Online OPT Filing Tips

- ❑ Getting Started → Basis of eligibility → **What is your eligibility category?**
  - o for PRE-completion OPT select (c)(3)(A) Student Pre-Completion OPT
  - o for POST-completion OPT select (c)(3)(B) Student Post-Completion OPT

- ❑ Getting Started → Preparer and Interpreter Information → **Is someone assisting you with completing this application?**
  - o Answer "No" (unless an attorney, preparer, or interpreter is helping you file this application. – KU ISS advisors are not considered any of these.)

- ❑ About you → Your contact information → **What is your current U.S. mailing address?**
  *Please note this address format is different than the USPS standard format. Address must be valid 3-4 months into the future. If there's a chance you'll move, list a stable address for a relative or friend.
  - o In care of name (if any)
    - ▪ Complete only if using a friend or relative's address
  - o Address line 1
    - ▪ Street number and name
  - o Address line 2 (optional)
    - ▪ Apartment number, suite, unit, or floor

- ❑ About you → Your immigration information → When did you last arrive in the United States? → **Place of arrival**
  - o Do not use Kansas City, Missouri. Use the airport where first inspected by Customs and Border Protection upon arrival to the U.S. This information in on the entry stamp in your visa and on the online I-94 travel history page. Please note there are a few Ports of Entry outside of the U.S.

- ❑ About you → Your immigration information → **What is the passport number of your most recently issued passport?**
  - o List the information from your most recently issued passport, even if your F-1 visa is in a prior passport.

- ❑ About you → Your immigration information → **What is your travel document number (if any)?**
  - o Usually this is left blank if you have a passport.

- ❑ About you → Your immigration information → **What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?**
  - o The SEVIS ID is listed in the top left corner of your I-2 and starts with "N00…"
  - o Use the "Additional Information" section of the application to provide any previously used SEVIS ID numbers (ex. as an F-1, J-1, J-2 or M-1 perhaps), if applicable.

- ❑ About you → Other information → **What is your A-number?**
  - ○ If you have an A-number, type it here. Otherwise, select 'I do not have or know my A-number'
    - ▪ *An A-number could also be referred to as a USCIS number and is seven to nine digits long. It is found on green cards, employment authorization documents, and Immigrant visas (it is likely you may not have one since F-1 visas do not fit in any of these categories).*

- ❑ About you → Other information → **What is your USCIS Account Number?**
  - ○ If you have a USCIS Account number, type it here (or it may be pre-filled). Otherwise, select 'I do not have or know my USCIS Account Number'

- ❑ Evidence → **Employment Authorization Document**
  - ○ If you do not have an Employment Authorization Document issued by USCIS, upload a copy of your passport here

- ❑ Evidence → **Previously Authorized CPT or OPT**
  - ○ If you had ANY previously authorized CPT or OPT, upload evidence (ex. CPT/OPT authorization I-20 pages 1 & 2; or OPT EAD) which shows the academic level at which it was authorized.