# 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, 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?

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

- **2 photos** (U.S. passport photos taken in the U.S. only w/your signature and I-94 number on back of each – must be taken within the last 6 months (Available at CVS Pharmacy or Costco)

- **$380 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; take cash)

- **3 copies of page 1 & page 3 of Form I-20** (current and all previous I-20s (example: I-20s from other schools you’ve attended, transfer I-20’s, ELS I-20’s etc.)

- **3 copies of your Form I-94** (If you still have the white card I-94 in your passport, then 3 copies each of the front and back)

- **3 copies of your current passport** (Photo page only)

- **3 copies of your current F-1 visa**

- **3 copies of your current Employment Authorization Card** (front and back)

- The name and E-Verify number of your employer

- A copy of your diploma or graduation transcript

- **$6 cash OR money order** made out to “CLU” to cover mailing (Registered Certified with return receipt)

Make a 40 minute appointment with Dr. Juanita Hall in the Office of Multicultural and International Program by email: aegarci@callutheran.edu Bring all highlighted items 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.**