International Students & Scholars
Email: iss@scu.edu

Santa Clara University

STEM OPT Extension I-20 Request

This request must be submitted to iss@scu.edu along with supporting documents, including:

- A signed completed I-983 Training Plan
- A copy of your current OPT EAD card

Please visit scu.edu/STEMOPT for more information and FAQs.

Personal Information

Before submitting this request you must login to *Workday* and verify that the following personal data is accurate and up-to-date:

- *Permanent Address (must show your current U.S. address)*
- *Foreign address (must show your current address outside the U.S.)*
- *Mobile Phone Number (must be your U.S. phone and must be checked "preferred")*
- *Perm/Home Phone Number (must be a current foreign phone number)*
- *Preferred Email Address*

Name _____
      First   *Middle*   *Last*

Email Address _____   **Phone Number** _____

SCU Student ID: _____   **SEVIS ID:** N_____

Do you have any plans to travel outside of the U.S.?   **EAD Card Expiration Date:**
☐ Yes   ☐ No
If Yes, please list dates: _____   _____

==TO AVOID DELAY IN STEM OPT PROCESSING==, **review this list of common I-983 Training Plan errors and confirm your I-983 Training Plan is completed properly (*check boxes to confirm*):**

☐ The form is completed and signed. All text is legible (readable). No text is cut-off or missing.

☐ The start date of page 2 is the date (in the future) that I will begin my STEM OPT employment with the company. It is not the date (in the past) that I started working for the company on CPT or OPT.

☐ The Other Compensation box on page 2 lists "standard corporate benefits" or lists all forms of compensation I am offered (including health insurance), even if I do not use the benefit. *If you are not offered any benefits, list N/A.*

☐ The site location on page 3 is a complete address (including city, state and zip code) and is the exact location where I work on a day-to-day basis.

I 20 Pick Up or Delivery Designation

How would you like to receive your STEM OPT Extension I-20?
☐ In Person Pick-Up or Mail Delivery
☐ SCU Alumni Email Address (Instructions on how to create an SCU Alumni email can be found *here)*