


STEM OPT checklist

_____ (Name /ID#)

Put in this order:

REMOVE ALL STAPLES, Clips and take out of folder!!

- A **personal check or money order for \$410**; make payable to U.S. Department of Homeland Security, Sign it. Date it.
- Two passport style photos** on a white/light background - write name and SEVIS ID on back
- Form G-1145**- type this, don't hand-write
- OPT Cover Letter** –sign it. It's the letter with the USCIS address and checklist. Get it on-line at pratt.edu/oia> Employment> OPT> Post completion OPT
- Copies of all I-20s from every school you've attended in the U.S.** (including high school, ESL, other U.S. institution, etc.)
 - Put in the order from most recent to oldest.
 - If you are missing any, please insert letter of explanation. See example.
- Copy of your unexpired passport** picture page with expiration date (must be valid six months into the future)
If is expiring within six months, renew it and then come back to OIA
- Copy of F-1 entry visa** (even if it has expired)
- Most Recent I-94 Record.** Download your most recent I-94 record online.
If you have a paper card and cannot access your online I-94 record, make a copy of the card.
- Form I-765**
 - Should be typed and print this out single-sided
 - (page 2, item 27) code: **C 3 C**
 - 28.a: (e.g.) Master 04.0209 (*look at CIP code on the I-20*)
 - 28.c: E-verify number- 4-7 digits long, no dash (-)
 - Sign it inside the box 
 - If you signed it beyond the borders of the box, please "white out" and sign it again.
- Copy of **previous OPT card**
- Copy of **Diploma**
- Form I-983** – Section 3, EIN number **XX-XXXXXXX**
- Maintaining F-1 status while on Post-completion OPT form**
Initial each line and sign the bottom. A copy will be given to you after OPT is processed.
- All **staples and paper clips** are removed.

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- Mail it express mail
 - An Express mail shipping label can be made at OIA
- Track your package
- After your receipt notice, you can track your Case Status on the USCIS website
- In 4-6 months, you will receive your approval notice and EAD card (OPT card)
- We urge you not to travel abroad before receiving the card