

**California State University, Northridge  
International and Exchange Student Center  
OPT Extension Request Form**

1. The International and Exchange Student Center (IESC) 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. Submit all documents for step 1 as listed in the OPT Extension Instructions.
3. The FSA will create a new OPT Extension I-20 within 1 to 3 weeks.
4. You will then return for step 2 and mail your extension request I-20 to USCIS (United States Citizenship and Immigration Services) with other items listed under Step 2 in the OPT Extension Instructions.

**Today's Date:** \_\_\_\_\_

**SEVIS Number:** N\_\_\_\_\_ **CSUN Student ID #:** \_\_\_\_\_

**WAC Number:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

**Last Name: First Name:**

**Current US Residential Address:** \_\_\_\_\_  
\_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Alternate email address:** \_\_\_\_\_

**Degree Earned:** \_\_\_\_\_

**Degree Completion date:** \_\_\_\_\_

**Employer Information**

**Company Name:** \_\_\_\_\_

**Employer/Worksite Address:** \_\_\_\_\_  
\_\_\_\_\_

**Employer E-Verify ID#:** \_\_\_\_\_

**Job Title or Position:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_

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

**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 <http://www.ice.gov/sevis/stemlist.htm>
- (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 my SEVIS record to another degree program or educational institution).
- (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 International and Exchange Student Center (IESC) at California State University, Northridge.

Print Name: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

EAD Card Number: \_\_\_\_\_