
First Name	Last Name	E EID
_____	_____	_____
_____@emich.edu	(____)_____	
emich.edu Email	Phone	
_____	____/____/____	____/____/____
Current OPT/STEM EAD Card Number	Current EAD Start Date	Current EAD End Date

Checklist of Required Documents

- Completed **request form – please print clearly**
- Clear, legible copy of your most current **EAD Card**
- If EAD Expires between April 1 & May 31st:** A copy of the H-1B petition, **AND** proof of **delivery** (from FedEx, USPS, DHL USPS, etc.) to a USCIS service center showing the date of receipt **or** a copy of the I-797C Receipt Notice
- OR--**
- If EAD Expires on June 1st or later:** A copy of the **I-797C Receipt notice** (or Approval notice) from USCIS

You will receive an email from the OISS to your emich.edu email informing you that your new I-20 is ready. **Please indicate the method of I-20 delivery you prefer:**

- I will pick it up at the OISS
- I will request express mail delivery (see instructions on the OISS website www.emich.edu/oiss/shipping.html)

Please submit this form (with attachments) to the OISS (240 Student Center) or via email (oiss_forms@emich.edu) as a single attachment. Please note that *processing time is 7-10 business days*.

I understand:

1. **Upon approval of my H-1B**, I will complete the OISS Immigration Status Change form (www.emich.edu/oiss/forms.html) so the OISS can properly update my student records.
2. **If my H-1B application is withdrawn or denied**, I have 10 days from the withdrawn/denial date to work and a 60 day grace period from the withdrawn/denial date in which I can:
 - a. leave the United States
 - b. transfer to another U.S. school
 - c. begin a new degree program at EMU
 - d. change/adjust my status.

Student Signature	_____ Date
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