

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?**
 - 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)?**
 - 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)?**
 - The SEVIS ID is listed in the top left corner of your I-2 and starts with “N00...”
 - 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?**
 - 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?**
 - 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**
 - Upload a scan of the front and back of your current OPT EAD card
- ❑ Evidence → **Form I-20**
 - **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**
 - 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
 - U.S. Department of Education accreditation: <https://ope.ed.gov/dapip/>
 - SEVP certification: <https://studyinthestates.dhs.gov/school-search>
 - I-20 stating qualifying STEM degree