the subsequent 17-month extension period.
- (6) I have read and understand the above information on the 17-month OPT Extension for STEM degree holders provided by the Office of International Services at the University of Southern California.

Print Name: \_\_\_\_\_ Signature of Student: \_\_\_\_\_  
Date: \_\_\_\_\_ EAD Card Number: \_\_\_\_\_