

**Office of International Student,
Faculty, and Staff Services**

Reed Hall, 1st Floor
1620 McElderry Street
Baltimore, MD 21205
(410)955-3371/FAX (410) 955-0871
www.hopkinsmedicine.org/intlsvcs

Please prepare the following materials and mail them to:

Office of International Student, Faculty, and Staff Services

Reed Hall, 1st Floor, 1620 McElderry Street, Baltimore, MD 21205

- The completed **OPT Extension Employer Recommendation Form**, the top portion should include your intended OPT dates. The bottom portion must be completed by your E-verify Employer.
- All items on this **List of Application Materials**
- Signed and dated **Mailing Instructions Form**, included in this packet.
- Completed **Form I-765 [download <http://www.uscis.gov/files/form/I-765.pdf>]**
 - * Please put (c)(3)(C) in item #16
 - * Complete item #17 with your employer's E-Verify Company Identification Number/ E-Verify Client Company Identification Number with whom you are seeking the 17-month extension.
- Copy of previously issued EAD card for OPT.
- Copies of all previous I-20s (including any I-20 forms issued by schools previously attended).
- A copy of your passport identification page
- A copy of your F-1 visa stamp
- A copy of the front and back of your I-94 card
- Copy of your transcript showing the degree awarded and the program of study
- 2 US passport-style photographs. USCIS specifications for these photographs can be found at www.travel.state.gov/passport/pptphotos/index.html. **Lightly print your name and I-94 Number on the back of each photo with a pencil.** The photos should be placed in an envelope or plastic bag and stapled to the application so they are not lost. **Be careful not to staple through the photographs themselves.**
- A check or money order for **\$340** payable to the **U.S. Department of Homeland Security**.
- A pre-paid return envelope so that your application materials can be returned to you.
- Employees of JHU seeking a STEM Extension the E-Verify Number is **238072**, Employer Name is **Johns Hopkins University**.

Upon receipt of the above materials, an International Services Advisor will review your application to ensure it is completed correctly. If everything is in order and the Advisor determines that you meet all eligibility requirements for the 17 month OPT Extension, he/she will issue you an updated SEVIS Form I-20 with an endorsement on page 3 recommending that USCIS approve your application.

The above application materials and new I-20 form will be returned to you in the envelope provided. You must sign the new I-20, make a clear photocopy of the new I-20, and follow all other Mailing Instructions on the following page.

MAILING INSTRUCTIONS

All OPT Extension application materials should be submitted to:

**United States Citizenship & Immigration Services (USCIS)
Vermont Service Center
75 Lower Welden Street
St. Albans, VT 05479-0001
Phone: 800-375-5283**

Tip #1: **DO NOT** mail any original I-20's to USCIS. Only copies of your original I-20 forms should be submitted.

Tip #2: It is very strongly recommended that you mail your application materials via UPS, FedEx or some other express mail to ensure accurate and timely delivery. Be sure to obtain a tracking number for your mailing.

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IMPORTANT! During your period of OPT work authorization, you are required to keep OIS informed of the following changes:

- Travel outside the United States (OIS must still provide your travel signature)
- Change of address
- Employer's address
- Change of Employer or employment status
- Change of phone number and/or e-mail
- Change of status (i.e. H-1B, F-2, Lawful Permanent Resident)

Submit all change notifications to the OIS by emailing: internationalservices@jhmi.edu

I understand that it is my responsibility to mail all appropriate OPT application materials directly to U.S. Citizenship & Immigration Service at the above address. I also understand that it is my responsibility to notify the OIS of any change in employer or residential address, and failure to do so may have negative implications on my F1 status.

Signature

Date