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. Email completed plan to jahall@callutheran.edu

Once the plan is approved:

- Form I-765 completed (in office via phone and computer)
- 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
- 2 copies of page 1 & page 2 or 3 of Form I-20 (current and all previous I-20s)
- 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
- A copy of your diploma or graduation transcript

Make a 40 minute phone appointment with Dr. Juanita Hall in the Office of International Student Services by emailing Nighat Shah: nshah@callutheran.edu You must have an approved training plan and all highlighted 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.