Instructions to Apply 17-month Optional Practical Training STEM Extension

Students may apply for the 17-month OPT Extension between 30-120 days prior to the end date for their 12-month OPT. All documents are scanned and submitted to the ISSO email optextension@tamuc.edu. To avoid possible delays, DO NOT email or CC/BCC your documents to any alternate email.

Please submit all documents to the ISSO at least 30 days prior to the end date of your 12-month OPT to allow time for the ISSO to process your documents. USCIS rules state the 17-month OPT Extension application must be received prior to the end date of your 12-month OPT to be eligible.

STEP 1: Scan and email all documents listed below to optextension@tamuc.edu. DO NOT SUBMIT YOUR DOCUMENTS BY MAIL OR TO ANY ALTERNATE EMAIL. Make sure all copies are legible. Please do not submit pictures of the documents. Allow up to 10 business days for processing.

1. One copy of the OPT Extension Application and signed Important Information Form on previous webpage. This document is the application for the ISSO only and is not required by USCIS.
2. One copy of G-1145.
3. One copy of completed I-765. Must be filled out on computer, print, and sign. Instructions to complete the I-765 provided below. You are required to use the ISSO address on the form I-765.
4. One copy of current 12-month OPT I-20 (all pages)
5. One copy of passport and visa
7. One copy of EAD card (front and back)
8. One copy of final official transcript from Texas A&M University-Commerce. TRANSCRIPT MUST SHOW MAJOR AND GRADUATING SEMESTER. You may go to http://www.tamuc.edu/admissions/registrar/transcript/default.aspx to request a transcript. Do not have your transcript forwarded from Registrar’s Office to ISSO.
9. Letter with the following information from all employers you have worked for in a paid or unpaid position during your 12-month OPT:
   a) Employment start date and end date (if applicable)
   b) Brief job description
c) NO JOB OFFER LETTERS
   d) The letter from your current employer must:
      i) Be issued within past 30 days
      ii) The letter must include the following statement- “We agree to report any termination of employment or departure of this student within 48 hours to the ISSO via email to intl.stu@tamuc.edu.”

STEP 2: Set up mailing for your OPT Extension I-20. Please allow up to 10 business days for processing.

Students have two options for the return mail for their 17-month OPT Extension I-20 once their application has been processed by the ISSO:
a. Set-up express mail (FedEx or DHL) through the ISSO website by going to www.tamuc.edu/isso and select Mailing Documents. This will be at your expense and once your shipment has been set-up the ISSO will be notified and process your shipment. Tracking is provided through the Eshipglobal website.

OR

b. Set-up 2-day priority mail through USPS by going to the ISSO website at www.tamuc.edu/isso and select Mailing Documents. You will select the Priority Mail 2-day Flat Rate in the U.S. This will be at your expense and once your payment has been confirmed the ISSO will process your shipment.

**STEP 3:** Once you have received your 17-month OPT Extension I-20 you will need to follow the steps below.

2. Make a copy of the I-20 (all pages) and you will submit the *copy of the I-20* with your documents under STEP 4 to USCIS. The original I-20 will be your new current I-20 and we recommend keeping all I-20’s for future reference.
3. Email a scanned copy of your I-20 (all pages) to intl.stu@tamuc.edu and put on subject line “Copy of OPT Ext I-20.”

**STEP 4:** Submit the following documents to USCIS at one of the two addresses listed below. Please note the application must be received by USCIS prior to the end date for your 12-month OPT to be eligible.

1. Form G-1145 (attached with email)
2. Form I-765 paper copy (instructions provided below)
3. Two passport photos taken within past 30 days. Click here for the specific requirements. Please write your full name and your 11 digit number on your I-94 on the back of both photos.
4. Money order in the amount of $380, payable to Department of Homeland Security (DO NOT abbreviate). Personal checks or cash will not be accepted. You may use your name and current address on the money order. Instructions to complete money order is below.
6. Copy of passport and visa
8. Original official transcript. **TRANSCRIPT MUST SHOW MAJOR AND GRADUATING SEMESTER.** You may go to http://www.tamuc.edu/admissions/registrar/transcript/default.aspx to request a transcript. You may also choose to include a copy of your diploma but this is not required.
9. Letter from all employers stating the dates of employment (dates for any paid or unpaid employment of at least 20 hours a week)

Mail the documents listed above to either address depending upon how you mail your packet. Please note the application must be received by USCIS prior to the end date for your 12-month OPT to be eligible.

<table>
<thead>
<tr>
<th>U.S. Postal Service deliveries (Mail certified, priority, delivery confirmation)</th>
<th>For Express Mail and courier service deliveries (UPS, FedEx, DHL)</th>
</tr>
</thead>
<tbody>
<tr>
<td>USCIS Dallas Lockbox PO Box 660867 Dallas TX 75266</td>
<td>USCIS ATTN: AOS 2501 State Hwy 121 Business Suite 400 Lewisville TX 75067</td>
</tr>
</tbody>
</table>

*You will use your address as the return address when you mail your documents to USCIS.*
How to Complete the I-765

Section 1-3: Make sure the box for “Renewal of my permission to accept employment” is checked. For section, capitalize your entire family name as shown below and only capitalize the first letter for your first (given) and middle name. Write your name as it appears on your passport/I-20. Leave section 2 blank unless you have a maiden name or have used any other name. Section 3 is already filled in with the ISSO address and you are required to use our address for the application.

<table>
<thead>
<tr>
<th>I am applying for:</th>
<th>Permission to accept employment.</th>
<th>Replacement (of lost employment authorization)</th>
<th>Renewal of my permission to accept employment</th>
</tr>
</thead>
</table>

1. Name (Family Name in CAPS) (First) (Middle)

| SMITH | John William |

2. Other Names Used (include Maiden Name)

3. U.S. Mailing Address (Street Number and Name) (Apt. Number)

| c/o ISSO PO Box 3011 | |

   (Town or City) (State/Country) (ZIP Code)

| Commerce | TX | 75429 |

Section 4-8: For section 4 write your country of citizenship (ex... India, China, Thailand). For section 5 write your place of birth, state province in your home country if this applies to you, and the country of birth. For sections 6-8 please include the information as requested.

4. Country of Citizenship/Nationality

USA

5. Place of Birth (Town or City) (State/Province) (Country)

Anywhere Anystate USA

6. Date of Birth (mm/dd/yyyy)

01/01/1900

7. Gender

[ ] Male [x] Female

8. Marital Status

[ ] Married [x] Single

[ ] Widowed [ ] Divorced
Section 9-11: For section 9 include your SSN. Section 10 you will need to write your 11 digit I-94 number. To access your electronic I-94 record (if you were not issued a paper copy) go to www.cbp.gov/I94. For section 11 check “Yes.”

9. Social Security Number (Include all numbers you have ever used, if any)
   000-11-2222

10. Alien Registration Number (A-Number) or I-94 Number (if any)
    01234567890

11. Have you ever before applied for employment authorization from USCIS?
    
    ☒ Yes (Complete the following questions.)  
    ☐ No (Proceed to Question 12.)

Section 11-14: Which USCIS office will be Texas Service Center. The date is the date you applied on your receipt notice. Results will be “Granted.” For sections 12-14 you may find this information on your I-94 or the stamp located on your passport/visa.

<table>
<thead>
<tr>
<th>Which USCIS Office?</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Texas Service Center</td>
<td>01/01/2012</td>
</tr>
</tbody>
</table>

Results (Granted or Denied - attach all documentation)

Result

12. Date of Last Entry into the U.S., on or about: (mm/dd/yyyy)
   01/01/2000

13. Place of Last Entry into the U.S.
   DAL

14. Status at Last Entry (B-2 Visitor, F-1 Student, No Lawful Status, etc.)
   F-1 Student
Sections 15-17: For section 15 please write your current visa status as indicated below. Section 16 is already input with the correct code, (c) (3) (C), for 17-month OPT Extension. For section 17 you will write your major at A&M-Commerce as indicated on your A&M-Commerce transcript (ex…MS in CSCI, MS in Tech Mgmt). You will need to write your employer’s name as it appears in E-Verify and the E-Verify. If there is not enough room on the form you may print and write the information.

15. Current Immigration Status (Visitor, Student, etc.)
   Student

16. Go to the “Who May File Form I-765?” section of the instructions. In the space below, place the letter and number of the eligibility category you selected from the instructions. (For example, (a)(8), (c)(17)(iii), etc.).

   (c ) (3 ) (C )

17. If you entered the eligibility category, (c)(3)(C), in Question 16 above, list your degree, your employer’s name as listed in E-Verify, and your employer’s E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number in the space below.

   Degree: MS Tech Mgmt
   Employer’s Name as listed in E-Verify: Anycompany Inc
   Employer’s E-Verify Company Identification Number or a valid E-Verify Client Company Identification Number 012345

Print and Sign: Write in your telephone number, the date, and then print and sign your I-765.

Your Certification: I certify, under penalty of perjury under the laws of the United States of America, that the foregoing is true and correct. Furthermore, I authorize the release of any information that U.S. Citizenship and Immigration Services needs to determine eligibility for the benefit I am seeking. I have read the “Who May File Form I-765?” section of the instructions and have identified the appropriate eligibility category in Question 16.

Signature: [Signature] Telephone Number: (903) 886-5097 Date: 01/01/2013
How to Complete the Money Order

Below are sample money orders that students may use for their application fee. There are other types of money orders and the money orders below are just for example.

1) Money order in the amount of $380 for the I-765 application fee

![Money Order Example 1](image1)

2) Pay to the Order of Department of Homeland Security (do not abbreviate).

![Money Order Example 2](image2)

3) Write or sign your name as requested on the money order.

![Money Order Example 3](image3)
4) Write your current physical address on the money order if requested.

1) Pay to the order of **Department of Homeland Security** (do not abbreviate)

2) Write or sign your name as requested.
3) Write your current physical address