



EAST TENNESSEE STATE
UNIVERSITY

International Enrollment & Services

OPT Online Application Guide



Important Note

International Enrollment & Services (IES) provides general guidance on the OPT application process. While we make every attempt to ensure we provide students with the most up-to-date information available, USCIS may change its interpretation of these policies, procedures, regulations, and eligibility requirements at any time. **IES is not** responsible for any errors or omissions or for the results obtained from USCIS.

An OPT application to USCIS is **your** own personal application. **You alone** are responsible for timely filing with full documentation, understanding F-1 rules regarding the OPT, and properly maintaining F-1 status.

Please note that this tutorial provides guided recommendations, and all images used are samples. **Information contained within should not be considered legal advice.**



OPT Recommended I-20

Complete the online OPT Certification Form

- Use this format for your academic advisor/graduate coordinator email address: name@etsu.edu

The international advisors will issue a new I-20 with the OPT recommendation dates and will email you the OPT I-20.

- You will **print** the new OPT I-20, **sign and date** on the correct line on page 1.
 - Digital or electronic student signatures **are not** accepted.
- After signing, send a copy of the first page to your ISA



OPTIONAL PRACTICAL TRAINING CERTIFICATION

East Tennessee State University
International Enrollment and Services
Phone: (423) 439-8321

I. To be completed by the student:

SEVIS ID: *	E #: *	Family Name: *	Given Name: *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Level of Education: *	Major: *		
<input type="text"/>	<input type="text"/>		

Current U.S. Address

Street: *	Apartment: *		
<input type="text"/>	<input type="text"/>		
City: *	State: *	Zip Code: *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

OPT Requested Dates: Start Date: End Date:

Dates can only be within the 60 day grace period:

By signing below, I understand that:

- With Optional Practical Training (OPT), I must work in a position directly related to my major.
- I must request OPT prior to the completion of my course of study or within my 60-day Grace Period.
- I must not commence work until the United States Citizenship and Immigration Services (USCIS) approves my request and I have an Employment Authorization Document (EAD) in hand.
- I lose my practical training if I depart the United States after completion of studies but before having employment card in hand.
- While on OPT, I can depart and reenter the United States provided I have a valid passport, visa, endorsed I-20, EAD card and proof of employment.



I-20: Accuracy Check, Page 1

Check the following for accuracy:

- Education level
- Program End Date (date of commencement)
- School Attestation
 - Make sure there is an *ISA* signature.
 - Check the **DATE ISSUED**—USCIS **must** receive your application within 30 days of this date
- Student Attestation
 - You will print the I-20, then sign and date. Students 18+ **do not** need a parent/guardian signature

PROGRAM OF STUDY		
EDUCATION LEVEL Undergraduate	MAJOR 1 Economics, General 45.0601	MAJOR 2 None 00.0000
NORMAL PROGRAM LENGTH 72 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student is proficient
PROGRAM START DATE 01 SEPTEMBER 2015	PROGRAM END DATE 31 MAY 2021	

FINANCIALS	
ESTIMATED AVERAGE COSTS FOR: 9 MONTHS	STUDENT'S FUNDING FOR: 9 MONTHS
Tuition and Fees \$ 23,000	Personal Funds \$ 3,000
Living Expenses \$ 6,000	Scholarship and Teaching Assistantship \$ 29,000
Expenses of Dependents (1) \$ 3,000	Funds From Another Source \$
Other \$	On-Campus Employment \$
TOTAL \$ 32,000	TOTAL \$ 32,000

REMARKS
Orientation begins 8/25/2015. Please report to ISSS upon arrival.

SCHOOL ATTESTATION
I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(f)(6). I am a designated official of the school and am authorized to issue this form.
Advisor Signature

DATE ISSUED 01 April 2015 **PLACE ISSUED** Ft. Washington, MD

SIGNATURE OF: Helene Robertson, PDSO

STUDENT ATTESTATION
I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.2(f)(6) to determine my immigration status. **Parent or guardian, and student, must sign if student is under 18.**
Student Signature

SIGNATURE OF: John Doe Smith **DATE** MM/DD/YYYY

SIGNATURE OF PARENT OR GUARDIAN **SIGNATURE** **ADDRESS (city/state or province/country)** **DATE**



I-20: Accuracy Check, Page 2

Requested OPT start and end dates:

- OPT start date may be adjusted in SEVIS if USCIS does not complete the processing of your OPT by the requested date. Apply as early as possible.

You will receive a new travel signature at the time you request your OPT I-20.

Please note: USCIS **must** receive your application within **30 days** of the **DATE ISSUED** date on PAGE 1, not the travel signature date. (The travel signature may be a later date.)

Department of Homeland Security U.S. Immigration and Customs Enforcement		I-20, Certificate of Eligibility for Nonimmigrant Student Status OMB NO. 1653-0038		
SEVIS ID: N0011744461 (F-1)		NAME: Shiyong Qu		
EMPLOYMENT AUTHORIZATIONS				
TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	REQUESTED	16 JUNE 2022	15 JUNE 2023
CHANGE OF STATUS/CAP-GAP EXTENSION				
AUTHORIZED REDUCED COURSE LOAD				
CURRENT SESSION DATES				
CURRENT SESSION START DATE		CURRENT SESSION END DATE		
28 JANUARY 2022		24 MAY 2022		
TRAVEL ENDORSEMENT				
This page, when properly endorsed, may be used for re-entry of the student to attend the same school after a temporary absence from the United States. Each endorsement is valid for one year.				
Designated School Official	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		
		X		



Online Application Quick Tips

- The online form is designed to work with all browsers, but Chrome is the preferred browser.
- Your answers are automatically saved as you work.
- You can begin the form and return to it later.
- Drafts are saved for **30 days** from the last time you worked on the form.
- **DO NOT** enter “N/A”, simply leave fields that don’t apply to you blank
- Have all your OPT documents, including your OPT I-20, readily available in digital format
- **Changes to the online form cannot be made after payment and submission.**
- Technical support for the online form is available through a USCIS account or by sending a message through the [USCIS online help](#) form.



e-File Application Process Overview

- Submit the OPT Certification Form (see OPT webpage for details).
- Review and understand the OPT requirements and expectations on the [USCIS website](#) and our [OPT webpage](#)
- Prepare all application materials (using this step-by-step guide)
- Create your [USCIS Online Account](#).



e-File Application Process Overview

- Receive your new I-20 with OPT recommendation. Print and sign the OPT I-20
 - Digital or electronic student signatures **are not** accepted.
- Begin to fill out the online application through your USCIS account. Choose the **c(3)(B)** category.
- Upload the ***NEW*** OPT I-20 (signed by you in **ink**), along with any supporting documents to the online application
- Submit the application and pay the filing fee



Filing Reminders

- Pick **ONE** method to apply for OPT. Either apply online OR through mail - **DO NOT** apply both ways
- Your OPT application **SHOULD NOT** be submitted to USCIS more than 90 days prior to your program end date (commencement)
- Your OPT application **MUST** reach the USCIS within **30 days** of the date your new I-20 with OPT recommendation was issued
- If approved, the Employment Authorization Document (EAD) card will be sent directly to you at the address you provided to USCIS. USPS **will not** forward the EAD to another address once shipped. Once you receive the EAD card, you are authorized to work on OPT between the start and end dates listed on the card
- Understand the fees for the [I-765 filing](#). [Premium processing](#) is now available for OPT applications, if needed.



Document Format

The online form requires several document uploads.

Format requirements for uploads:

- **Photos**: JPEG or PNG
- **Documents**: JPG, JPEG, PDF, TIF or TIFF
- **Max file size**: 6 MB per file
- English translations required for any foreign language documents
- **No encrypted or password-protected files**



e-File Application Documentation

- [Form I-765](#) (this is obtained from the online application)
- One passport-style color photograph of you taken recently and not used before
- Digital copy of your passport picture page
- Digital copy of your most recent F-1 visa (or I-797C approval notice if status was changed in US)
- Digital copy of your electronic [Form I-94](#) OR digital copy of your paper Form I-94 (front and back)
- Digital copy of all previous EAD cards (front and back) that have been issued to you, if applicable
- Evidence of all previous CPT & OPT authorizations (needed for the “Additional Information” section), if applicable
- Digital copy of **NEW I-20 with OPT Recommendation**
- Credit card or ACH payment for the filing fee



Form I-765: Online Application Guide

Go to USCIS <https://www.uscis.gov/> I-765 and read the provided instructions.

- Following this guide **does not** guarantee approval of your OPT by USCIS & should not be construed as legal advice

USCIS recommends using the latest version of Google Chrome, Firefox, Edge, Firefox, or Internet Explorer 11

Click "**File Online**"

The screenshot shows the USCIS website interface for the I-765 Application for Employment Authorization. The page features a navigation menu with options like 'Forms', 'Newsroom', and 'Citizenship'. A search bar and 'Sign In' button are also visible. The main content area displays the title 'I-765, Application for Employment Authorization' and several alert boxes providing important information for applicants. A red box highlights the 'File Online' button at the bottom of the page.

USCIS Response to Coronavirus (COVID-19)

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

Espanol | Multilingual Resources

U.S. Citizenship and Immigration Services

Search our Site

Sign In

Topics Forms Newsroom Citizenship Green Card Laws Tools

Home > Forms > All Forms > Application for Employment Authorization

I-765, Application for Employment Authorization

ALERT: For certain applicants who electronically filed Form I-765, Application for Employment Authorization, based on a pending Form I-589, Application for Asylum and for Withholding of Removal, the receipt notice did not include language about the [540-day automatic Employment Authorization Document \(EAD\) extension](#). On or before the week of March 20, we will send these applicants an email or text notification instructing them to sign into their USCIS online account. Once signed in, they will find their corrected receipt notice. We will also send corrected paper receipt notices by mail. Please note that if you are eligible for the 540-day automatic EAD extension, any USCIS receipt notice for your Form I-765, together with your expired EAD, will serve as acceptable proof of employment authorization and EAD validity during the automatic extension period.

Alert: We recently updated the filing location for Special Immigrant Juveniles filing [Form I-360, Petition for Amerasian, Widow\(er\), or Special Immigrant](#), or [Form I-485, Application to Register Permanent Residence or Adjust Status](#).

[See more](#)

Alert: To improve efficiency and reduce Form I-765 processing times for Form I-485 applicants, USCIS may decouple Forms I-765 from Forms I-131 filed at the same time.

[See more](#)

Alert: As of April 1, 2022, we will no longer accept a single, combined fee payment for the filing of Form I-539, Application to Extend/Change Nonimmigrant Status; Form I-765, Application for Employment Authorization; or Form I-824, Application for Action on an Approved Application or Petition, together with a Form I-129, Petition for a Nonimmigrant Worker.

[See more](#)

Alert Afghan Parolee: If you are an Afghan national paroled into the United States and you are applying for employment authorization, you will need a Social Security number (SSN) to work in the United States.

[See more](#)

Certain noncitizens who are in the United States may file Form I-765, Application for Employment Authorization, to request an [Employment Authorization Document \(EAD\)](#). Other noncitizens whose immigration status authorizes them to work in the United States without restrictions may also use Form I-765 to apply for an EAD that shows such authorization.

[File Online](#)

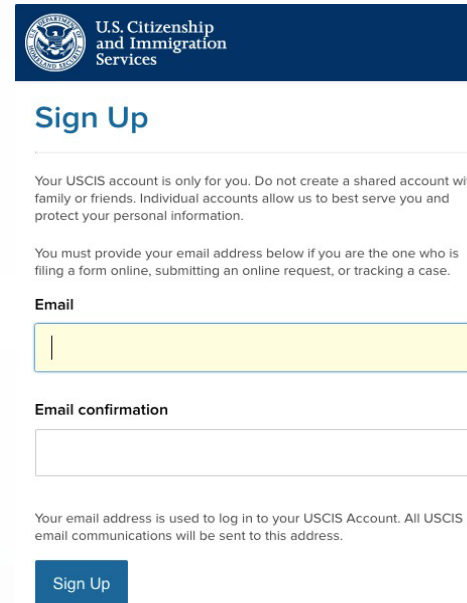


Create Account

Visit <https://myaccount.uscis.gov/>

Create your account:

- A USCIS Account confirmation email will be sent to you. Follow the instructions in the email to confirm your account.
- It is important that you timely check your Inbox and/or other folders for the email with instructions on confirming your account.



U.S. Citizenship and Immigration Services

Sign Up

Your USCIS account is only for you. Do not create a shared account with family or friends. Individual accounts allow us to best serve you and protect your personal information.

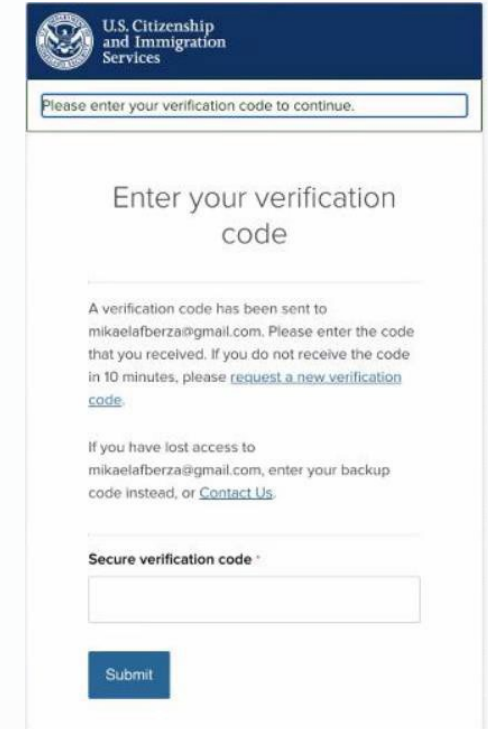
You must provide your email address below if you are the one who is filing a form online, submitting an online request, or tracking a case.

Email

Email confirmation

Your email address is used to log in to your USCIS Account. All USCIS email communications will be sent to this address.

Sign Up



U.S. Citizenship and Immigration Services

Please enter your verification code to continue.

Enter your verification code

A verification code has been sent to mikaelaferza@gmail.com. Please enter the code that you received. If you do not receive the code in 10 minutes, please [request a new verification code](#).

If you have lost access to mikaelaferza@gmail.com, enter your backup code instead, or [Contact Us](#).

Secure verification code *

Submit



Your Account

Click on **myUSCIS**,
then **File a form**
online

Welcome to your USCIS Account

Select what you want to do

- Edit My Profile** Editing your profile includes email, password, phone number, security questions, two-step verification and backup code.
- myUSCIS** Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community. (This option is highlighted with an orange border.)
- FIRST** Submit, manage and receive Freedom of Information Act (FOIA) requests.
- myE-Verify** Confirm your records for employment eligibility, track E-Verify or Self-Check case status, and protect your identity by locking your Social Security Number (SSN).

Not sure what service you need? Start at [USCIS.gov](https://uscis.gov)

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

U.S. Citizenship and Immigration Services

My Account My Account Resources

Welcome To Your USCIS Account

Select What You Want To Do

- Add a case to your account** Enter your online access code (OAC) to add and manage a case to your account.
- File a form online** Start a new form, upload evidence, and pay and submit online.
- Enter a representative passcode** Review and sign forms prepared for you by your attorney or representative.
- Verify your identity** Answer questions your immigration to verify your identity.

[Return to top](#)

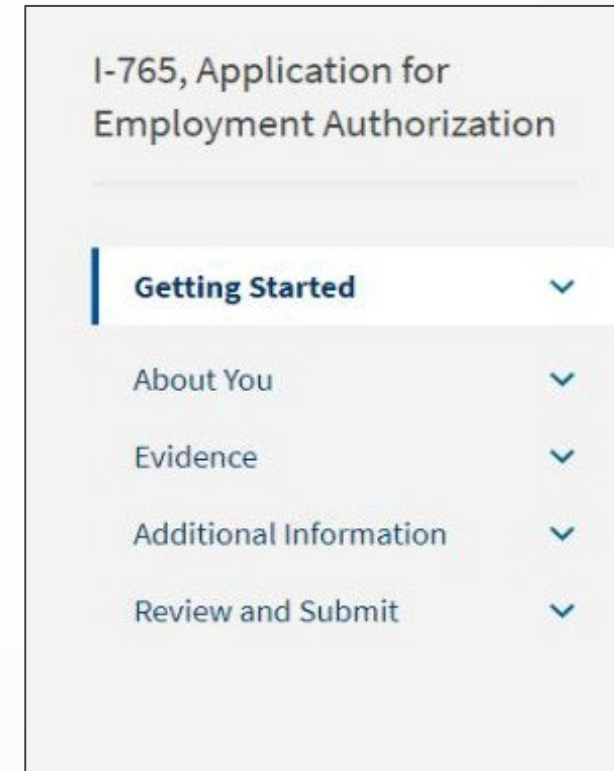


I-765 Application

The online application has multiple sessions to complete.

These sections are:

- Getting Started section
- About You section
- Evidence section
- Additional Information section
- Review and Submit section
- Form Filing Fee section



Getting Started

Select the “Application for Employment Authorization (I-765)” as the form you want to file online

Carefully review **all** of the information provided on the screen about the Form I-765

File a Form

Select the form you want to file online. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

Fee waiver: If you are requesting a fee waiver, you cannot file online. You must file a paper version of both the Form I-912, Request for Fee Waiver and the form for the specific benefit you are requesting. You can review the fee waiver guidance at www.uscis.gov/feewaiver.

Select the form you want to file online.

I-134A, Online Request to be a Supporter and Declaration of Financial Support

I-539, Application To Extend/Change Nonimmigrant Status

I-589, Application for Asylum and for Withholding of Removal

I-765, Application for Employment Authorization

I-821, Application for Temporary Protected Status (TPS)

I-821D, Consideration of Deferred Action for Childhood Arrivals (DACA)

I-907, Request for Premium Processing Service



Getting Started: Eligibility Category

Review the form overview and privacy notice information

Select the correct employment eligibility category **c(3)(B)**

I-765, Application for Employment Authorization

Getting Started ^

- Basis of eligibility
 - Reason for applying
 - Preparer and interpreter information
- About You v
- Evidence v
- Additional Information v
- Review and Submit v

What is your eligibility category?

! You can file your request online only for certain eligibility categories

If your eligibility category does not appear on the drop-down list, you must file a paper [Form I-765](#). If you submit online and are not eligible for one of the listed categories, your application may be denied.

(a)(12) Temporary Protected Status Granted

(c)(3)(A) Student Pre-Completion OPT

(c)(3)(B) Student Post-Completion OPT

(c)(3)(C) STEM Extension

(c)(19) Temporary Protected Status Pending



Optional: Premium Processing

USCIS provides the option for you to have your OPT application adjudicated within 30 calendar days from the date of request.

Adjudication could be an approval, request for evidence, rejection, or denial - it **DOES NOT** guarantee you approval.

Premium processing **IS NOT** mandatory. This is a personal decision you need to make based on your situation. You should carefully review all information on the [USCIS Premium Processing webpage](#) and the normal [USCIS Processing Times page](#) before making your decision.

****IF YOU CHOOSE **YES**, NOTE THE IMPORTANT MESSAGE ABOUT THE PAYMENT AFTER APPLICATION SUBMISSION!**

Would you like to request Premium Processing Service?

Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence) on your Form I-765 within 30 days.

The fee for Premium Processing Service for Form I-765 is \$1,500.

If you request premium processing, you will be asked to complete Form I-907 after you sign your Form I-765. You will then be able to pay for and submit both forms at the same time.

- Yes
 No

Would you like to request Premium Processing Service?

Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence) on your Form I-765 within 30 days.

The fee for Premium Processing Service for Form I-765 is \$1,500.

If you request premium processing, you will be asked to complete Form I-907 after you sign your Form I-765. You will then be able to pay for and submit both forms at the same time.

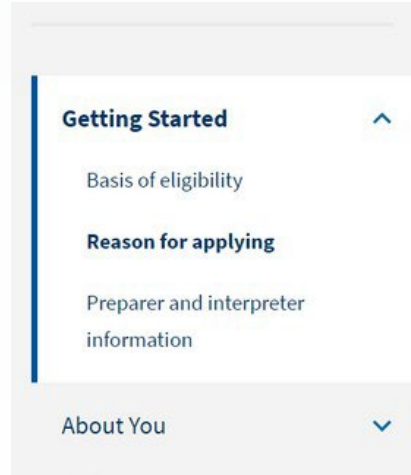
- Yes
 No

i Form I-765 and Form I-907 will be submitted together. After you sign Form I-765, the form will be locked. You will not be able to make any changes to the form once it is locked. You will immediately be directed to Form I-907 and will be able to pay for and submit both forms after you provide your signatures.



Getting Started: Reason for Applying

Select Initial Permission



A screenshot of a web form navigation menu. The menu is a vertical list of items with a blue vertical bar on the left. The items are: 'Getting Started' (with an upward arrow), 'Basis of eligibility', 'Reason for applying' (highlighted with a blue bar), 'Preparer and interpreter information', and 'About You' (with a downward arrow).

What is your reason for applying?

- Initial permission to accept employment
- Replacement of lost, stolen, or damaged employment authorization document or correction of my employment authorization document NOT DUE to US Citizenship and Immigration Services error
- Renewal of permission to accept employment

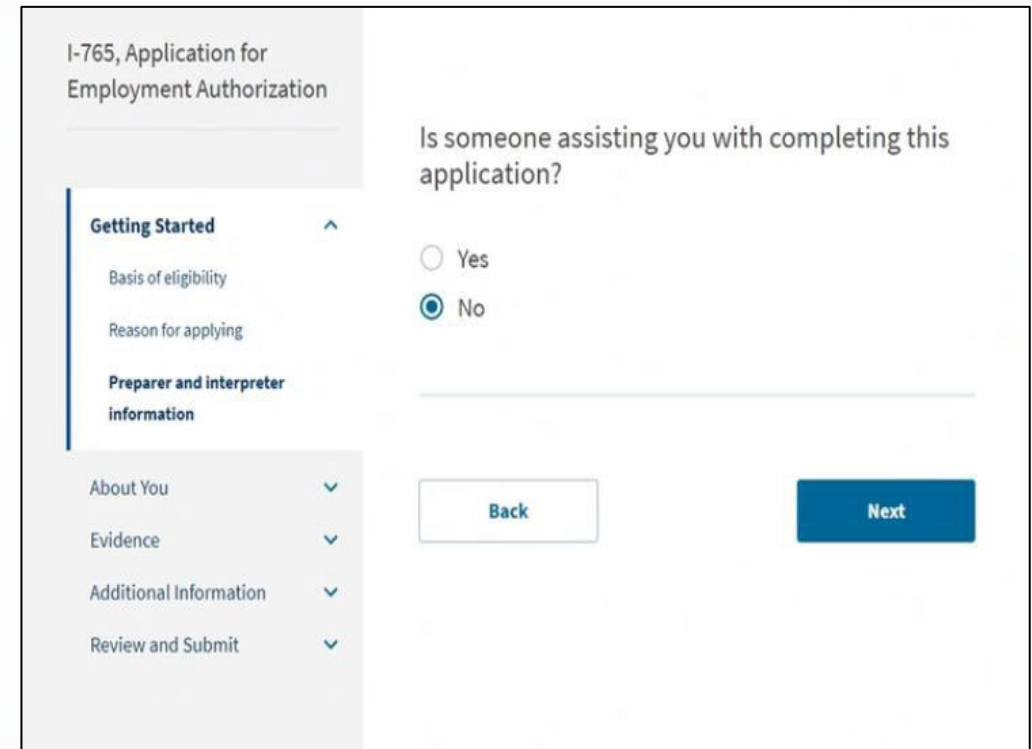


Getting Started: Preparer

Answer “**No**” to “Is someone assisting you with completing this application?” unless an attorney, preparer, or interpreter is helping you file this application.

If you select **Yes**, the form will prompt you to provide information about the interpreter or preparer who is assisting you.

Note: Your ISA or other ETSU personnel **are not** considered an attorney, preparer, or interpreter



I-765, Application for Employment Authorization

Getting Started ^

- Basis of eligibility
- Reason for applying
- Preparer and interpreter information

About You v

Evidence v

Additional Information v

Review and Submit v

Is someone assisting you with completing this application?

Yes

No

Back Next



About You: Name

Enter your name as shown on your most recent passport

- If you have a middle name, we suggest writing both your first and middle name in the in the “Given Name” box

If you have used other names, either formally or informally, please say “**Yes**” and enter them on the application. This includes maiden names or nicknames

What is your current legal name?
Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.

Given name (first name) Middle name
John Jacob

Family name (last name)
Smith

Have you used any other names since birth?
Other names used may include nicknames, aliases and maiden names.

Yes
 No

Back Next

Have you used any other names since birth?
Other names used may include nicknames, aliases and maiden names.

Yes
 No

Provide the other names you have used.

Given name (first name) Middle name
J J

Family name (last name)
Smith

+ Add another name

Back Next

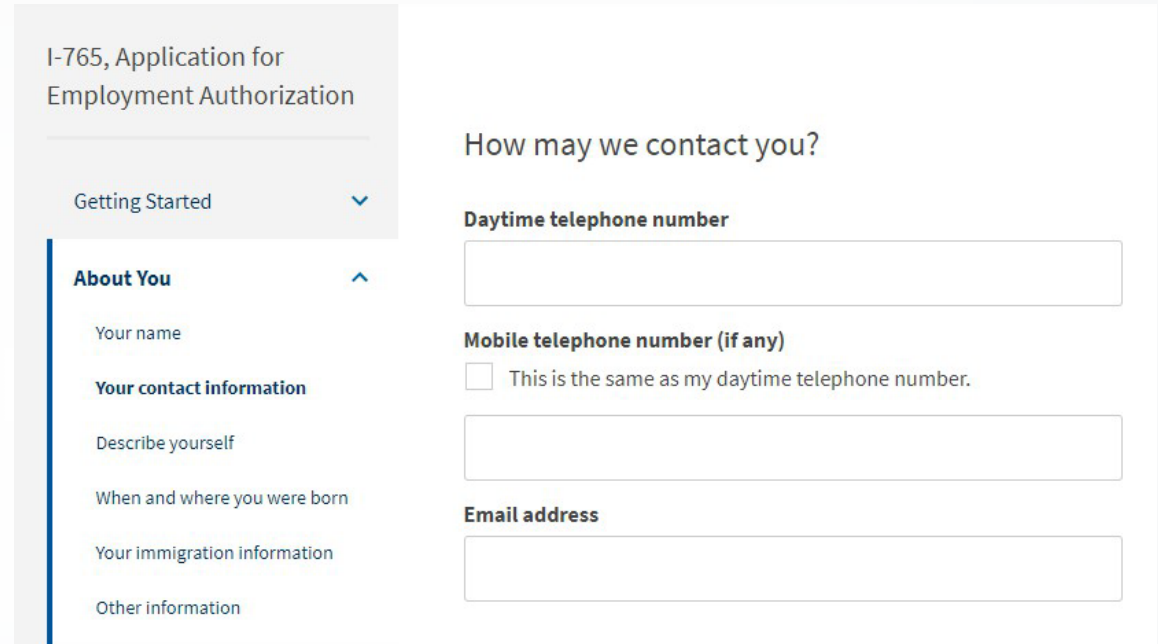


About You: Contact Information

Provide your US phone number and personal email address

- Use the personal email address you listed on the OPT Certification Form.

Note: you will lose access to your ETSU email after graduation



I-765, Application for Employment Authorization

Getting Started ▾

About You ▲

- Your name
- Your contact information**
- Describe yourself
- When and where you were born
- Your immigration information
- Other information

How may we contact you?

Daytime telephone number

Mobile telephone number (if any)

This is the same as my daytime telephone number.

Email address



Mailing Recommendations

- EADs are considered government documents that **cannot be forwarded** by the U.S. Postal Service (USPS).
- **Your U.S. Mailing Address** – This is the address where you will receive your application receipt, approval notice, and STEM OPT EAD.
- If you will move from your current residence in **less than 5 months**, you should use the U.S. address of a reliable friend or relative who can receive the card for you.
- **DO NOT** use your campus P.O. Box, as it will become inactive after graduation.
- **DO NOT** use the IES address or other university addresses as your mailing address.
- Attempting to change the address midway through the OPT application process **can cause delays** and be extremely disruptive, resulting in lost or returned OPT EADs.
- Alternatively, you may wish to consider using a U.S. Post Office address (known as a P.O. Box) if that is how you would prefer to receive your mail.
- Prior to completing your U.S. mailing address, verify your address with USPS:
https://tools.usps.com/go/ZipLookupAction_input
- Your **U.S. Physical Address** should be the address where you reside at the time of application. This address should match the address listed in your SEVIS record. **The physical address could be different from your mailing address.**



About You: Mailing Address

Write a U.S. mailing address where you **will be able** to receive documents for the next 3 to 4 months.

- This should **NOT** be the IES office address or any other ETSU address.

This **does not** necessarily need to be your current mailing address; if it is **not** your current address, you can write the full name of the person whose address you are using in the “**In care of name**” box

What is your current U.S. mailing address?

We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.

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

About You: Physical Address

Select "**No**" if your physical/residential address **is different** than the mailing address you listed in the prior section

- Your current physical address should match the address listed in your SEVIS record.

Is your current mailing address the same as your physical address?

Yes
 No

Where in the United States do you live?

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town State ZIP code



About You: Biographical Information

Fill out your biographical information throughout the next section of the application

IMPORTANT

Be sure to enter your date of birth in **month/day/year** format. Incorrect date of birth formatting is one of the most common EAD card errors.

Note: errors caused by incorrect information provided on Form I-765 **will require** an additional filing fee.

What is your gender?

Male
 Female

What is your marital status?

Single
 Married
 Divorced
 Widowed

Back Next

What is your city, town, or village of birth?

What is your state or province of birth?

What is your country of birth?

What is your date of birth?

MM/DD/YYYY

Back Next



About You: Citizenship & Immigration Information

Continue to fill out your immigration information using your I-94 and passport(s)

- To view and print your I-94 go to: <https://i94.cbp.dhs.gov/>
- If you entered the U.S. on another status other than F-1 and completed a change of status with USCIS, write your last entered status for “**Status at last arrival.**”

Your current immigration status should be “F-1 student”

Enter your current SEVIS ID number. Your SEVIS ID is located at the top left corner of your I-20.

- Use the “**Additional Information**” section of the application to provide **any previously used** SEVIS ID numbers, if applicable

What is your country of citizenship or nationality?
List all countries where you are currently a citizen or national.

What is your Form I-94 Arrival-Departure Record Number (if any)?

When did you last arrive in the United States?
List your arrival date, place of arrival, and status at arrival.

Date of arrival

Place of arrival

Status at last arrival

What is the passport number of your most recently issued passport?

What is your travel document number (if any)?

What is the expiration date of your passport or travel document?

What country issued your passport or travel document?

What is your current immigration status or category?

What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?
Use the "Additional Information" section to include all previously used SEVIS numbers.



About You: Other Information

Select **"I do not have or know my A-Number"**

- Your USCIS Online Account Number will pre-populate if you have already used your USCIS Online Account before.

Check **"I do not have or know my USCIS Online Account Number"** if this is the first time you are using your USCIS Online Account.

What is your A-Number?

I do not have or know my A-Number.

A-

What is your USCIS Online Account Number?

Providing your unique USCIS Online Account Number (OAN) helps us manage your account. You may already have an OAN if you previously filed certain paper forms and received an Account Access Notice in the mail. You can find the OAN at the top of the notice; it is not the same as an A-Number.

I do not have or know my USCIS Online Account Number.



About You: Social Security Number

Select “**Yes**” and enter your Social Security Number (SSN).

- If you do not have an SSN, see the next slide before selecting a response.

Select “**No**” to "Do You want the SSA to issue you a Social Security card?"

Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

- Yes
 No

What is your Social Security number (if known)?

Do you want the SSA to issue you a Social Security card?

- Yes
 No

Back

Next



About You: Social Security Number

If you **do not** have an SSN, answer **No**.

You may choose to allow the SSA to issue you an SSN. **Note** that SSNs are required for employment in the US. If you choose not to allow the SSA to issue you an SSN now, you will need to apply for one later.


Indicating **Yes** requires agreement to Consent for Disclosure and the birth names of your father and mother.

Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

- Yes
 No

Do you want the SSA to issue you a Social Security card?

- Yes
 No

 You must agree to the Consent for Disclosure
If you answer "Yes", you must also answer "Yes" to the Consent for Disclosure.

Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.

- Yes
 No



Evidence

- Scan and upload clear and legible copies of required documents.
- Refer to the Document Formatting slide in this deck for upload requirements, including file size and file naming.
- List of required documents:
 - Recent US passport-style photo
 - Current I-94
 - Previously authorized CPT or OPT I-20s, if applicable
 - **New I-20 with OPT recommendation on page 2**



Evidence: Photos

Upload a recent color passport-sized photo that meets the [US passport specifications](#)

[Example of Acceptable Passport Photos](#)

Caution: Do not use the same photo used with other applications or other documents such as your visa, passport renewal, or previous OPT/EAD application.

2 X 2 Photo Of You

Upload a recent color photograph of yourself that measures 2 inches by 2 inches, with your face measuring 1 inch to 1 3/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch from the bottom of the photo.

Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless contrary to your religious beliefs.

If you need help understanding the photo requirements or want to resize, rotate, or crop your photo, you can use the Department of State's [photo composition tools](#). Please note that we cannot approve your application without your photos.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

File upload link button

BackNext



Evidence: I-94

To view and print your digital I-94 go to:
<https://i94.cbp.dhs.gov/>

If you have a paper I-94, you must obtain a clear image of it and upload it to the application

- **DO NOT** upload the Travel History

NOTE: if you changed your status to F-1 while inside the United States (through a USCIS I-539 form), then your I-94 will be located on the bottom of your I-797 F-1 approval notice

I-94, Arrival And Departure Record

Upload a copy of one of the following:

- Your Form I-94, Arrival-Departure Record (front and back);
- A printout of your electronic Form I-94 ; or
- Your passport or other travel document.

If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the [CBP website](#) to obtain a paper version of an electronic Form I-94. CBP does not charge a fee for this service. Some travelers admitted to the United States at a land border, airport, or seaport, after April 30, 2013, with a passport or travel document, who were issued a paper Form I-94 by CBP, may also be able to obtain a replacement Form I-94 from the CBP website without charge.

If your Form I-94 cannot be obtained from the CBP website, it may be obtained by filing [Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record](#), with USCIS. USCIS does charge a fee for this service.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

BackNext



Evidence: Passport or Government ID

Upload the following:

- **Image of your most recent passport.** You only need to upload the 1 page showing your biographical information and picture of yourself. The bottom numbers (Machine Readable Zone) must be visible.
- **Image of your F-1 visa.** If you **do not** have an F-1 visa, upload your I-797 F-1 approval notice. Canadian students **will not** have F-1 visas.
- **ALL previous EAD cards**, front and back, regardless of degree level

Employment Authorization Document Or Government ID

Upload a copy of your last Employment Authorization document (EAD) (front and back). If you were not previously issued an EAD, you must upload a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/or fingerprint. The identity document photocopy must clearly show your facial features and contain your biographical information.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

[Back](#) [Next](#)



Evidence: Previous I-20s

Upload a copy of all **PREVIOUSLY** issued CPT or OPT I-20s.

- If you are not sure or think you are missing an old I-20, contact your ISA.

If you **did not** have CPT or OPT authorization in the past, skip this step.

Post-Completion CPT Or OPT

Upload evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload



Evidence: OPT I-20

PAUSE! Do you have the new OPT I-20?

- If you **did not** receive the new OPT I-20, contact your ISA before moving forward.

Upload your new OPT I-20 with the OPT recommendation on page 2.

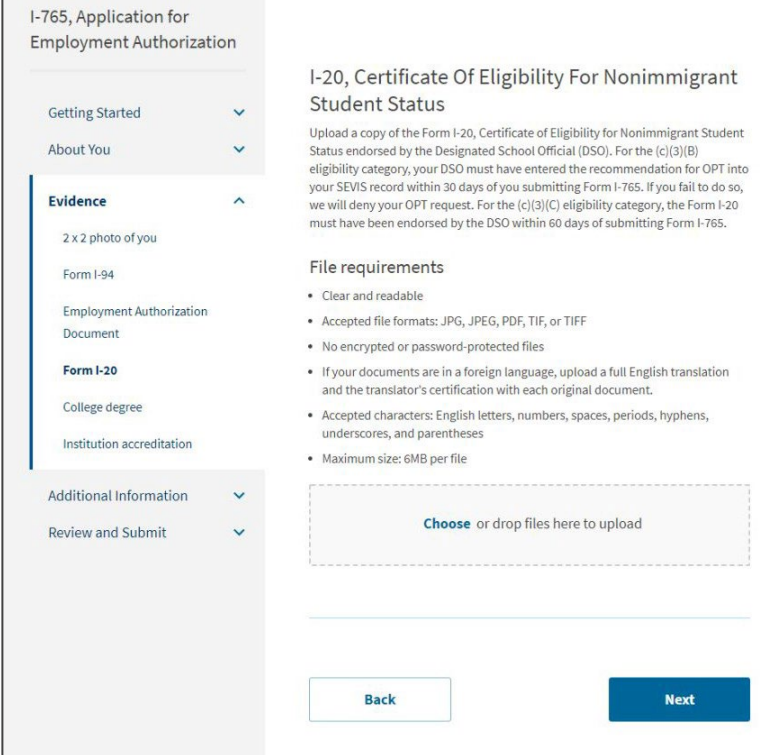
DO NOT upload any other I-20 here—**only upload the new OPT I-20**

Ensure you have **printed and signed** the OPT I-20 on the correct line on page 1.

- Digital or electronic student signatures **are not** accepted.

DO NOT submit the I-765 without your new OPT I-20!

NOTE: submit the I-765 application **within 30 days** of your ISA recommending OPT in your SEVIS record.



I-765, Application for Employment Authorization

Getting Started ▼

About You ▼

Evidence ▲

- 2 x 2 photo of you
- Form I-94
- Employment Authorization Document
- Form I-20**
- College degree
- Institution accreditation

Additional Information ▼

Review and Submit ▼

I-20, Certificate Of Eligibility For Nonimmigrant Student Status

Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status endorsed by the Designated School Official (DSO). For the (c)(3)(B) eligibility category, your DSO must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so, we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

[Back](#) [Next](#)



Additional Information

If you need to provide any additional information for any of your answers to the questions on the application, enter it into the “Additional Information” section. You should include the questions that you are referencing (Section, Page, Question, etc).

If you **do not** need to provide any additional information, you may leave this section blank.

Examples shown on the next slides

Additional Information

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

Section

Page

Question

Additional information

0/500

[Save response](#) [Cancel](#)



Additional Information

Example 1: Previous OPT authorization

- **Section:** Select Getting Started
- **Page:** Select Reason for applying
- **Question:** Select Have you previously filed Form I-765?
- **Additional information:** Enter OPT authorization, degree level, dates of authorization, and SEVIS ID.

Add additional information for any additional submissions of the I-765 application.

I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

Evidence ▾

Additional Information ▲

Additional information

Review and Submit ▾

Additional Information

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

Section

Getting Started ▾

Page

Reason for applying ▾

Question

Have you previously filed Form I-765? ▾

Additional information

Post-completion OPT, [Degree level: Bachelor's, Master's, PhD, etc.], [Enter approved OPT start and end date], SEVIS ID.]

120/500

Save response Cancel



Additional Information

Example 2: Details of eligible STEM degree

- **Section:** Select Getting Started
- **Page:** Select Basis of Eligibility
- **Question:** Select Degree
- **Additional information:** You may wish to provide the name of your major or degree as it is listed on your official transcript if you feel it is helpful.

I-765, Application for Employment Authorization

Getting Started ▾
About You ▾
Evidence ▾
Additional Information ▲
Additional information
Review and Submit ▾

Additional Information

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

Section
Evidence ▾

Page
Previously authorized CPT or OPT ▾

Question
Previously authorized CPT or OPT ▾

Additional information

Previous CPT or OPT authorization, include:
- Start and End dates of authorization
- Degree level during CPT or OPT authorization
- Indicate if CPT or OPT was full-time or part-time

181/500

Save response Cancel



Additional Information

Example 3: Previous SEVIS ID number(s)

- **Section:** Select **About You**
- **Page:** Select **Your immigration information**
- **Question:** Select **What is your Student and Exchange Visitor Information (SEVIS) Number (if any)?**
- **Additional information:** Enter previous SEVIS ID number, name of associated institution, degree level, and program dates.

I-765, Application for Employment Authorization

Getting Started ▾
About You ▾
Evidence ▾
Additional Information ▲
Additional information
Review and Submit ▾

Additional Information
If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.
If you do not need to provide any additional information, you may leave this section blank.

Section
About You ▾

Page
Your immigration information ▾

Question
What is your Student and Exchange Visitor Inform... ▾

Additional information
Previous SEVIS ID Number

25/500

Save response **Cancel**



Review Application

Review any system alerts or warnings and make any needed corrections.

Changes **cannot** be made after the form is submitted.

Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.


You can return to this page to review your application as many times as you want before you submit it.

Your fee

 Your form filing fee is: \$410

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

Alerts and warnings

 We found no alerts or warnings in your application



Review Application: Summary

Your application summary

- Review responses and ensure all required fields are completed.
- A form summary can be printed.
- A PDF of the I-765 form completed with your responses and a summary of uploaded evidence can be generated by clicking **View draft snapshot**.

The screenshot shows a web interface for reviewing an I-765 application. On the left is a navigation menu with the following items: 'Getting Started', 'About You', 'Evidence', 'Additional Information', 'Review and Submit' (which is expanded to show 'Review your application'), and 'Review and Submit' (which is collapsed). The main content area is titled 'Review the I-765 form information' and includes a 'Print' button. The text in the main area reads: 'Here is a summary of all the information you provided in your application. Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation.' A red box highlights a message: 'We also prepared a draft case snapshot with your responses, which you can download below.' Below this message is a link labeled 'View draft snapshot'.



Statement

Confirm you understand English and **all** questions on the form.

Applicant's statement

You must read and agree to the statement below.

I can read and understand English, and have read and understand every question and instruction on this application, as well as my answer to every question.

[Back](#) [Next](#)



Signature

Read and confirm you have read and agree to the applicant's statement.

Provide your digital signature by typing your full legal name.

You **will not** be able to make any changes once signed!

The screenshot displays the USCIS online application interface for Form I-765, Application for Employment Authorization. The page is titled "U.S. Citizenship and Immigration Services" and includes a navigation bar with "My Account", "Resources", and "Sign Out". The main content area is divided into two columns. The left column contains a sidebar with sections: "I-765, Application for Employment Authorization", "Getting Started", "About You", "Additional Information", and "Review and Submit". The "Review and Submit" section is expanded, showing "Review your application", "Your application summary", "Your statement", and "Your signature". The right column is titled "Applicant's Declaration and Certification" and contains the following text:

You must read and agree to the certification below. If you knowingly and wrongly deny or conceal a material fact or submit a false document with your application, we can deny your application and may deny any other immigration benefits. You may also face criminal prosecution and penalties prescribed by the law.

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:

- I reviewed and understood all of the information contained in, and submitted with, my application; and
- All of this information was complete, true, and correct at the time of filing.

I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understood all of the information contained in, and submitted with, my application and that all of this information is complete, true, and correct.

I have read and agree to the applicant's statement.

You must provide your digital signature below by typing your full legal name. We may deny your application if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your application.

[Signature input field]



Payment

IMPORTANT: Once your payment has been successfully received, your application will be filed!!

- You **cannot** change or edit your I-765 application responses after payment has been submitted. The USCIS fee is non-refundable.

Once you are ready, the system will direct you to pay.gov, a US government payment site.

- You will be able to pay the application fee using a US credit / debit card or through an ACH transfer (direct withdrawal) from your US checking account.


Make sure to double-check that you have entered your debit/credit card number correctly.

Pay for and submit your application

The final step to submit your Form I-765, Application for Employment Authorization, is to pay the required fee.

Your application fee is: **\$410.**

Refund Policy: By continuing this transaction, you agree that you are paying for a government service and that the filing fee, biometric services fee and all related financial transactions are final and not refundable, regardless of any action USCIS takes on an application, petition or request, or how long USCIS takes to reach a decision. You must submit all fees in the exact amounts.



We will send you to Pay.gov — our safe and secure payment website — to pay your fees and submit your form online.

Here are the steps in the payment and submission process:

1. Provide your billing information on Pay.gov
2. Provide your credit card or U.S. bank account information
3. Submit your payment

When you have paid your fee, your form will be submitted.

Pay.gov will redirect you to a uscis.gov confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your application through your USCIS online account.

Pay and submit



Payment: Without Premium Processing

After you agree to the applicant statement, you will be directed to pay.gov, a secure government portal

Check the fee amount: <https://www.uscis.gov/i-765>

Pay by ACH withdrawal, or debit/credit card:

- ACH withdrawals require bank and routing information, and must be from a US financial institution
- Call your credit card company to alert them of this upcoming charge, to prevent blocked payment processing

Enter payment information

When you select continue, the payment for your application will be submitted, and the “I-765 Application for Employment Authorization” will be considered filed immediately



Payment: With Premium Processing

If you selected “**YES**” to premium processing, review the message about your application and additional I-907 fee

Finish the I-765 and continue to the I-907

By finishing this form, your Form I-765 will be locked and no further changes can be made. Please make sure that the information on your Form I-765 is complete and accurate before continuing. If you need to make any edits after finishing, you will need to create a new Form I-765.

Next, you will continue to Form I-907. Once you complete Form I-907, you can pay for and submit both forms at the same time.

[Back](#)

[Finish and continue](#)



After Submission

You will receive your USCIS receipt number shortly after paying and submitting your case.

Click Go to my cases to see case information including status, history, and documents.

USCIS processing times vary but expect about 90-100 days.

The screenshot shows the USCIS online case portal for an I-765 Application for Employment Authorization. The page title is "I-765 Application for Employment Authorization" and it indicates it was submitted on April 12, 2021. A "Receipt #:" field is visible with a blue arrow pointing to it. Below the title, there are three tabs: "Case status", "Case history", and "Documents", with a red box highlighting the "Documents" tab. Under the "USCIS Notices" section, there is a table with columns "File" and "Date Sent". A row shows "Receipt Notice.pdf" with a date of "April 13, 2021", and a blue arrow points to this row. Below this is the "Your uploads" section, which includes a brief instruction and a table with columns "File" and "Document". At the bottom, there is an "Unsolicited evidence" section with a brief instruction and an "Upload evidence" button.

I-765 Application for Employment Authorization
Submitted on April 12, 2021 | Receipt #
View PDF

Case status Case history Documents

USCIS Notices

File	Date Sent
Receipt Notice.pdf	April 13, 2021

Your uploads

You may upload additional evidence that you believe may assist USCIS in adjudicating your requested. USCIS will consider the timeliness and relevance of unrequested evidence when making a decision.

File	Document
------	----------

Unsolicited evidence

Unsolicited evidence is any additional information or evidence that we did not request from you. USCIS will consider the timeliness and relevance of this information when making a decision.

Upload evidence



After Submission

Helpful features of USCIS online account

Your receipt notice is available to print. A hardcopy will be mailed to the mailing address entered in the I-765.

Additional notices available through account:

- Biometrics notice if applicable
- Request for Evidence (RFE)
- PDF of submitted I-765 form
- Decision notice

Track the status and history of your application. Upload additional evidence not requested by USCIS such as copies of all previously issued I-20s.

Sign up through account profile to receive case updates via email or text.

The screenshot shows the USCIS online account interface for an I-765 Application for Employment Authorization. At the top, it displays the application title, submission date (April 15, 2021), and a receipt number. A blue arrow points to the receipt number. Below this, there are three tabs: 'Case status', 'Case history', and 'Documents', with 'Documents' selected. A red box highlights these tabs. Underneath, the 'USCIS Notices' section contains a table with columns 'File' and 'Date Sent'. A row shows 'Receipt Notice.pdf' with a date of 'April 18, 2021', and a blue arrow points to this row. Below the notices is the 'Your uploads' section, which includes a brief explanation of the upload feature and a table with columns 'File' and 'Document'. At the bottom, there is an 'Unsolicited evidence' section with a description and an 'Upload evidence' button.



Final Note

[OPT Student Reporting Requirements](#) (click for details)

Once you receive your I-797 approval notice, you will **send a copy** of that document to your [International Student Advisor \(ISA\)](#).

When you receive your EAD card, you will **send a copy (front/back)** of that document to your [International Student Advisor \(ISA\)](#).

Additional information regarding your employment responsibilities can be found on the [OPT webpage](#)

It is **your responsibility** to report your employment via the **OPT Employment Reporting Form** to avoid accruing unemployment days

