STEM Optional Practical Training Application Procedure:
Send the following documents to Calvin’s Immigration Coordinator:

1. I-983 completed (employer and employee sections)
2. Information for Students form, signed
3. Employer Agreement form
4. Verify Employer & Address Form
5. Cell Phone Number ______________________________
6. Personal E-mail Address ______________________________
7. Personal E-mail Address ______________________________

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.

Include the following in the packet you send to USCIS:
   #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. 2 photos - American passport style
4. A check or money order written to "U.S. Department of Homeland Security" for $410.00
   (must be American check or Money Order)
5. A copy of your degree or final transcript showing your STEM degree
6. I-94
7. Copy of current EAD card (front and back)

1. I understand that OPT restricts me to employment in my field of study and commensurate with my degree level and within the dates printed on the EAD itself.
2. Further, I understand I must notify Calvin University within ten days of any changes during OPT including not limited to: change of name, address, contact information, change of employer, unemployment, deciding to depart the U.S., return to school full time, change status, or otherwise cessation of OPT activity.

Signed: ________________________________ Date: ________

***Signatures on ALL forms must be by hand or with a digital signature. Typing your name in the lines WILL result in rejection of your application.

***All signatures on form I-983 MUST be signed by hand. Digital signatures or typed names will be rejected.