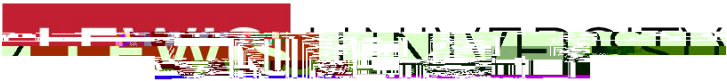


International Student and Global Scholar Services | February 2025

Step by step guide: Filing for OPT online

NEWVISA



Step 1: Signing in

Go to <https://myaccount.uscis.gov/>
and click on Sign In

An official website of the United States government [Here's how you know](#)

U.S. Citizenship and Immigration Services

Sign In

Email Address *

Password *

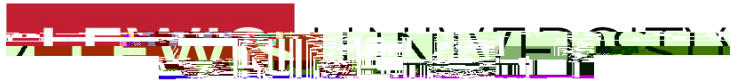
[Forgot Password?](#) Show Password

Don't have a USCIS online account?
[Create an account](#)

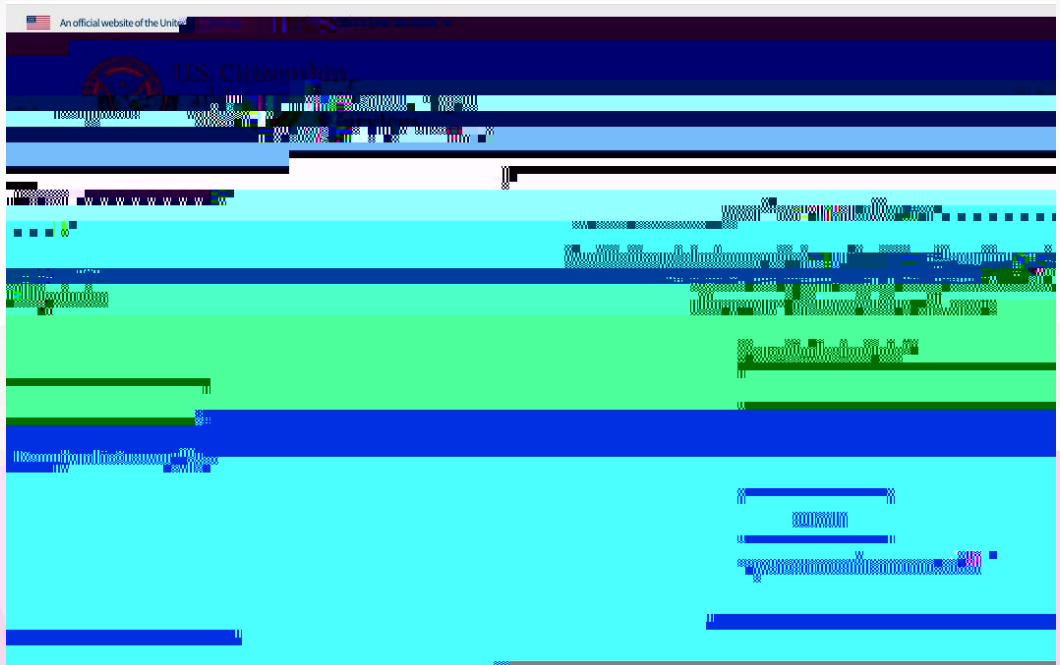
[Didn't receive confirmation instructions?](#)

Legal

- [Department of Homeland Security Consent](#)
- [FBI Privacy Notice](#)
- [Paperwork Reduction Act Burden Disclosure Notice](#)
- [Terms of Use](#)



Step 2: Enter the verification code sent to your email.



Step 3: click My Account and then "File a form online"

An official website of the United States government [Here's how you know](#)

U.S. Citizenship and Immigration Services

My Account

My Account Resources Sign Out

Home

My Account

Settings

Account actions

1 Update on Temporary Protected Status for Venezuela
On Feb. 1, 2025, Secretary of Homeland Security Kristi Noemi announced the 2025 extension of Temporary Protected Status (TPS) and related benefits associated with the 2023 designation for Venezuela. TPS and related benefits associated with the 2023 designation will continue to be available to eligible TPS holders. [Pay a fee online](#) after publication of the [final notice](#).

1 Update on Form I-134A
Due to the Jan. 20, 2025 Executive Order, [Securing Our Borders](#), USCIS is pausing acceptance of Form I-134A (Affidavit of Supporter and Declaration of Financial Support) until we review all categorical parole processes.

1 Reporting a technical issue with your online account
If you are experiencing technical difficulties with your online account, please contact us and us a message using the [Request for Account Help form](#). Select "a technical issue in my online account" from the dropdown. Be sure to include all requested information.

1 Keeping Families Together Process
On November 7, 2024, the United States District Court for the Eastern District of Texas issued a final judgment vacating the Keeping Families Together (KFT) parole process, published at 89 Fed. Reg. 67,459 (Aug. 20, 2024).
Effective immediately, USCIS is pausing the following steps to comply with the court's order:
• Pending Form I-131F applications will not be adjudicated and intake of new Form I-131F applications will cease.



NEW WISL



Step 5: Getting started.

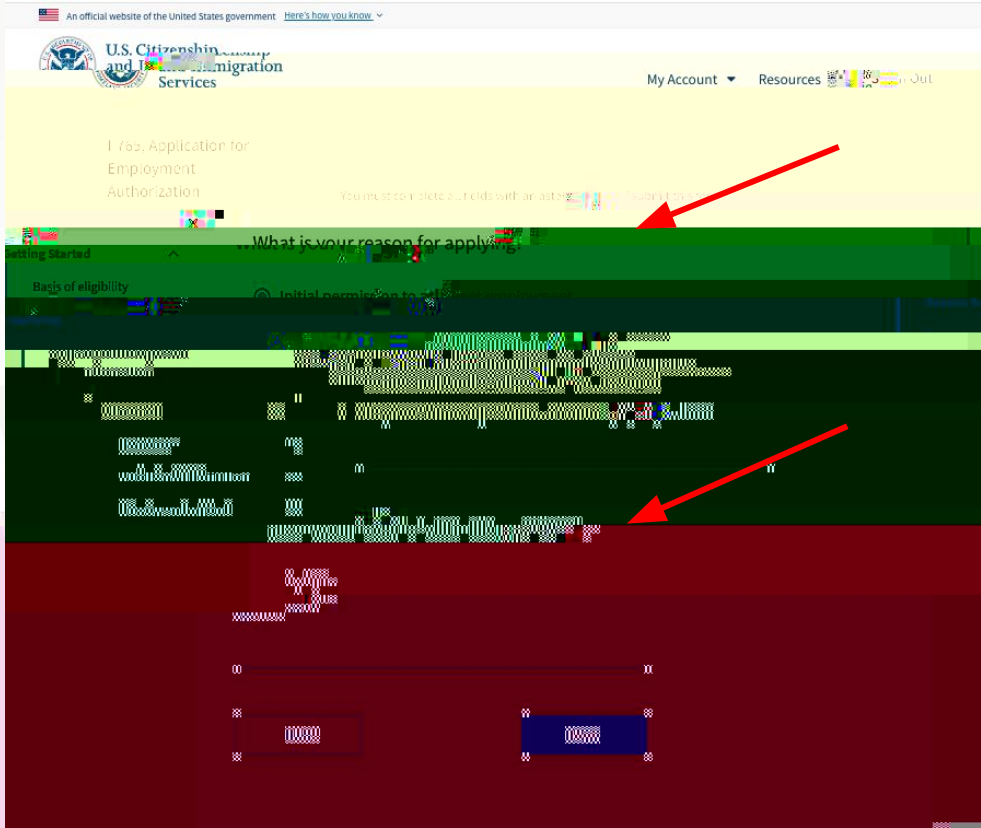
Select C3B as your eligibility category for Post Completion OPT.

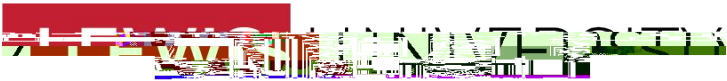




Step 5: Getting started.

Reason for applying





Preparer and interpreter information

An official website of the United States government [More's how you know](#)

FIC (Freedom of Information Act)

Request Information

Request a Record

Information

About You

Request Information

Request a Record

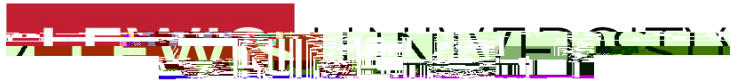


Step 6: About You

Your contact information: it is recommended to use your personal email and not your Lewis email address.

The screenshot shows a web form titled "About You" with a sidebar on the left containing navigation links: "Home", "About You", "Your immigration history", "Other information", "Evidence", "Admission Information", and "Review and Submit". The main content area includes the following sections:

- Who is to check you were born:** A dropdown menu with "Lewis" selected.
- Your immigration history:** A section with a "View details" link and a "Previous immigration history" link.
- Other information:** A section with a "View details" link and a "Review and Submit" link.
- Email address:** A text input field containing "Lewis@lewis.com".
- Other information:** A section with a "View details" link and a "Review and Submit" link.



Step 6: About You

Your contact information:
US Mailing and physical address
Please do not use Lewis University
as your mailing address

If your mailing address is the same as where you currently live, click YES. If you live in a different address, click NO and provide your current physical address in the US.

What is your current U.S. mailing address?

In care of name (if any)

Address line 1 *

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town * State * ZIP code *

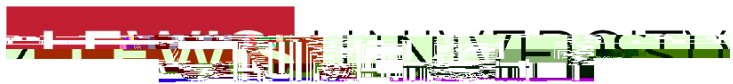
"In care of" means the addressee is "in the care of" another person at that location, often used when someone is temporarily staying with another person or doesn't have a dedicated address at that location

If you are using your own address, write your legal name.

If you are using a friend's/family member's address, provide their name in this field.

This is the address where USCIS will mail your OPT card and any other relevant documents.

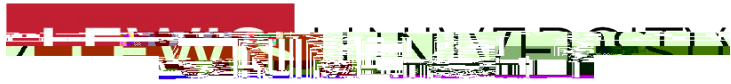
Please make sure to type in your US address correctly to avoid delays!



Step 6: About You

Describe yourself

NEW VISUAL



Step 6: About You

- When and where you were born
- City, town, or village of birth
- State or province of birth
- Country of birth
- Date of birth (MM/DD/YYYY)

The screenshot shows a web form titled "Step 6: About You" on a light blue background. The form is part of a larger application, with a sidebar on the left containing navigation links: "Home", "Immigration", "Other information", "Evidence", "Additional Information", and "Review and Submit". The main content area has a light blue header with the text "Step 6: About You" and a "Back" button. Below the header, there are two input fields: a text box for "City, town, or village of birth" and a dropdown menu for "What is your country of birth?". Below these is another text box for "What is your date of birth?" with a red question mark icon and a placeholder "MM/DD/YYYY". At the bottom of the form, there are "Back" and "Next" buttons.



Step 6: About You

Your immigration information

Country or nationality

I-94 Departure Record Number

Travel history - can be found on your I-94
online (<https://i94.cbp.dhs.gov/home>)

U.S. Citizenship and Immigration Services

1-800-375-5282 | uscis.dhs.gov

765, Application for Employment Authorization

What is your country of citizenship or nationality?

Are you currently a citizen or national?

About You

Your name

Your contact information

Describe yourself

+ Add information

Review and Submit

When did you last arrive in the United States?

Country of origin



Step 6: About You

Your immigration information

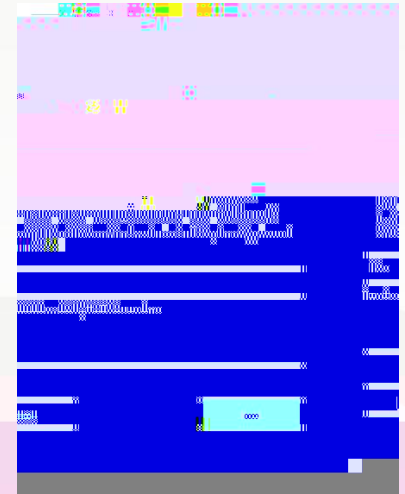
Passport information

Current immigration status

F1 - Student

SEVIS ID number

Found on the top left corner of your
form I-20





NEW WISL



Step 9: Review

Your application summary
Save a PDF of your application!



DO NOT PAY/ SUBMIT YET!

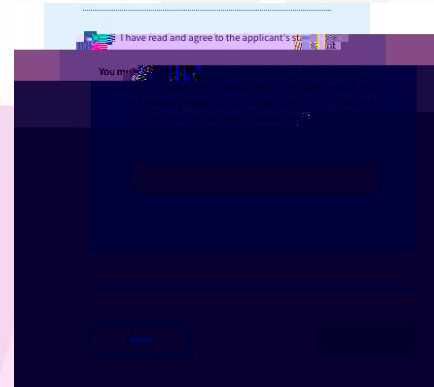
Email IGSSS@lewisu.edu of application summary PDF (draft snapshot) along with ALL other required documents for OPT.

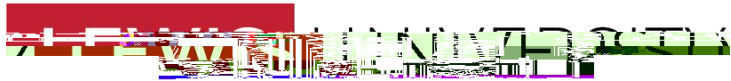


Step 11: Review and SUBMIT

Go to review and submit section.
Review and check the statement box, click
NEXT.

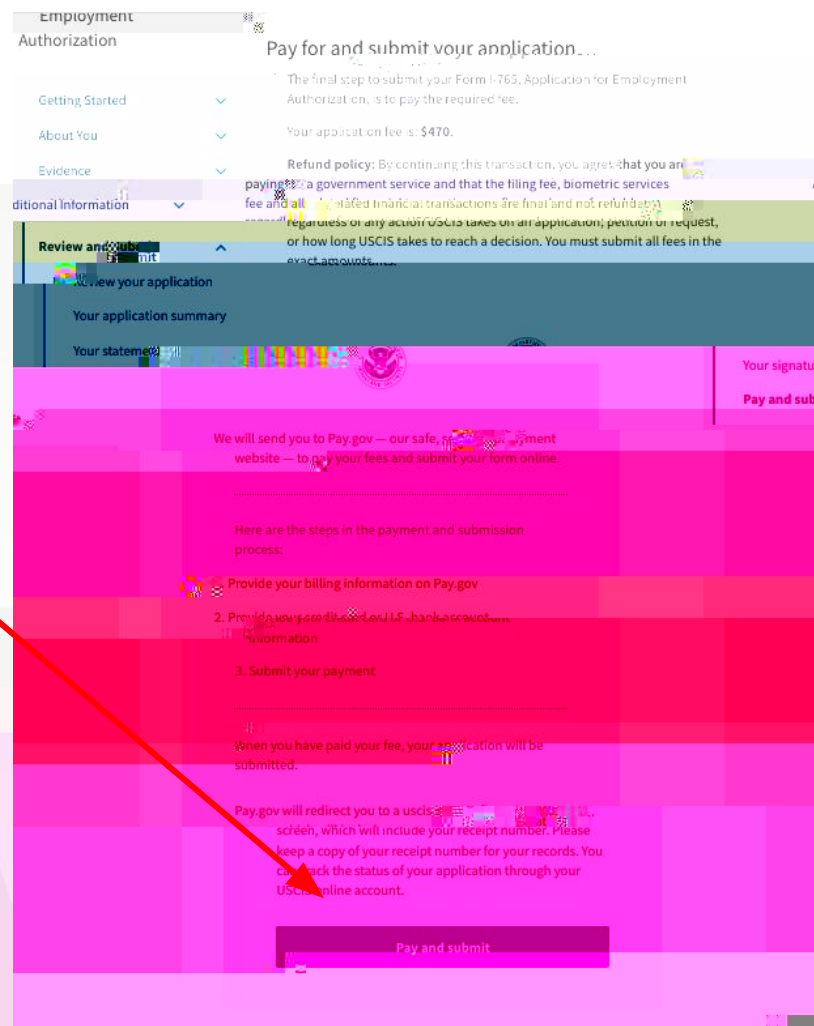
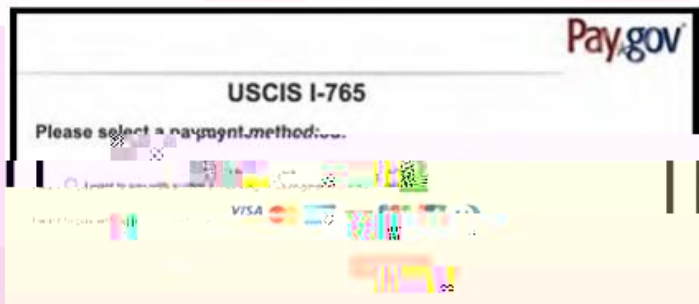
Read, review, and check the box for the
Applicant's Declaration and Certification,
click NEXT once done and provide your full
legal name as signature





Step 12: Pay your application fee

Click Pay and Submit and you will be taken to a new website - Pay.gov
Choose your payment method and put in your payment information.





Congratulations!
You have submitted your OPT application!

You may follow the progress of the

NEW VISIT

Thank you and good luck with your
OPT application!

*For any other questions, please
contact our office by sending an
email to ISGSS@LEWISU.EDU.*