

I-538

INSTRUCTIONS FOR COMPLETING SOME PARTS OF FORM I-538

You may fill out the form on-line and then print out the final copy to sign.

- #3. Student Admission Number.** This is your I-94 card number. The I-94 number is the 11-digit number located in the upper left corner of your I-94 card. This is the small white card issued to you when you entered the U.S., and it probably is stapled into your passport.
- #4. Date first granted F-1 status.** If you entered the U.S. on an F-1 visa stamp to begin your program at Duke, then the day you were first granted F-1 status is the initial arrival date stamped on your I-94 card and also probably stamped on your I-20 and in your passport. One can only hold F-1 status **inside** the country. Your status does not begin on the day you received your visa stamp.

If you were in the U.S. already and filed for a change of status to F-1, then the day you were first granted F-1 status is recorded on the Change of Status Approval Notice” you received from Immigration.

- #5. Level of education being sought.** Record the degree to be awarded: A.B, M.A., MBA, LL.M., Ph.D., etc.
- #6. Student’s major field of study.** This relates directly to #5. For undergraduates/Arts and Sciences graduate students, record your first major or department (Economics, Chemistry, Art History, etc.). Professional school students record Business Administration, Law, Medicine, etc.
- #7. Describe the proposed employment for practical training.** You can simply write a sentence, “Practical training in the field of [insert what you recorded in #6].

Beginning and Ending dates: If you’re sure, enter the dates, but you may want to wait until you meet with an advisor before record them.

Number of hours per week: If you plan to work full-time, simply record “Full Time.”

- #8. List all period of previously authorized employment for practical training.**

Box A: You would record the starting and ending dates for any Curricular Practical Training (CPT).

Box B: If you have been granted a period of Optional Practical Training (OPT) before, then record the starting and ending dates that appeared on your prior work permit(s).

Certification: Don’t forget to sign and date the I-538. SECTION B will be completed by your International Office foreign student advisor.

