CHECKLIST FOR OPTIONAL PRACTICAL TRAINING
STEM Extension only

Are you eligible?

❑ Are you currently still on OPT? You cannot apply if your current OPT is expired.
❑ Did you major in science, math, computer science, information systems, quantitative economics or engineering?
❑ Are you working for or have a job offer from an employer registered with E-Verify?
❑ Is your passport valid for at least 6 months?
❑ Are you working for an employer? Self-employment/independent contractor is no longer allowed for STEM extension

You will need the following documents and items to apply for an OPT STEM extension:

___ A completed I-983 training plan completed and approved by the International Student Service (on behalf of USCIS and SEVP). See website for link to form and instructions. Submit completed plan using the STEM OPT Reporting link from the forms menu on the OISS website: https://international.callutheran.edu/

Once the plan is approved:

___ 2 photos (U.S. passport photos only w/your signature and I-94 number on back of Each – must be taken within the last 6 months (Must be taken in the U.S. only)

___ $ 410. (Money order ONLY) made out to the “US Department of Homeland Security” (grocery stores can provide you with a money order for a nominal fee) or a completed credit card authorization form (be sure to notify your bank about the pending transaction).

___ 2 copies of your Form I-94 (front and back if you have white card in your passport)

___ 2 copies of your current passport (face page only and renewal if applies)

___ 2 copies of your most current visa

___ 2 copies of your current Employment Authorization Card (front and back)

___ The name and E-Verify number of your employer (This is not Employer ID number)

___ A copy of your diploma or graduation transcript

We will complete the application form I-765 together and a new recommendation I-20 will be sent to you along with other mailing directions and other needed items.

Make a 30 minute phone appointment with Dr. Juanita Hall in the Office of International Students and Scholars via the appointment button on the OISS website. You must have an approved training plan and all items available prior to the appointment. Important Note: Allow 120 days for your OPT extension to be processed by the USCIS. Optimal time to apply is 90 days prior to the completion of your current OPT period.