



## 17 month OPT Extension OPT Application Checklist

Students may apply for 17-month OPT Extension by:

- Attending an appointment at the ISSO in person  
**OR**
- Following the instructions to mail their application documents directly to the ISSO

*Students who are applying may not drop off applications and pick them up once completed and a friend may not represent at student at their 17-month OPT Extension appointment.*

*We recommend applying about 60-90 days prior to the end date of your 12-month OPT.* As long as the service center receives your application **PRIOR** to the end of your 12-month OPT then your F-1 status and OPT employment authorization is extended up to 180 days until USCIS makes a decision. **The ISSO MUST receive your packet NO LESS than 30 days PRIOR to the end date of your 12-month OPT to allow time to process.**

### **To apply in person for the 17-month OPT Extension:**

- 1) Prepare all of the documents and copies listed on the next page **except** the pre-paid self-addressed return mail envelope. Do not staple your documents together!
- 2) Contact the ISSO at 903-886-5097 to schedule an appointment. Appointments **WILL NOT** be scheduled on the same day. **Students that arrive later than 15 minutes after their appointment time will be re-scheduled at a later date and time. If you fail to provide all documents as required your appointment will be re-scheduled at a later date and time.**

### **To apply by mail for the 17-month OPT Extension:**

- 1) Prepare all of the documents and copies as listed on the next page. **Do not staple your documents together!** A pre-paid self-addressed return mail envelope must be included. **Documents cannot be dropped off by a friend or picked up by a friend.** All documents must be mailed together in the same packet.
- 2) Mail all of the documents together to the following address (**use this specific address**). **DOCUMENTS DROPPED OFF BY FRIENDS WILL NOT BE ACCEPTED!**  
Texas A&M University- Commerce ISSO  
Halladay 104 OPT Ext  
2600 South Neal Street  
Commerce TX 75428
- 3) The ISSO will review all of the documents and issue the 17-month OPT Extension I-20 and will notify you via email when we mail the packet back to you. **Instructions on what you will need to do once the packet is returned to you will be provided via email and with your packet.** Please allow 5-10 business days to process the application.
- 4) Once you receive the packet from the ISSO please follow the instructions provided with your documents and with the above mentioned email and mail the packet to USCIS. USCIS must receive your application prior to the end date of your 12-month OPT. As long as USCIS receives your application **PRIOR** to the end date of your 12-month OPT then your F-1 status and OPT employment authorization is extended up to 180 days while you await a decision from USCIS. You may contact the ISSO at [intl\\_stu@tamuc.edu](mailto:intl_stu@tamuc.edu) with any questions.

The following documents must be provided to the ISSO to apply for the 17-month OPT Extension. **PLEASE PROVIDE TWO COPIES OF THE DOCUMENTS AS SPECIFIED BELOW.** Any incomplete, incorrect, or missing documents will delay your application.

- Complete [Form I-538](#) and **sign with pen and date**. **Only one copy required**. A step by step guide to completing the form is provided below.
- Complete [Form G-1145](#) to receive email notification of acceptance of your application. **PROVIDE TWO COPIES**.
- Complete [Form I-765](#). **PROVIDE TWO COPIES**. Complete Items 1-17 and sign Form I-765 with pen. *Forms must be completed online and printed- no handwritten forms- except section 17 and your signature which may be completed with a pen but please write legibly*. A step by step guide to completing the form is provided below.
- Obtain two passport photos. 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.**
- Obtain money order in the amount of \$380, payable to USCIS. Personal checks or cash will not be accepted. **Fill out prior to your appointment and write your name and current address if requested on the money order.**
- Provide **TWO COPIES** of your current visa, 1st and 3rd page of *your most current* OPT I-20, and passport. Do not staple together. Please make copies on standard 8 1/2x11 sheet of paper.
- Provide **TWO COPIES** of your I-94 and EAD card, front and back. Do not staple together. Please make copies on standard 8 1/2x11 sheet of paper.
- Provide **one copy** of your 12-month OPT Receipt Notice. This is for our records and is not required when you mail your packet to USCIS.
- Provide two **ORIGINAL** official transcripts. You may go to <http://web.tamu-commerce.edu/admissions/registrar/transcript/default.aspx> to request a transcript.
- Provide **TWO COPIES** of **ALL** letter(s) of employment during your 12-month OPT on company letterhead with the **specific** start and end date (if applicable) for your employment. Please see below for more information on the letters:
  1. The letters from previous employer(s) must include the **specific** employment start date and end date (if applicable) and a brief job description.
  2. The letter from your current employer **must** include the following:
    - company E-verify number
    - brief job description
    - specific employment start date
    - a statement that the company agrees to report any termination of employment or departure of the student from the company to the ISSO
    - letter must be within one month from date of application to ISSO
  3. **DO NOT provide the job offer letters**
- Your current physical address where you will be living (not PO Box or company address), phone number, and email address. Please provide this on a standard 8 1/2x 11 sheet of paper.
- Provide **TWO COPIES** of the [Important Information Form](#).
- Pre-paid self-addressed return mail envelope. You may use any mail service you desire but we recommend FedEx or USPS. **Completed packets may not be picked up by friends. It is strongly recommend that you keep tracking information for the shipments to and from the ISSO.** Students who do not provide a pre-paid self-addressed return mail envelope will be required to set-up shipment through the ISSO's shipping service. You will receive an email with this information.

## Instruction for completing Form I-765:

1. Family name must be in capital letters, first name (capitalize first letter), middle name (capitalize first letter).
2. Leave blank unless you have changed your name.
3. Please use the ISSO address for the application and it is already included.
4. Country of citizenship
5. Please write city of birth, state or province if applicable, and country
6. Self-explanatory
7. Self-explanatory
8. Self-explanatory
9. Social security number
10. The alien registration number is the 11 digit number on your I-94.
11. ***Have you ever before applied for employment authorization from USCIS? Yes. Which USCIS office?*** Texas Service Center. ***Date(s):*** This will be the *Received Date* on your I-797C Receipt Notice for your 12-month OPT. ***Results:*** Granted
12. Date of last entry into the U.S. will be found on your most recent stamp on your I-20, passport, visa, or I-94.
13. Place of last entry will be found on your most recent stamp on your I-20, passport, visa, or I-94. It is the location where the stamp was applied and is usually a code such as DAL for Dallas/ Fort Worth LAX for Los Angeles.
14. Did you last enter the U.S. as an F-1 visa student or under a different visa category (example B2, H1-B, etc.)?
15. F-1 visa student
16. Fill in as shown below:  
(c), (3), (C)
17. Section 17 may be handwritten. **(Only section 17 and your signature can be hand written).** **Please specify your degree AND major.** Example: MS in Computer Science. Please contact your employer for the company's name as it appears in E-verify and the E-Verify number. **The company name MUST be the companies name AS LISTED in E-verify.**

## Form I-538: Section A

1. Family name in caps, first, middle
2. Date of birth
3. Student admission number will be 11 digit number on I-94
4. This will be the date your first F-1 visa was issued.
5. Associate, Bachelors, or Masters
6. Academic major
7. Please explain the employment you will be seeking and how it is related to your academic major. The beginning date for your OPT will be the **day after the completion of your 12-month OPT** and the end date will be **approximately 17 months from the beginning date.**
8. If you have had any periods of Curricular Practical Training (CPT) employment please provide the information here. Be sure to sign and date below this section. **Please be sure to sign the form below this section.**
9. Section 9-11 will be completed by the DSO.