Online STEM OPT Filing Tips

- Getting Started → Basis of eligibility → **What is your eligibility category?**
  - (c)(3)(C) STEM Extension

- Getting Started → Basis of eligibility → **What is your degree?**
  - List your degree level and major (example: Bachelor of Civil Engineering)
  - If the full name of your degree does not fit, use the “Additional Information” section.

- Getting started -> Basis of eligibility -> **What is your employer’s name as listed in E-Verify?**
  - Your employer should be able to provide their name as listed in the E-Verify system.

- Getting Started → Basis of eligibility → **What is your employer’s E-Verify company identification number or a valid E-Verify client company identification number?**
  - Your employer should be able to provide their 4-7 digit E-Verify number (different from Tax ID # or EIN)

- Getting Started → Reason for applying → **What is your reason for applying?**
  - Renewal of permission to accept employment

- Getting Started → Reason for applying → **Have you previously filed Form I-765?**
  - Yes

- Getting Started → Preparer and Interpreter Information → **Is someone assisting you with completing this application?**
  - 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.
  - In care of name (if any)
    - Complete only if using a friend or relative’s address
  - Address line 1
    - Street number and name
  - 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**
  - 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 is 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 Use your current passport information (even if passport was renewed since your last entry)

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?
  o An A-number could also be referred to as a USCIS number and is seven to nine digits long. It can be found on your employment authorization document (current OPT card).

About you → Other information → What is your USCIS Account Number?
  o 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
  o Upload a scan of the front and back of your current OPT EAD card

Evidence → Form I-20
  o DO NOT upload an I-20 yet until you have the STEM OPT recommendation I-20 from ISS at your STEM OPT appointment.

Evidence → College Degree
  o Upload scan of your diploma or official/unofficial transcript with stated program of study that is the basis of your STEM OPT extension eligibility

Evidence → Institution Accreditation
  *This section applies to you ONLY if your STEM degree is based on a previous degree for which your current post-completion OPT is NOT based. THIS IS VERY RARE.
  ➢ Upload evidence of current accreditation & SEVIS certification of the institution that awarded you prior STEM degree
    o SEVP certification: https://studyinthestates.dhs.gov/school-search
    o I-20 stating qualifying STEM degree