

## **STEM Optional Practical Training Application Procedure**

### **Step 1: Documents for Calvin's Immigration Office:**

1. I-983 completed (employer and employee sections). Leave page 5 blank.
2. STEM Extension Regulations Agreement, signed
3. Verify Employer & Address Form

Students applying by mail can find the most recent filing address at: <https://www.uscis.gov/i-765-addresses>  
Students applying online should gather all of the documents in the checklist below before starting their online application at <https://myaccount.uscis.gov/>

### **Step 2: Documents for USCIS (application online or by mail)**

1. Completed I-765. This will be a paper form for mail applications but an online form for online applications.
  - #1. Select box a, "Initial permission to accept employment"
  - #27. (c) (3) (C) for STEM OPT Extension
2. Form I-20 with STEM OPT recommendation
3. Passport photo
  - Two photos required for mail applications
  - Upload digital photo for online applications
4. Application fee. Updated fee amount available here: <https://www.uscis.gov/i-765>
  - Mail applicants must pay by check or money order made out to "U.S. Department of Homeland Security"
  - Online applicants pay by credit card
5. A copy of your degree or final transcript showing your STEM degree
6. I-94: <https://i94.cbp.dhs.gov/I94/#/home>
7. Copy of current EAD card (front and back)

### **Step 3: Keep up to date on required reporting during STEM OPT**

Follow the directions on the "Regulations Agreement Form" to stay up to maintain your status during STEM OPT. Failing to follow the directions is a status violation and could result in serious immigration consequences.