



# OFFICE OF INTERNATIONAL PROGRAMS STEM EXTENSION CHECKLIST

LEGAL NAME \_\_\_\_\_  
Last First Middle

SEVIS ID # N \_\_\_\_\_ TYPE OF DEGREE \_\_\_\_\_  
Found on I-20 Bachelor's/Master's

### TO SEND TO OISS:

**STEM EXTENSION REQUEST FORM** (for OIP only)

**Completed FORM I-983 Training Plan** (for OIP only)

You can find a Form I-983 instruction tutorial here on the Study in the States website:

<https://studyinthestates.dhs.gov/form-i-983-overview>

- SEVIS School Code can be found on page 1 of your I-20. Salve Regina's school code is BOS214F20107000
- Designated School Official (DSO) is the OIP advisor who issued and signed your most recent I-20
- CIP code is the number found on page 1 of your I-20 near your major
- Employment Authorization Number is the USCIS# on your EAD card

**Completed FORM I-765**

Download most recent form at <https://www.uscis.gov/i-765>. Do NOT submit this form electronically

**SUMMARY OF ALL PREVIOUS EMPLOYMENT DURING POST-COMPLETION OPT**

(can provide in PDF/Word Document/email)

- employer's name and complete address, including postal code
- employment start and end date
- position title and brief description of responsibilities
- supervisor's name and contact information (phone and email)

**COPY OF CURRENT EAD/OPT CARD** (front and back)

### TO BE INCLUDED IN APPLICATION PACKET TO USCIS (More information will be sent with your new I-20):

- TWO OFFICIAL U.S. PASSPORT PHOTOGRAPHS - Full name & SEVIS number written lightly on the back of each photograph
- \$410 FEE - Check from a U.S. bank account or money order payable to "U.S. Department of Homeland Security."
- FORM G-1145 - <https://www.uscis.gov/g-1145> (optional)
- FORM I-765 - <https://www.uscis.gov/i-765>

### Copies of:

- STEM EXTENSION FORM I-20 - With your signature
- PREVIOUSLY ISSUED I-20s (optional, but recommended)
- VALID PASSPORT ID PAGE(S)
- CURRENT F-1 VISA
- MOST RECENT FORM I-94 - Retrieve from <https://i94.cbp.dhs.gov/i94/>
- OFFICIAL FINAL TRANSCRIPT WITH DEGREE AWARDED NOTATION - <https://salve.edu/transcript-requests>
- COPY OF DEGREE CERTIFICATE
- COPY OF CURRENT EAD/OPT CARD (front and back)

OFFICE USE ONLY:

REVIEWER \_\_\_\_\_ DATE \_\_\_\_\_