Submit to the ISSS: DO NOT STAPLE ANYTHING TOGETHER

- I-765 see www.uscis.gov. Click on “forms”. You can complete the I-765 on line.
- Photocopies of ALL prior Forms I-20. Make sure you have your “initial” I-20. If you are missing any forms I-20 you need to write a letter to the USCIS explaining what happened to it. Address the letter “to whom it may concern”
- Academic advisor form included in this packet (not required for STEM extensions)
- Student request form for OPT recommendation. Make sure you have selected the start and end dates of the employment. Instructions for choosing the dates are on the “Student request for OPT Recommendation” (not required for STEM extensions – the extension starts the day after your current OPT ends). We cannot make the recommendation without it. It must be dates mm/dd/yy – NOT “Early June”
- Write a check payable to the U.S. Department of Homeland Security for $380.00
- Obtain two passport-style photos; 2"x2", white background, shoulders and up.
  o (for guidelines, go to http://travel.state.gov/passport/guide/composition/composition_874.html)
- Submit a copy (both sides) of Form I-94
- Copy of any previous EAD cards front and back. You would only have an EAD card if you applied for some type of employment authorization before (not CPT)
- Copy of your current registration (available through Owlnet) (not required for STEM extensions)
- Copy of your academic history at Temple (available through Owlnet) (not required for STEM extensions)
- Copy of Transcripts from ALL US schools that you have attended (originals are not required, print-out and copies are fine; not required for STEM extensions). If you’ve only attended Temple, then just submit the Owlnet academic history.
- Copy of your F-1 visas
- Copy of most recent entry stamp - the one matches the I-94 card
- Copy of your unexpired passport photo and passport validity page(s).
- Copy of ALL I-20s you were issued. The very first I-20 you were issued will be marked “initial attendance” or “initial attendance – change of status requested”. You must supply copies of I-20s issued from that date forward.

For stem extensions only:
We do not need academic advisor’s form or transcripts. Instead of these two items, submit:

☐ A copy of your diploma
☐ 2-3 weeks of paystubs
☐ Letter from your employer regarding your employment status (title, length of employment, etc. This would be a standard employment verification letter). We do not have a template.

The materials you submit will be reviewed by the ISSS. You will be informed of any missing materials. You will receive an e-mail from the ISSS to your @temple.edu email account when the packet is ready. You will have to pick up the packet, review it, and mail the application to the USCIS. Please do not bring in the application during walk –in hours to be reviewed prior to submission. We review it entirely before we make the OPT recommendation.