

## OPT STEM Extension Application Packet Checklist

OPT STEM Extension Application must include the following items:

- Completed Form I-765 (original): Download form from [www.uscis.gov](http://www.uscis.gov).** Click on the “Forms” tab.
  - check the “Renewal of my permission to accept employment” box
  - Item #16 on Form I-765 should be (c)(3)(C)
  - Item #17 needs to be filled out with Degree, Employer’s Name, and Company’s E-Verify client company ID # *or* Employer’s E-Verify Company ID #
- Photocopy of previously issued EAD for OPT (Employment Authorization Document)**
- Copy of your Degree--submit one of the following:**
  - Official Transcript, Unofficial Transcript, *or* Copy of the diploma showing the level and program of study
- Photocopy of your Cal State Fullerton SEVIS I-20 showing the OPT extension dates on page 3**  
*Note: You will receive this photocopy during your OPT STEM Extension Appointment with IEE Advisor.*
- Photocopy of the Front *and* Back of your most recent I-94 Departure Record Card**
- Photocopy of Passport Page(s)**
  - Must show Name, Photograph, Date of Birth, Passport Expiration and/or Renewal (if applicable)
- Photocopy of all previously issued I-20s *if* you have CPT authorized previously.**
  - CPT authorization for internships appear on Page 3 of your SEVIS I-20—CSUF or previous school)
- Photocopy of previously issued OPT I-20**
- \$340 Check or Money Order payable to “U.S. Department of Homeland Security”**
  - Write your SEVIS ID # and Date of Birth across the top of the check
- 2 U.S. Passport-Style Photos**
  - Must be placed in small envelope (write your name and SEVIS ID # on the envelope)
  - Do NOT cut the photos
  - Write your SEVIS ID # along the back edge of your photos (use pencil only, write lightly)
- Please include the following information on a separate sheet of paper. This information will be printed on page 3 of your new I-20.**
  - Your personal e-mail address, job title or position, supervisor's name, supervisor’s contact information, Company Name, Company/employer’s address (including street, city, state, zip code)

**Recommended: Use Certified Mail Return Receipt to send OPT STEM Extension Application Packet to:**

Department of Homeland Security  
California Service Center  
P.O. Box 10765  
Laguna Niguel, CA 92607

*\*Please contact the Office of International Education & Exchange if you are currently working and living outside of California.*