

Post-Completion OPT Online Filing Guide



International Student & Scholar Services (ISSS)
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* This OPT Guide is meant to help you with best practices in completing the online form I-765 for Post-Completion OPT application but should not be considered legal advice.

IMPORTANT

DO NOT submit your USCIS online application until your immigration advisor (DSO) has reviewed and approved your Draft Summary (Form I-765), and you have received an OPT I-20 showing your OPT recommendation on page 2 of your new OPT I-20.

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	REQUESTED	07 OCTOBER 2026	06 OCTOBER 2027

Common Mistakes to Avoid

- ▶ **Submitting an online application if you already filed a paper one**
- ▶ **Not including a signed NEW OPT I-20**
- ▶ **Uploading wrong file types or file titles**
- ▶ **Password protecting or encrypting your files**
- ▶ **Submitting your application with something missing**
- ▶ **Don't get denied; follow this guide.**

Prepare

1) Scan your photo (2 inches x 2 inches)

- Take a digital picture with your phone or laptop with a solid white background, then edit/crop it.
- Use [PhotoScissors website](#) to upload your photo and format/crop it correctly. Or try the photo tool on the travel.state.gov website to crop your photo: [Photo-tool](#). Do not try to take a picture of a physical photo you've taken the quality is not sufficient. You can also request a digital photo at your local Photo Center on a flash drive in one of the formats listed.
- See the [Department of State website](#) for more detailed information
 - ❖ Color, Max 6 MB
 - ❖ Test it with [DOS Photo Tool](#)
 - ❖ Save as PNG or JPG
 - ❖ File name for photo should be: Photo_LASTNAME

2) Scan all 3 pages of any CPT I-20s and Previous OPT I-20

- Make sure they are signed by you with wet ink signature
- Save as PDF
- File Name: CPT_LASTNAME and OPT_LASTNAME

3) Scan I-94

- Save as PDF
- File Name: I94_LASTNAME

4) Scan Passport Bio Page

- Save as PDF (in color)
- File name: Passport_LASTNAME

5) If you've applied for OPT before...

- Scan and save a color PDF of your previous EAD card
- File name: EAD_LASTNAME

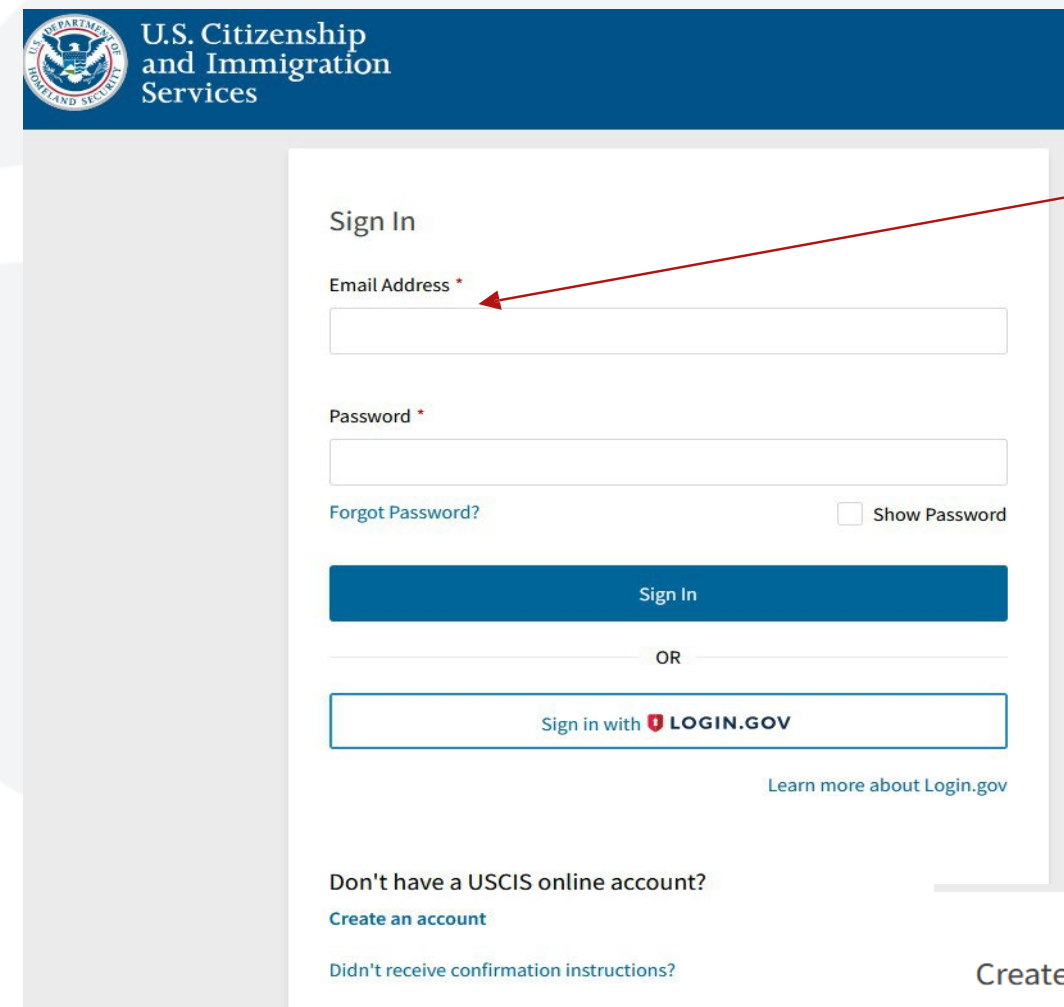
Creating Your USCIS Account

Visit:

<https://myaccount.uscis.gov/sign-in>

1) Select “Create an Account”

2) Watch the video: [How to Create a USCIS Online Account | USCIS](#) for detailed instructions on how to set up your personal account.

A screenshot of the USCIS online account sign-in page. The header features the U.S. Department of Homeland Security seal and the text "U.S. Citizenship and Immigration Services". The main section is titled "Sign In" and contains two input fields: "Email Address *" and "Password *". A red arrow points to the "Email Address" field. Below the password field are links for "Forgot Password?" and a "Show Password" checkbox. A blue "Sign In" button is positioned below the fields. An "OR" separator is followed by a "Sign in with LOGIN.GOV" button. A link "Learn more about Login.gov" is located below the Login.gov button. At the bottom, there are links for "Don't have a USCIS online account? Create an account" and "Didn't receive confirmation instructions?".

Create Your Online Account

Your USCIS account is only for you. Do not create an account to share with family or friends. Each person should have their own online account even if they are minors. Individual accounts allow us to best serve you and protect your personal information.

You must provide your own email address below if you are the one who is filing a form online, submitting an online request, or tracking a case. Your email address is used to log in to your USCIS online account. All USCIS email communications will be sent to this address.

Email Address *

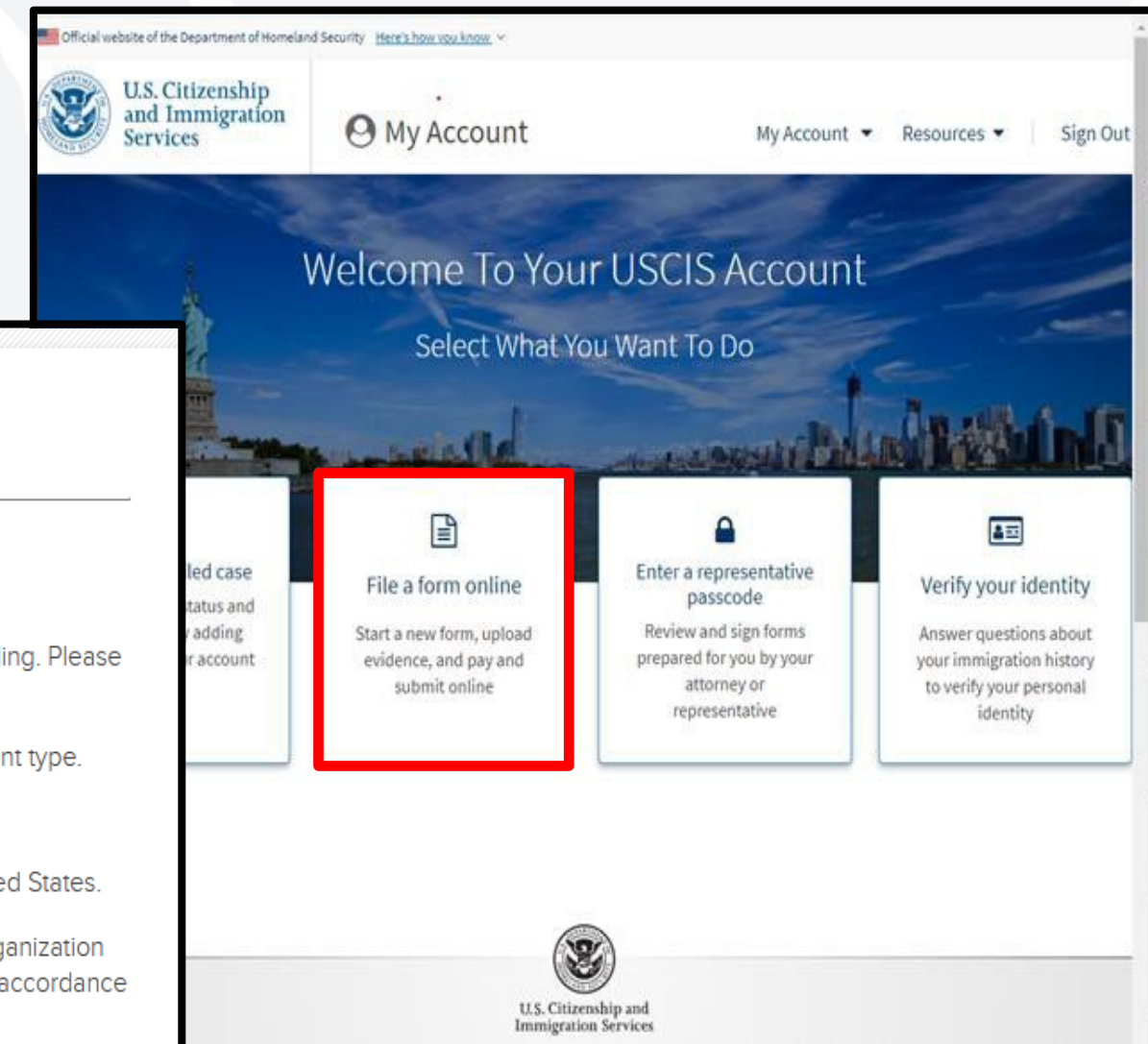
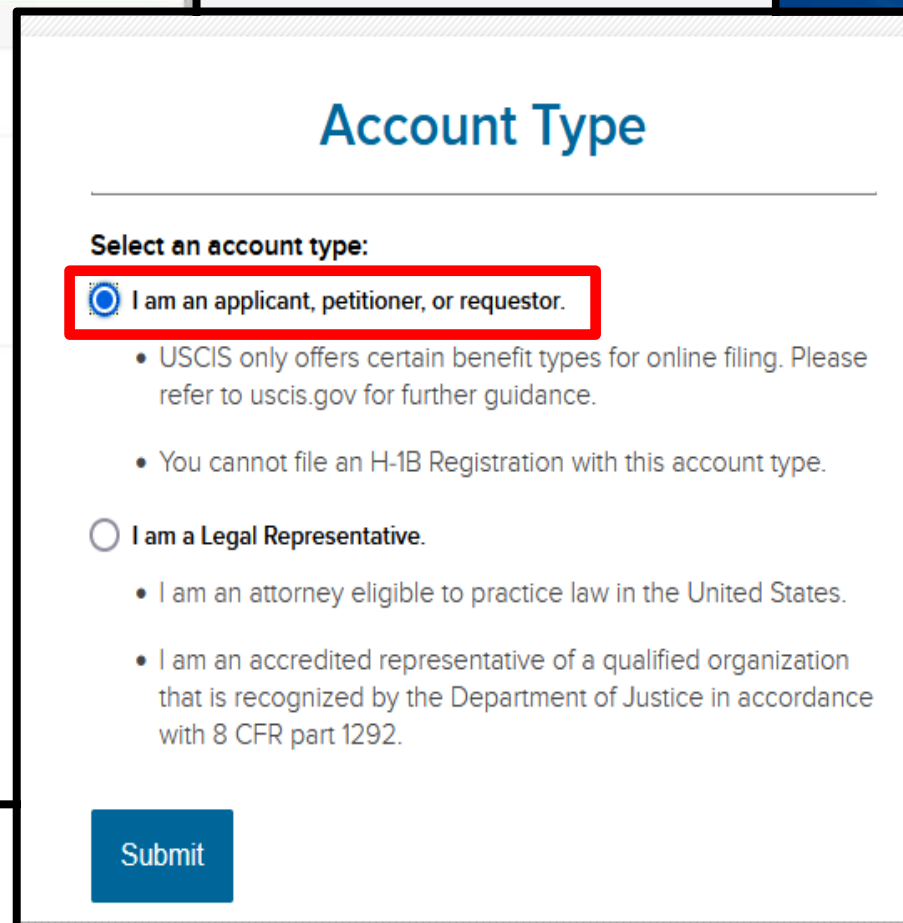
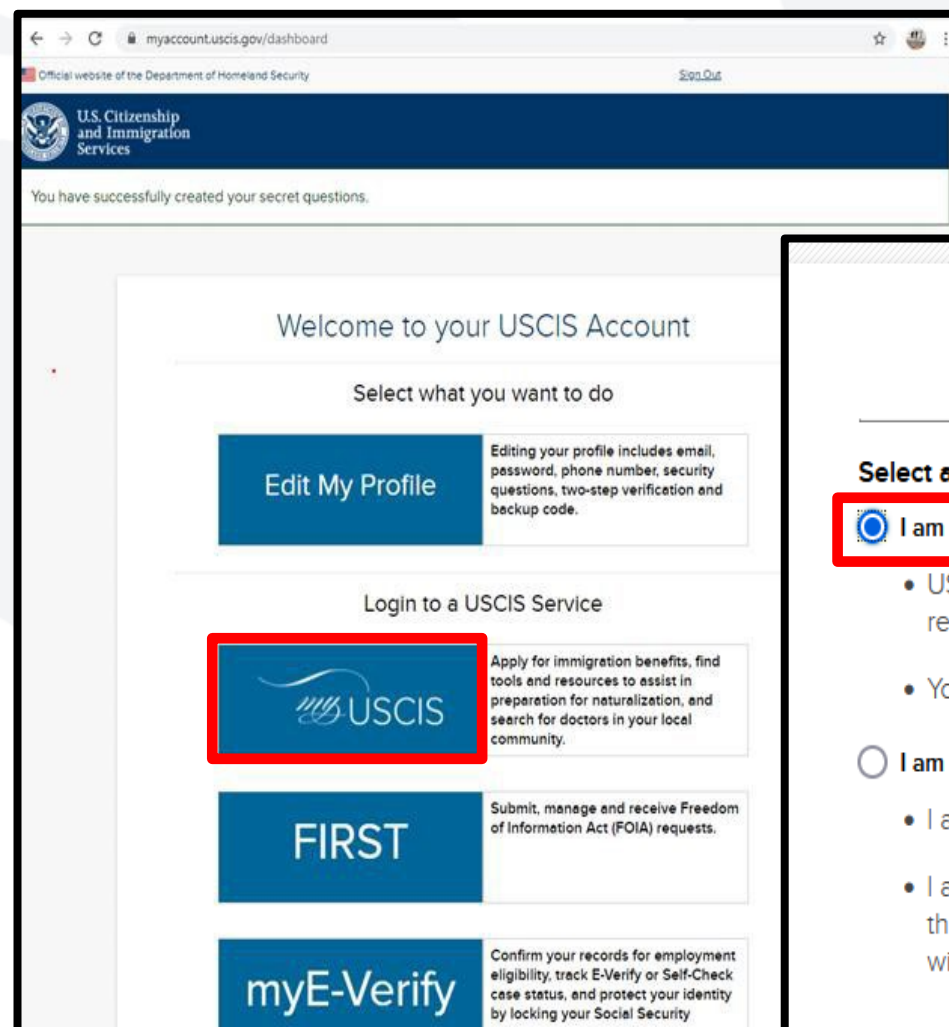
Submit

Already have an account?

[Sign In](#)

Finish Your Account Setup

- Select: **My USCIS**
- Then select: **Account Type**
- Last, select: **File a Form Online**



File a Form

- **Select: I-765, Application for Employment Authorization**
- **Select: Eligibility Criteria (C)(3)(B) Student Post Completion OPT**
- **Click: Start Form**

File a Form

Select the form you want to file online. For some forms you will have the option to either fill out your form online or upload a completed form. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

Fee waiver: Fee waivers can be requested online only when submitting certain benefit requests using the PDF filing option. If your desired benefit request is not eligible for PDF filing, 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-765, Application for Employment Authorization

What is your eligibility category?

If your eligibility category is not listed in the drop down menu, you can submit a [paper form](#) by mail.

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

Use this form to request employment authorization and an Employment Authorization Document (EAD) if your immigration status allows you to work in the United States.

Concurrent filing available

You can file Form I-907, Request for Premium Processing Service, if you are filing under one of the eligible categories.

If you request premium processing, we will present Form I-907 for you to complete after you sign Form I-765. This will allow you to pay for and submit both forms at the same time.

Start form

Completing Your Online Form

- Select: Next at the bottom
- Select: Start

I-765, Application For Employment Authorization

Certain foreign nationals who are in the United States may file Form I-765, Application for Employment Authorization, to request employment authorization and an Employment Authorization Document (EAD). Other foreign nationals whose immigration status authorizes them to work in the United States without restrictions may also use Form I-765 to apply to U.S. Citizenship and Immigration Services (USCIS) for an EAD that shows such authorization.

If you are a lawful permanent resident, a conditional permanent resident, or a nonimmigrant only authorized for employment with a specific employer under 8 CFR 274a.12(b), do **not** use Form I-765.

Learn more about [employment authorization](#).

✓ Before You Start Your Application

📋 Eligibility

You may apply online if your eligibility category is:

- (a)(12) - Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821);
- (c)(3)(A) - F-1 student, pre-completion OPT;
- (c)(3)(B) - F-1 student, post-completion OPT;
- (c)(3)(C) - F-1 student, 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics);
- (c)(8) - Applicants for Asylum under the ABC Settlement Agreement;
- (c)(8) - Application for Employment Authorization Based on Pending Form I-589, Application for Asylum or for Withholding of Removal;
- (c)(11) - Parole;
- (c)(19) - Temporary Protected Status (You have a pending Form I-821); or
- (c)(33) - Consideration of Deferred Action for Childhood Arrivals (DACA).

Note: *Your application will auto save a draft as you go through, but the draft will delete if you don't make changes within 30 days.*

📱 Completing Your Form Online

📱 Filing online

Submitting your form online is the same as mailing in a completed paper form. They both gather the same information.

🏠 Complete the Getting Started section first

You should answer all questions in the Getting Started section first so we can best customize the rest of your online form experience.

☑ Provide as many responses as you can

You should provide as many responses as you can. Incomplete fields or sections and missing information can slow down processing of your case after you submit your form.

💾 We will automatically save your responses

We will automatically save your information when you select next to go to a new page or navigate to another section of the form. We will save your information for 30 days from today, or from the last time you worked on the form.

📋 How to continue filling out your form

After you start your form, you can sign in to your account to continue where you left off.

Begin Online Application

The online application has multiple sections to complete.

The sections are as follows:

- 1) Getting Started
- 2) About You Section
- 3) Evidence Section
- 4) Additional Information Section
- 5) Review and Submit Section

I-765, Application for
Employment Authorization

Getting Started

About You

Evidence

Additional Information

Review and Submit

Section 1: Getting Started

What is your eligibility category?

- Select: (c) (3) (B) for Student Post-Completion OPT
- Select: yes/no for Premium Processing
 - ❖ Premium Processing is an additional fee plus the application fee. It will most likely, but not always, mean that a decision on your application will be made within 30 business days.
- Click: Next

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.

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

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 or open an investigation for fraud or misrepresentation) on your Form I-765 within 30 days.

If you request premium processing, you will be asked to complete the 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

Section 1: Getting Started (cont'd.)

What is your reason for applying?

- Select: **Initial permission to accept employment**

Have you previously filed Form I-765?

- Select: **'No'** (unless you have applied for OPT previously, then select 'Yes')
- Click: Next

U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾

I-765, Application for Employment Authorization

Getting Started ▴

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You ▾

Evidence ▾

Additional Information ▾

Review and Submit ▾

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

Have you previously filed Form I-765?

☐ Yes

☒ No

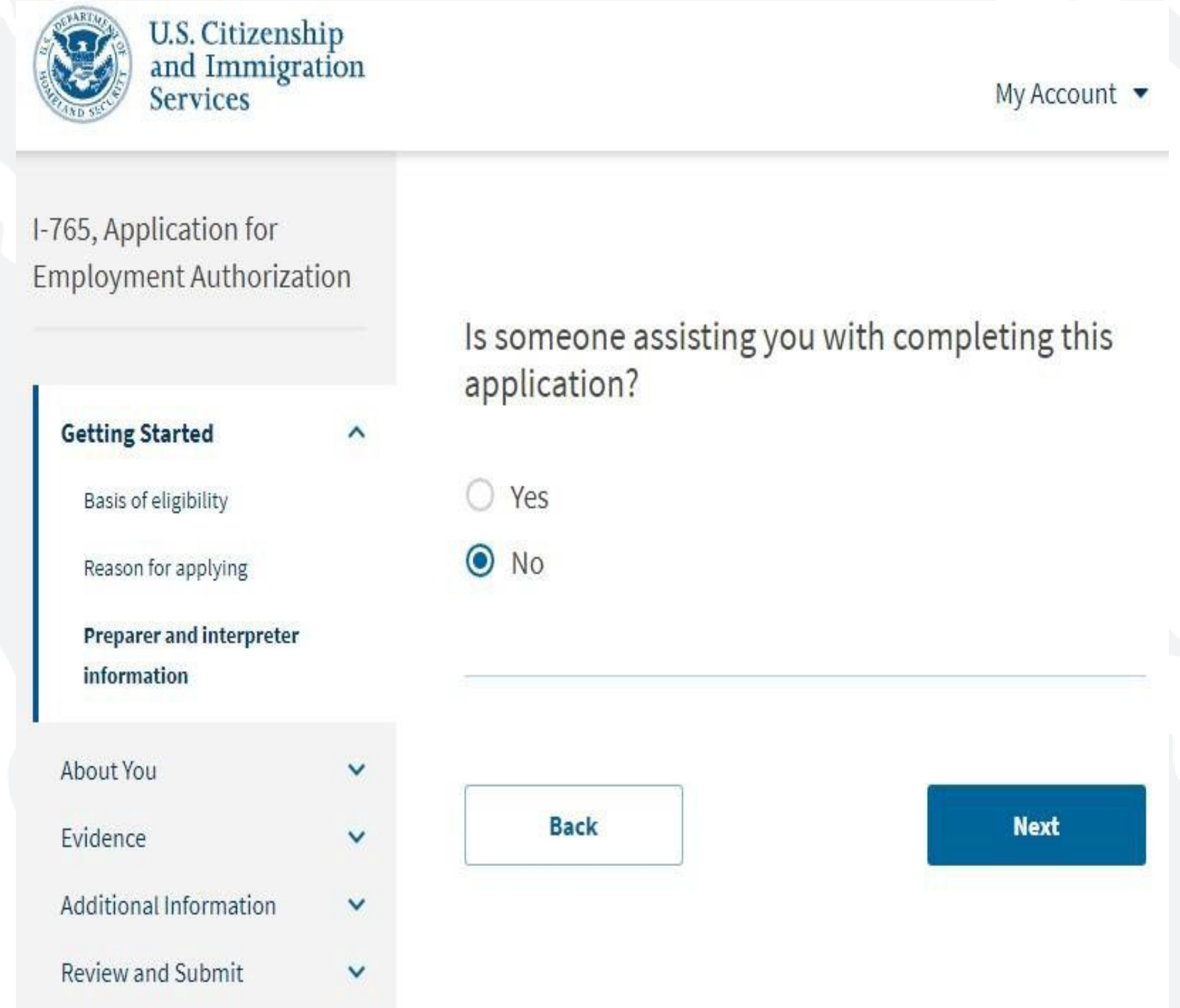
Back Next

Section 1: Getting Started (cont'd.)

Is someone assisting you with completing this application?

- Select: **No**
- Note: If an attorney, preparer or interpreter is helping you file this application, then select: **Yes**

Click: Next



The screenshot shows the USCIS I-765 application form. At the top, the USCIS logo and name are visible, along with a "My Account" link. The title of the form is "I-765, Application for Employment Authorization". On the left side, there is a navigation menu with the following items: "Getting Started" (expanded), "Basis of eligibility", "Reason for applying", "Preparer and interpreter information", "About You", "Evidence", "Additional Information", and "Review and Submit". The main content area displays the question "Is someone assisting you with completing this application?" with two radio button options: "Yes" and "No". The "No" option is selected. At the bottom of the form, there are two buttons: "Back" and "Next".

U.S. Citizenship and Immigration Services

My Account ▼

I-765, Application for Employment Authorization

Getting Started ^

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You ▼

Evidence ▼

Additional Information ▼

Review and Submit ▼

Is someone assisting you with completing this application?

☐ Yes

☒ No

Back

Next

Section 2: About You

What is your current legal name?

- Type Full Given Name (include middle name as it shows as part of your Given Name on your passport)
- Type full family name (last name) in ALL CAPS

Click: Next

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)

First Name

Middle name

Family name (last name)

LAST NAME



Family Name

— *Given Names*

Family Name *Given Names*

Section 2: About You (cont'd.)

How may we contact you?

- If you don't have a U.S. phone number, leave it blank.
- International phone numbers are not accepted.
- Use your personal (not SIUE) email address that you check often

U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾

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

(123) 456-7890

Mobile telephone number (if any)

☒ This is the same as my daytime telephone number.

(123) 456-7890

Email address

student@yahoo.com

Section 2: About You (cont'd.)

What is your current U.S. mailing address?

- If you are moving after graduation, we recommend you use the ISSS Office address shown in the sample. This will prevent your card from getting lost in the mail.
- If you use the ISSS Office address, select 'no' to current mailing address, and enter your own physical address.

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)

SIUE Office of Intl Affairs

Address line 1

Campus Box 1616

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

Edwardsville

State

Illinois

ZIP code

62026

Section 2: About You (cont'd.)

- Fill out your biographical information throughout this section on the application.
- Click Next to continue

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

Evidence

Additional Information

Review and Submit

You must complete all fields with an asterisk (*) to submit this form.

What is your sex?

Indicate whether you are male or female as provided on your birth certificate issued at the time of birth or issued closest to the time of birth or in secondary evidence you provided to USCIS, if applicable.

☐ 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

Section 2: About You (cont'd.)

- Use your I-94 to complete your immigration information in this section
- Click the link to view and print your I-94: <https://i94.cbp.dhs.gov>
- If you hold more than one passport, click 'add country'

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

Evidence

Additional Information

Review and Submit

You must complete all fields with an asterisk (*) to submit this form.

What are your countries of citizenship or nationality?

List all countries where you are currently a citizen or national.

+ Add country

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

Provide an 11-character I-94 Number.

When did you last arrive in the United States?

List your arrival date, place of arrival, and status at arrival.

Date of arrival (on or about)

MM/DD/YYYY

Place of arrival

Status at last arrival

*Your status at last arrival should be “**F-1 student**” unless you’ve completed a Form I-539 Change of Status with USCIS since your last entry.*

*Find this information in the “**Travel History**” section of the i-94 website:*

<https://i94.cbp.dhs.gov/I94/#/history-search>

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EDWARDSVILLE**

Section 2: About You (cont'd.)

- Provide accurate information on the following pages.
- Click 'Next' to continue

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

87654321

If you renewed your passport since you last entered the US, your most recently issued passport may have a different number from your most recent I-94. That is okay. Provide the number of your most recently issued passport.

What is your travel document number (if any)?

F-1 students do not have travel documents so leave this blank

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

MM/DD/YYYY

Enter the end date of your most recently issued passport in MONTH/ DAY/ YEAR format.

What country issued your passport or travel document?

What is your current immigration status or category?

F1 - Student, Academic Or Language Program.

You must be in F-1 Student status to be eligible for OPT. If you are currently in the US in a status other than F1, you are not eligible for OPT.

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.

N- 0012345678

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

Back

Next

Section 2: About You (cont'd.)

What is your A-number?

- Check: **I do not have or know my A-Number**

What is your USCIS Online Account Number?

- Check: **I do not have or know my USCIS Online Account Number**

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.

What is your U.S. Social Security number (SSN)?

- **Enter your SSN if you have one.**
- If you do not have a SSN, you will need to [apply](#) for one after you receive your approval notice and EAD card.
- Click: Next

What is your U.S. Social Security number (SSN)?

☐ I do not have or know my U.S. Social Security number.

Provide a 9-digit Social Security number.

Back

Next

Section 3: Evidence

Upload your saved documents

- Pay attention to type, size, and naming requirement listed under “File requirements.”
- Save each Evidence document file with a standard file name.

For example:

- Photo_LASTNAME
- I94_LASTNAME

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 photo.

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.
- Upload no more than five documents at a time
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

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

Section 3: Evidence (cont'd.)

Upload your saved documents

- Save each required Evidence document file with a standard file name. For example:
 - Passport_LASTNAME
 - CPTI-20_LASTNAME
- Click on 'Next' to continue

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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

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

If you have been issued an Employment Authorization document by USCIS in the past (such as for OPT after a previous degree program), upload a copy in this section.

If you have not been issued an Employment Authorization Document by USCIS in the past, upload a copy of your passport identification page in this section.

If you have had CPT before, upload a copy of the I-20 you received with the CPT authorization.

If you have had OPT/STEMOPT before, upload a copy of the Employment Authorization Document (EAD) you received from USCIS.

*If you have not had either CPT or OPT, click **Next** to continue.*

Previously Authorized 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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

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

[Back](#)

[Next](#)

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Section 3: Evidence (cont'd.)

Upload your saved documents

- Save and upload each required Evidence document file with a standard file name: Example:
 - OPT I-20_LASTNAME
- Click on 'Next' to continue

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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

- *Do not upload this document before submitting your draft I-765 to your immigration advisor.*
- *You must upload an OPT I-20 showing OPT has been recommended on page 2 by your immigration advisor.*
- *Make sure the I-20 is signed and dated by you (in the "Student Attestation" box at the bottom of page 1).*

Failure to upload a new OPT I-20 will result in a denial of your OPT application.

Section 4: Additional Information

- Typically, there is no additional information needed in this section.
- Click 'Next' to continue

The screenshot shows the USCIS I-765 application form. The header includes the USCIS logo and the text "U.S. Citizenship and Immigration Services". On the right, there are links for "My Account", "Resources", and "Sign Out". The left sidebar contains a navigation menu with the following items: "I-765, Application for Employment Authorization", "Getting Started", "About You", "Evidence", "Additional Information" (which is highlighted with a blue bar and an upward arrow), and "Review and Submit". The main content area is titled "Additional Information" and contains the following text: "You must complete all fields with an asterisk (*) to submit this form." followed by "Additional Information". Below this, it says: "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." and "If you do not need to provide any additional information, you may leave this section blank." There is a button labeled "+ Add a response" and a large text input area. At the bottom, there are "Back" and "Next" buttons.

U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ | Sign Out

I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

Evidence ▾

Additional Information ^

Additional information

Review and Submit ▾

You must complete all fields with an asterisk (*) to submit this form.

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.

+ Add a response

Back Next

Section 5: Review and Submit

Review your application

- Make sure to pay the correct fee for the OPT application. You will be able to pay by ACH withdrawal from your checking/savings account or by credit/debit card.
- Make sure there are no alerts or warnings regarding your application.
- Click 'Next' to continue.

The screenshot shows the USCIS website for the I-765, Application for Employment Authorization. The top navigation bar includes the USCIS logo, the text "U.S. Citizenship and Immigration Services", and links for "My Account", "Resources", and "Sign Out". The left sidebar contains a list of application steps: "Getting Started", "About You", "Evidence", "Additional Information", "Review and Submit", and "Review your application". The "Review and Submit" step is currently selected, and "Review your application" is the active sub-section. The main content area is titled "Check your application before you submit" and includes instructions to review the application for accuracy and completeness. It also states that users can return to the page to review their application as many times as they want before submitting. A section titled "Your fee" displays a message: "Your form filing fee is: \$470". At the bottom, a "Refund Policy" section states that USCIS does not refund fees, regardless of the action taken on the application.

U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ | Sign Out

I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

Evidence ▾

Additional Information ▾

Review and Submit ▴

Review your application

Check your application before you submit

Please review your application and check it for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application. Missing or incomplete information may 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

i Your form filing fee is: \$470

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.

Section 5: Review and Submit (cont'd.)

IMPORTANT: DO NOT SUBMIT YOUR APPLICATION YET

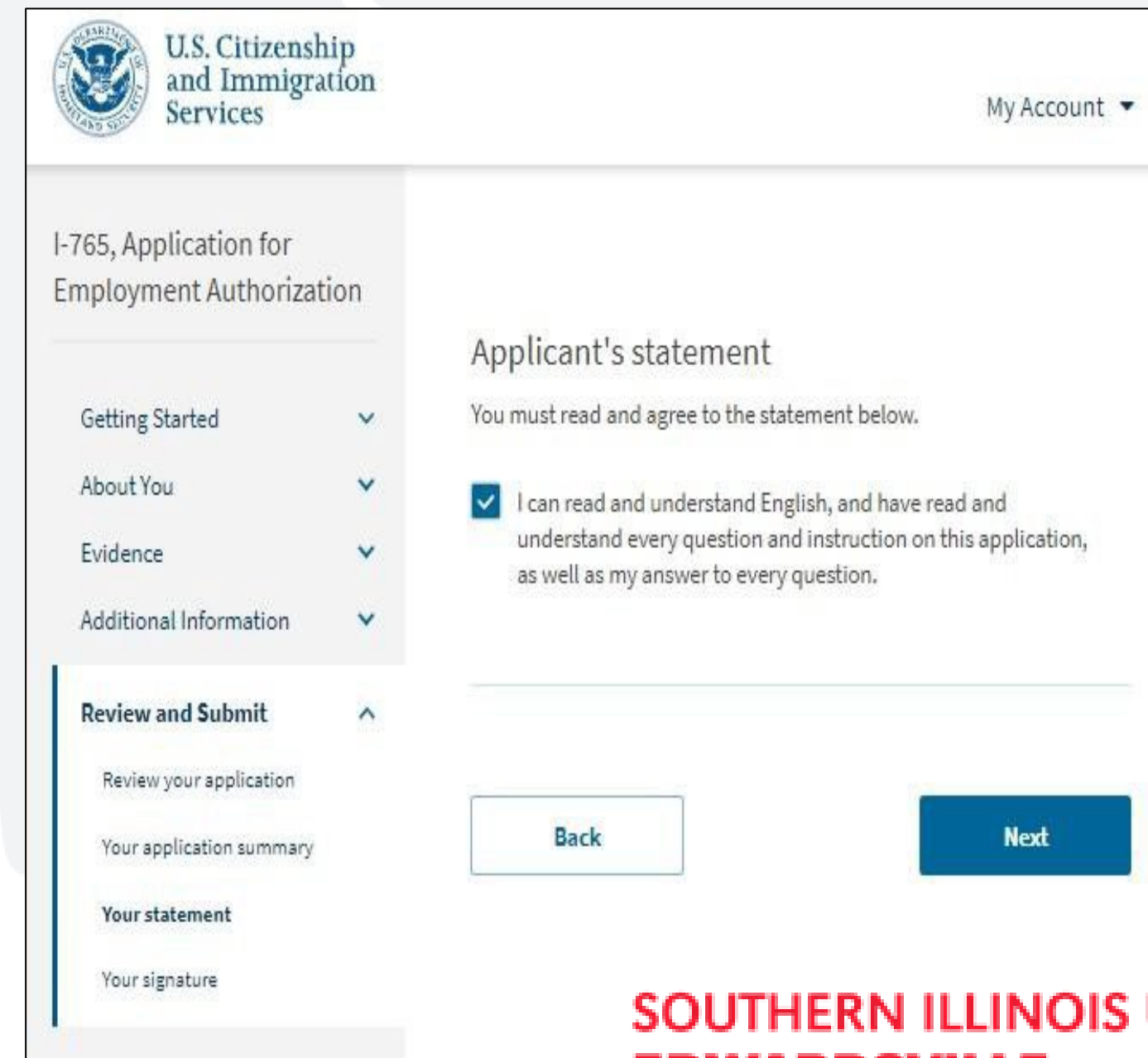
- Your application summary
 - Review your application summary for accuracy and make any necessary corrections.
 - Then click “View Draft Snapshot” download and save the document as a PDF file with the file name: Form I-765Lastname
- Upload both your OPT Request Form (completed and signed by both you and your academic advisor and the downloaded draft I-765 to the [OPT Request Form](#)
- Your immigration advisor will review the document and issue an OPT I-20 **BEFORE** you may submit your application

Section 5: Review and Submit (cont'd.)

Your statement

- After your immigration advisor reviews and recommends your OPT on your SEVIS record, you will receive an OPT I-20 via email.
- Once you receive it, review it for accuracy, print, and sign it. Save it as: OPT I-20_LASTNAME
- Next, return to your online application and upload it in the “Evidence>Form I-20 section”
- Go over your entire application one more time to make sure everything is correct. Once you submit the application to USCIS, you will not be able to make any changes.

- Go to “Your Statement.”
- Check the statement box and click on Next to submit your OPT application to USCIS.

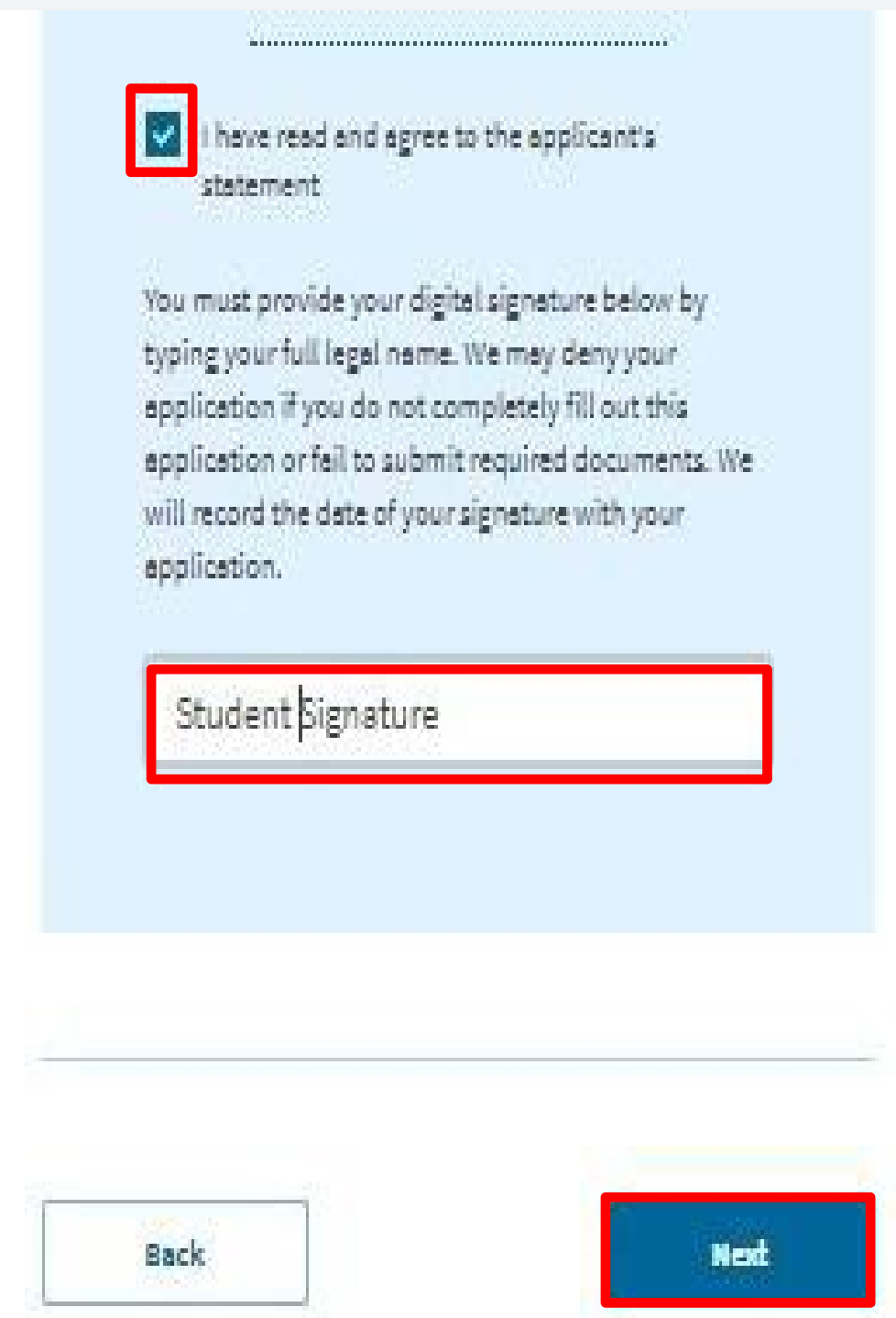


The screenshot shows the USCIS online application interface for Form I-765, Application for Employment Authorization. The top header includes the USCIS logo and the text "U.S. Citizenship and Immigration Services" with a "My Account" dropdown menu. The left sidebar contains a navigation menu with the following items: "Getting Started", "About You", "Evidence", "Additional Information", "Review and Submit" (which is expanded), "Review your application", "Your application summary", "Your statement", and "Your signature". The main content area is titled "Applicant's statement" and includes the instruction "You must read and agree to the statement below." Below this, there is a checkbox that is checked, with the text "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." At the bottom of the main content area, there are two buttons: "Back" and "Next".

Section 5: Review and Submit (cont'd.)

Your Signature

- Check the box next to “I have read and agree to the applicant’s statement.”
- Type your full legal name in the field provided. This will serve as your electronic signature. A handwritten signature is not required here.
- Click ‘Next’ to continue.



The screenshot shows a light blue rectangular box containing the following elements:

- A small blue square checkbox with a white checkmark, followed by the text "I have read and agree to the applicant's statement".
- A paragraph of text: "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."
- A white text input field with the placeholder text "Student Signature".

Below the blue box, there are two buttons:

- A light blue button labeled "Back".
- A dark blue button labeled "Next".

Red rectangular boxes are drawn around the checkbox, the "Student Signature" input field, and the "Next" button to highlight them.

Section 5: Review and Submit (cont'd.)

Pay and Submit

- Click 'Pay and Submit.' You will be taken to: Pay.gov
- Once you have completed the Pay.gov sections, you should see this screen, "You successfully submitted your I-765 application."
- You will also receive an email from Pay.gov with your payment confirmation.

The first screenshot shows the 'USCIS I-765' payment page on Pay.gov. It asks the user to 'Please select a payment method:' with two radio button options: 'I want to pay with a withdrawal from a checking or savings account (ACH)' and 'I want to pay with a debit or credit card'. The ACH option is selected. Below the options are icons for various credit cards (Visa, Mastercard, American Express, Discover, etc.) and a green house icon for ACH. At the bottom are 'Cancel' and 'Continue' buttons.

The second screenshot shows a confirmation message: 'You successfully submitted your I-765'. It states: 'We will contact you if we have any questions or need additional information. You can track the status of your application through your USCIS online account.' Below the message is a blue button labeled 'Go to my cases'.

The third screenshot is an email confirmation from Pay.gov. The subject line is 'Pay.gov Payment Confirmation: USCIS I-765'. The email body includes the text 'ELISdonotreply@uscis.dhs.gov' and 'to me'.

After You Submit Your Application

➔ After You Submit Your Application

🕒 Track your case online

After you submit your form, you can track its status through your USCIS account. Sign in to your account often to check your case status and read any important messages from USCIS.

⏪ Respond to requests for information

If we need more information from you, we will send you a Request for Evidence (RFE) or Request for Information (RFI). You can respond to our request and upload your documents through your USCIS account.

✉ Receive your decision

The decision on Form I-765 involves a determination of whether you have established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision in writing. If your application is approved, we will either mail your EAD to you or we may require you to visit your local USCIS office to pick it up. If USCIS cannot approve your application, you will receive a written notice explaining the basis of your denial.

Next

**SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE**

After You Receive Your EAD Card and Your Start Date Begins

All students on OPT are required to submit the [OPT Reporting Form](#) to report the following information within 10 working days:

- Contact Information (name, phone, email address and/or residential address)
- Start/End dates of employment (including volunteering information)
- Employer's name, address, job title, your supervisor's name, email address, phone and your employers 9-digit Employer Identification Number (EIN) (Ex: 37-0415268). Contact your supervisor or Human Resources department if you do not know the EIN.
- Any periods of unemployment
- Change of immigration status
- Students must explain how this employment is related to your course of study. For additional information see the [Employment Reporting Resources and Examples](#)