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_____	_____	<b>E</b>
First Name	Last Name	EID
_____	_____	_____
emich.edu Email	@emich.edu	(____) 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 31<sup>st</sup>:** 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 1<sup>st</sup> or later:** A copy of the **I-797C Receipt notice** (or Approval notice) from USCIS

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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/about/mailing.php](http://www.emich.edu/oiss/about/mailing.php))

Please submit this form (with attachments) to the OISS (240 Student Center) or via email ([oiss\\_forms@emich.edu](mailto: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/index.php](http://www.emich.edu/oiss/forms/index.php)) 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 **If my H-1B application is withdrawn or denied**, I have 10 days from the withdrawn/denial date to work and a 60 day grace period from the withdrawn/denial date in which I can:
  - leave the United States
  - transfer to another U.S. school
  - begin a new degree program at EMU
  - change/adjust my status.

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\_\_\_\_\_  
Student Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date