

# Online Filing Post-Completion OPT Guide

SIUE OFFICE OF INTERNATIONAL AFFAIRS  
INTERNATIONAL STUDENT AND SCHOLARS SERVICES (ISSS)

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JANUARY 6, 2026

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.

# 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 the guide.

## To Prep:

Have items saved & ready to upload. Each document should be smaller than 6 MB.

### 1. Scan your Photo (2 in. x 2 in.)

Take a digital picture with your phone or laptop with a solid white background, then edit/crop it. Then 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: **PhotoLASTNAME**

### 2. Scan all 3 pages of any CPT and previous OPT I-20

- ❖ Make sure they are signed by you
- ❖ Save as PDF - File Name: **CPTLASTNAME** and **OPTLASTNAME**

### 3. Scan I-94

- ❖ Save as PDF - File Name: **i94LASTNAME**

### 4. Scan Passport Bio Page

- ❖ Save as PDF (in color) - File Name: **PassportLASTNAME**

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

- ❖ Scan and save a color PDF of your previous EAD card - File Name: **EADLASTNAME**

**Have a credit or debit card ready to pay the \$470 online fee. Premium processing fee is an additional \$1,685 (\$1,780 after March 1, 2026) if you chose this option.**

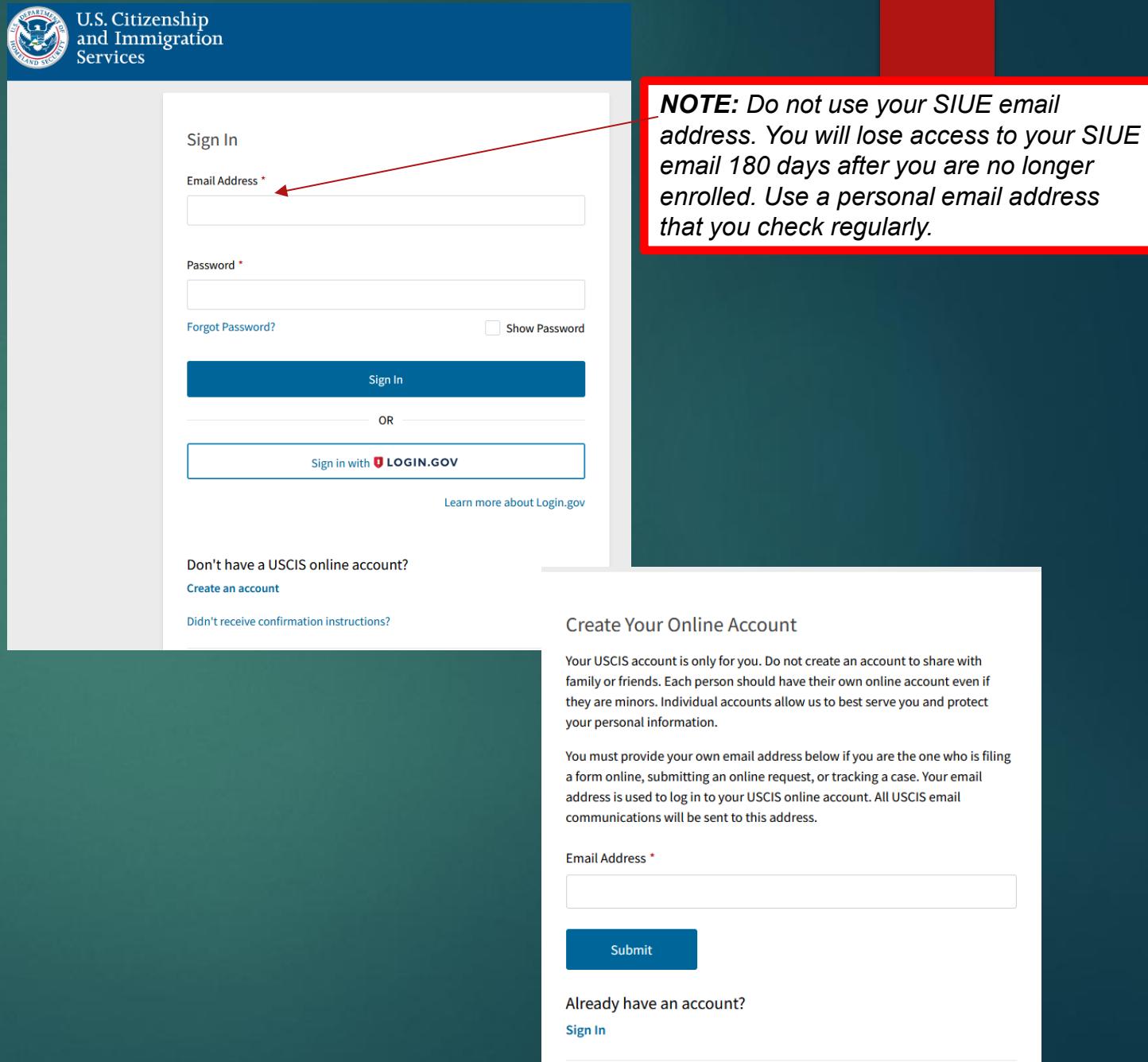
# Creating Your Account

Visit:

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

- 1) Select “Create an Account”
- 2) Watch the video: “How to Create a USCIS Online Account” for detailed instructions on how to set up your personal account.

[How to Create a USCIS Online Account | USCIS](#)



The image shows the USCIS Sign In page. At the top, the U.S. Citizenship and Immigration Services logo is displayed. The page has a "Sign In" header with fields for "Email Address" and "Password". It includes links for "Forgot Password?", "Show Password", and "Sign In". Below this, there is an "OR" option and a "Sign in with LOGIN.GOV" button. A note on the right side of the page reads: "NOTE: Do not use your SIUE email address. You will lose access to your SIUE email 180 days after you are no longer enrolled. Use a personal email address that you check regularly." A red arrow points from this note to the "Email Address" input field. At the bottom of the page, there are links for "Create Your Online Account", "Email Address", "Submit", and "Sign In".

**NOTE:** Do not use your SIUE email address. You will lose access to your SIUE email 180 days after you are no longer enrolled. Use a personal email address that you check regularly.

Sign In

Email Address \*

Forgot Password?  Show Password

Sign In

OR

Sign in with  LOGIN.GOV

Learn more about Login.gov

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

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.

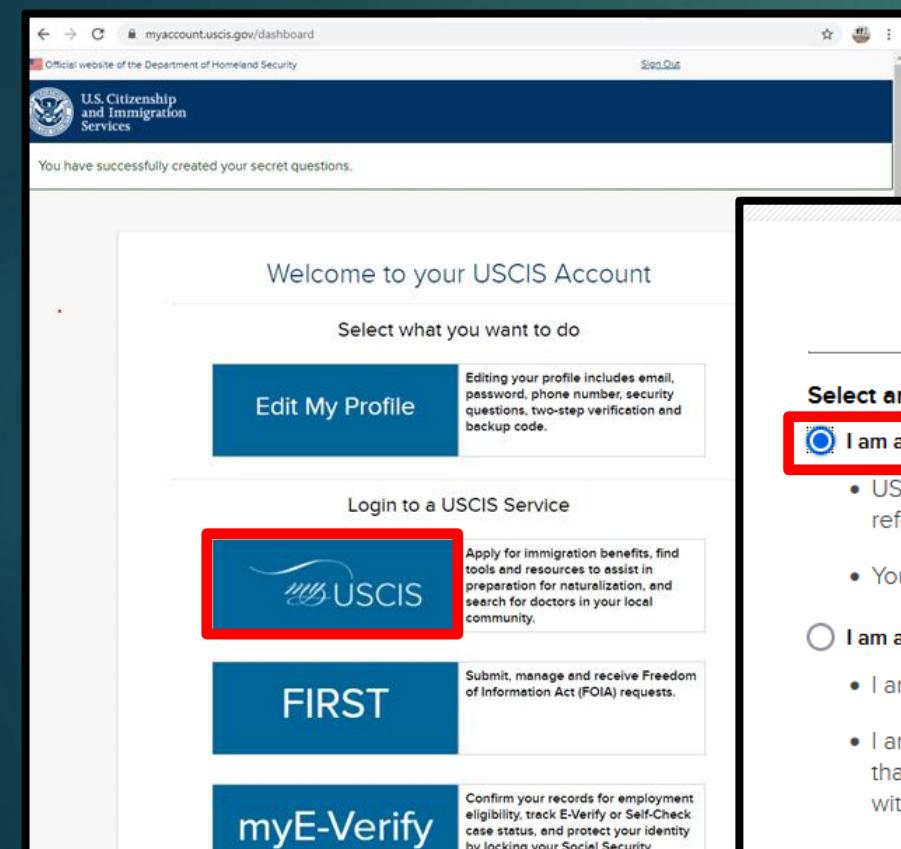
Email Address \*

Submit

Already have an account?  
[Sign In](#)

# Finish your account setup to begin

- ❖ Select **My USCIS**
- ❖ Then select **Account Type**
- ❖ Finally, select **File a Form Online**



Welcome to your USCIS Account

Select what you want to do

**Edit My Profile** (button highlighted with a red box)

Editing your profile includes email, password, phone number, security questions, two-step verification and backup code.

Login to a USCIS Service

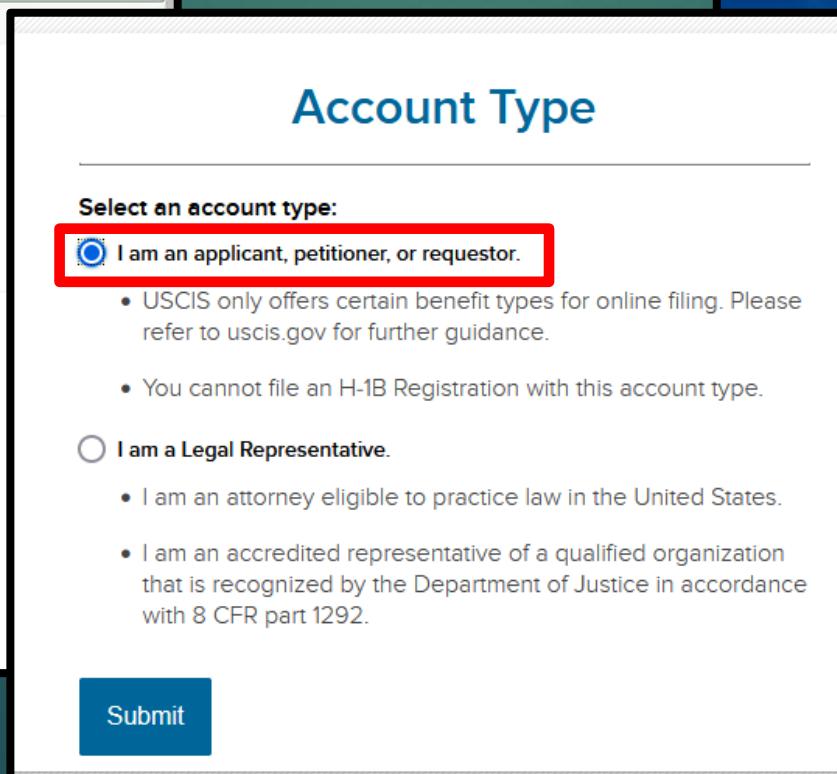
Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community.

**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



## Account Type

Select an account type:

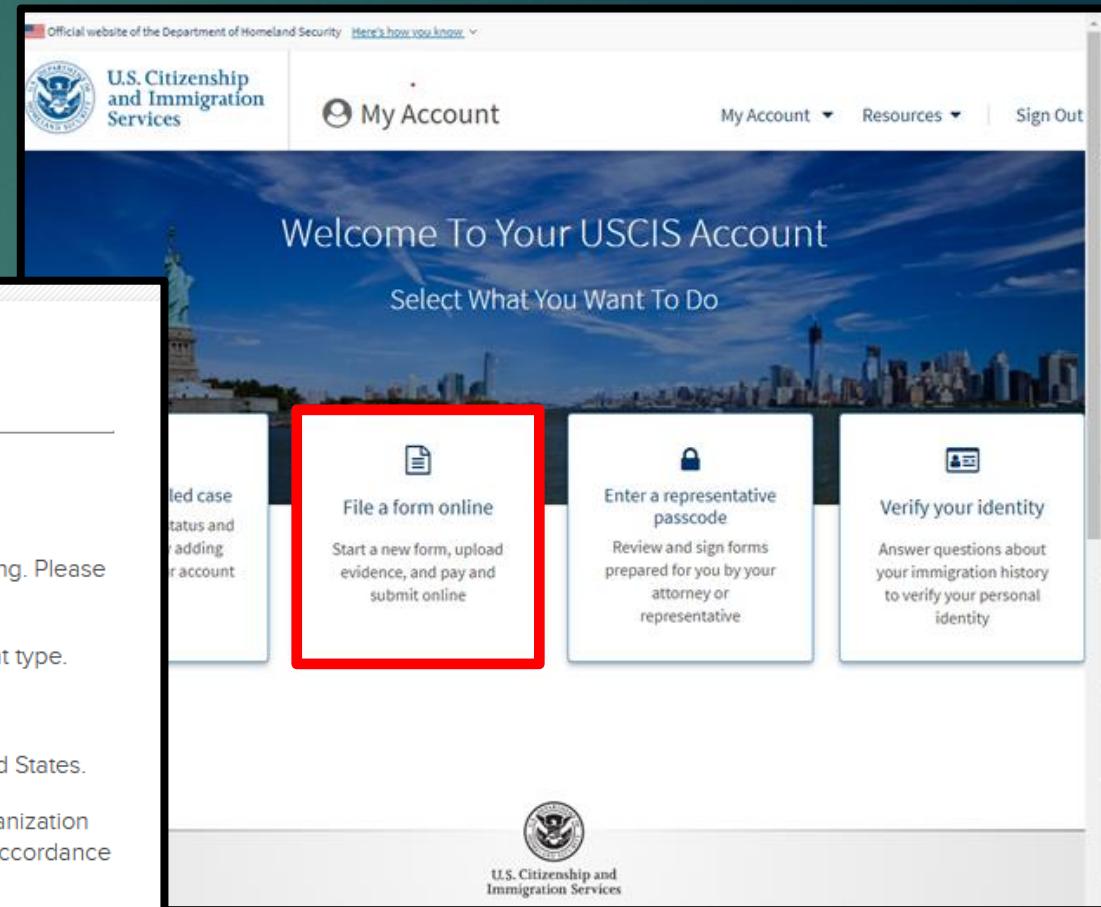
I am an applicant, petitioner, or requestor. (button highlighted with a red box)

- USCIS only offers certain benefit types for online filing. Please refer to [uscis.gov](#) for further guidance.
- You cannot file an H-1B Registration with this account type.

I am a Legal Representative.

- I am an attorney eligible to practice law in the United States.
- I am an accredited representative of a qualified organization that is recognized by the Department of Justice in accordance with 8 CFR part 1292.

**Submit**



Official website of the Department of Homeland Security [Here's how you know](#)

U.S. Citizenship and Immigration Services

My Account

My Account Resources Sign Out

## Welcome To Your USCIS Account

Select What You Want To Do

File a form online (button highlighted with a red box)

Enter a representative passcode

Verify your identity

U.S. Citizenship and Immigration Services

# 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](http://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**

# Section 1: 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)(B)
- (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.

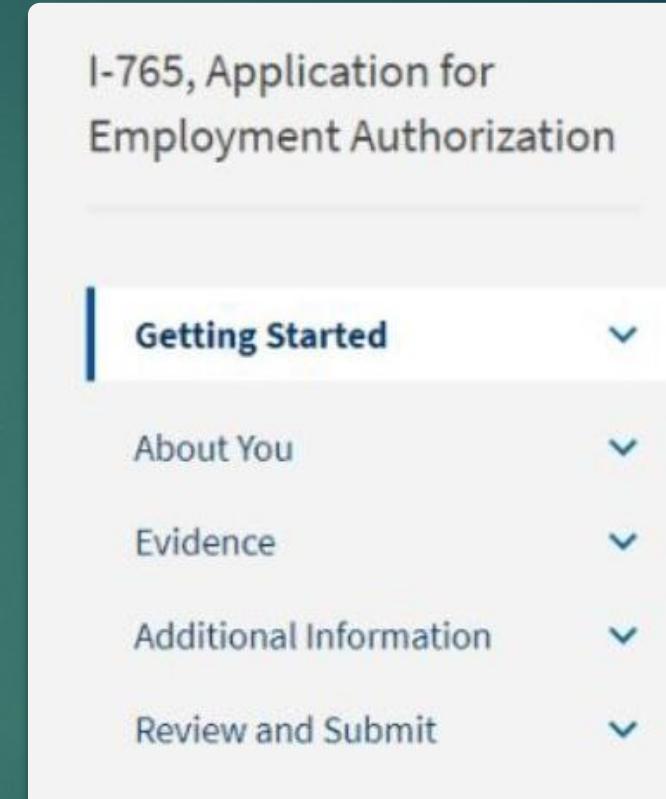
#### How to continue filling out your form

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. These sections are:

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



# Section 1: Getting Started

## What is your eligibility category?

- ❖ Select **(c)(3)(B) Student Post-Completion OPT**
- ❖ Select premium processing yes/no
- ❖ Note: Premium Processing is an additional \$1,685 (\$1,780 after March 1, 2026) plus the \$470 fee; guarantees a decision on your application within 30 business days.
- ❖ Click on **Next**

Employment Authorization

Getting Started

What is your eligibility category? \*

(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

**Back** **Next**

U.S. Citizenship and Immigration Services

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

If you have applied for OPT previously, then select Yes.

**Back** **Next**

- ❖ **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 on Next**

# Section 1: Getting Started

Is someone assisting you with completing this application?

- ❖ Select **No**
- ❖ Click **Next** when ready

**Note:** If an attorney, preparer or interpreter is helping you file this application, then select **Yes**.

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

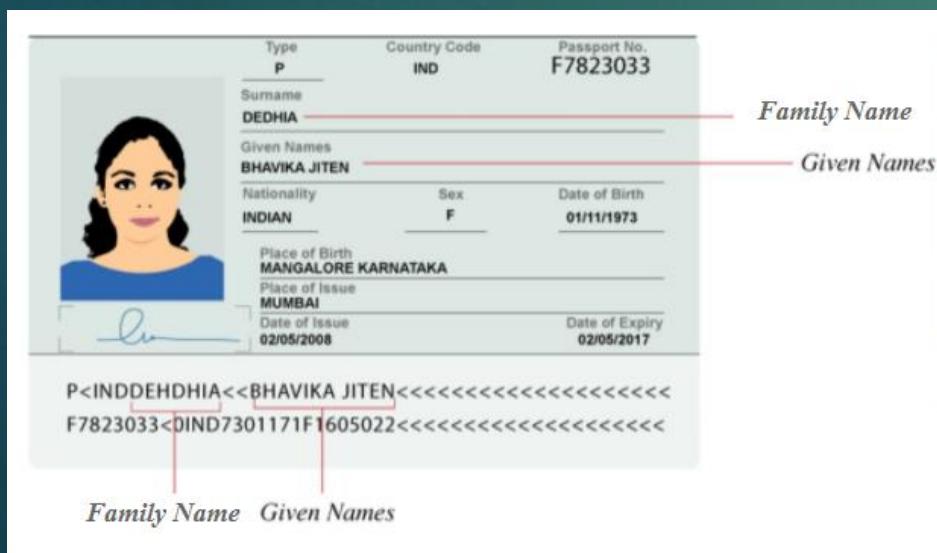
Back

Next

## Section 2: About You

## What is your current legal name?

- ❖ Use name exactly as it is shown on your Passport
- ❖ Type Full Family Name (Last name) in ALL CAPS
- ❖ Type Full Given Name (include middle name if it shows as part of your Given Name on your passport)



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 ▾

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
First Name	
Family name (last name)	
LAST NAME	

Always include your middle name with your given name unless your passport specifically has a line titled "Middle name"

Have you used any other names since birth?

Other names used may include nicknames, aliases and maiden names.

Yes

No

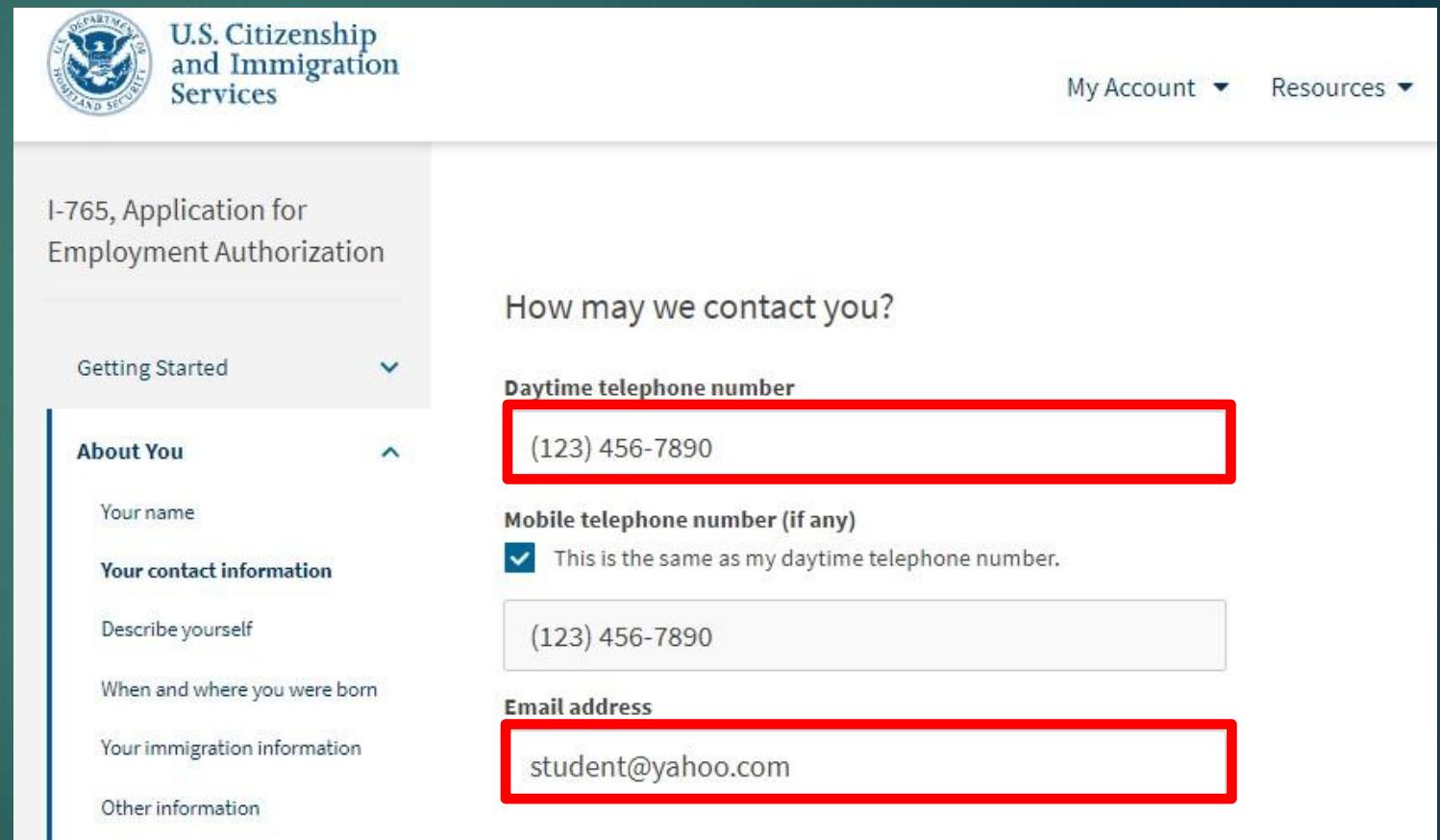
Select "No" unless you've had a legal document under another name. i.e. passport, social security card, etc.

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

## Section 2: About You

### How may we contact you?

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



The screenshot shows the U.S. Citizenship and Immigration Services (USCIS) website for an I-765 application. The top navigation bar includes 'My Account' and 'Resources'. The main content area is titled 'I-765, Application for Employment Authorization'. On the left, a sidebar lists 'Getting Started', 'About You' (which is expanded), 'Your name', 'Your contact information', 'Describe yourself', 'When and where you were born', 'Your immigration information', and 'Other information'. The 'About You' section contains fields for 'Daytime telephone number' (containing '(123) 456-7890'), 'Mobile telephone number (if any)' (containing '(123) 456-7890'), and 'Email address' (containing 'student@yahoo.com'). A red box highlights the 'Daytime telephone number' and 'Email address' fields.

U.S. Citizenship and Immigration Services

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

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

### What is your current U.S. mailing address?

- ❖ If you are moving after graduation, we recommend you use the SIUE Office address shown in the sample below. This will prevent your card from getting lost in the mail.

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

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

Yes

No

---

Where in the United States do you live?

Address line 1

1027 ENCLAVE BLVD APT 207

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

Edwardsville

State

Illinois

ZIP code

62025-2176

Provide a 5 or 9-digit ZIP code.

Back

Next

- ❖ If you used the SIUE Office address, select “no” to current mailing address and enter your own physical address here.

# Section 2: About You

- ❖ Fill out your biographical information throughout this section of 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

Make sure this is in MONTH/ DAY /YEAR format.

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

# Section 2: About You

- ❖ Use your I-94 to fill out your immigration information in this section
- ❖ To view and print your I-94 go to:  
<https://i94.cbp.dhs.gov>
- ❖ If you hold more than one passport, click add country

**U.S. Customs and Border Protection**  
Securing America's Borders

**SAMPLE**

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 46119314110  
Admit Until Date (MM/DD/YYYY): 01/02/2014

Expiration Date: 11/30/2014

OMB No. 1651-0111

Details provided on Admission (I-94) form:

Family Name:	Doe
First (Given) Name:	John
Birth Date (MM/DD/YYYY):	01/02/1973
Passport Number:	TG4249033
Passport Country of Issuance:	China
Most Recent Date of Entry (MM/DD/YYYY):	03/18/2012
Class of Admission:	F1

► Effective April 26, 2013, DHS began automating the admission process. An alien lawfully admitted or paroled into the U.S. is no longer required to be in possession of a preprinted Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR 51.4(d).  
► If an employer, local, state or federal agency requests admission information, present your admission (I-94) number along with any additional required documents requested by that employer or agency.  
► Note: For security reasons, we recommend that you close your browser after you have finished retrieving your I-94 number.

I-765, Application for Employment Authorization

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.

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

+ Add country

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

Evidence

Additional Information

Review and Submit

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

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

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

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.

## Section 2: About You

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

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

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?

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?

▼

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.

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

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## Section 2: About You

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-

If you have previously been issued an Employment Authorization Document (EAD), your A-Number is the same as the USCIS# found on the EAD.

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.

If this is the first application you are filing online, you do not have a USCIS Online Account Number yet. You will have a USCIS Online Account Number after filing this application.

**Enter your Social Security number (if you have one)**

If you do not have a Social Security Number, 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.

A-

Provide a 9-digit Social Security number.

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Next

# Section 3: Evidence

## ❖ Upload your saved docs

Pay attention to type, size and naming requirements listed under "Requirements".

Save each Evidence document file with a standard file name.  
EX: "PhotoLastname", "Form I-94Lastname".

**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**

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

### I-765, Application for Employment Authorization

[Getting Started](#)

[About You](#)

[Evidence](#)

[2" x 2" photo of you](#)

[Form I-94 or passport](#)

[Employment Authorization Document](#)

[Previously authorized CPT or OPT](#)

[Form I-20](#)

[Additional Information](#)

[Review and Submit](#)

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

### Form I-94, Arrival And Departure Record Or Passport

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. For specific information about fees applicable to this form, [see Form G-1035](#).

If you do not have and cannot get a required document, you must demonstrate this and provide secondary evidence. If secondary evidence does not exist or is unavailable, you must demonstrate both the unavailability of the required document and the relevant secondary evidence and submit two or more sworn affidavits by people not named on this application who have direct knowledge of the event and circumstances.

[Learn more about Primary and Secondary evidences.](#)

### 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: 12MB per file

You may obtain your most recent electronic I-94 at  
<https://i94.cbp.dhs.gov/i94/#/home>

**Choose or drop files here to upload**

**Click on "Get Most Recent I-94."**

[Back](#)

[Next](#)

# Section 3-Evidence

## ❖ Upload your saved docs

- Save each required Evidence document file with a standard file name:  
EX: "PassportLastname", "EADLastname", "Previous CPT I-20 or OPT I-20-Lastname" and "OPT I-20Lastname"
- 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

**Back** **Next**

*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**

# Section 3: Evidence

## ❖ Upload your saved docs

Save and upload each required Evidence document file with a standard file name: Example: "OPT I-20Lastname"

Click on **Next** to continue.

- *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.**

**⚠ Important information regarding your Form I-20**  
Do **NOT** submit this form until you receive a Form I-20 recommendation from your DSO. We will deny your application if you do not include your Form I-20 recommendation when you submit Form I-765. If you need to provide Form I-765 to your DSO, print or download this draft before you 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.
- 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

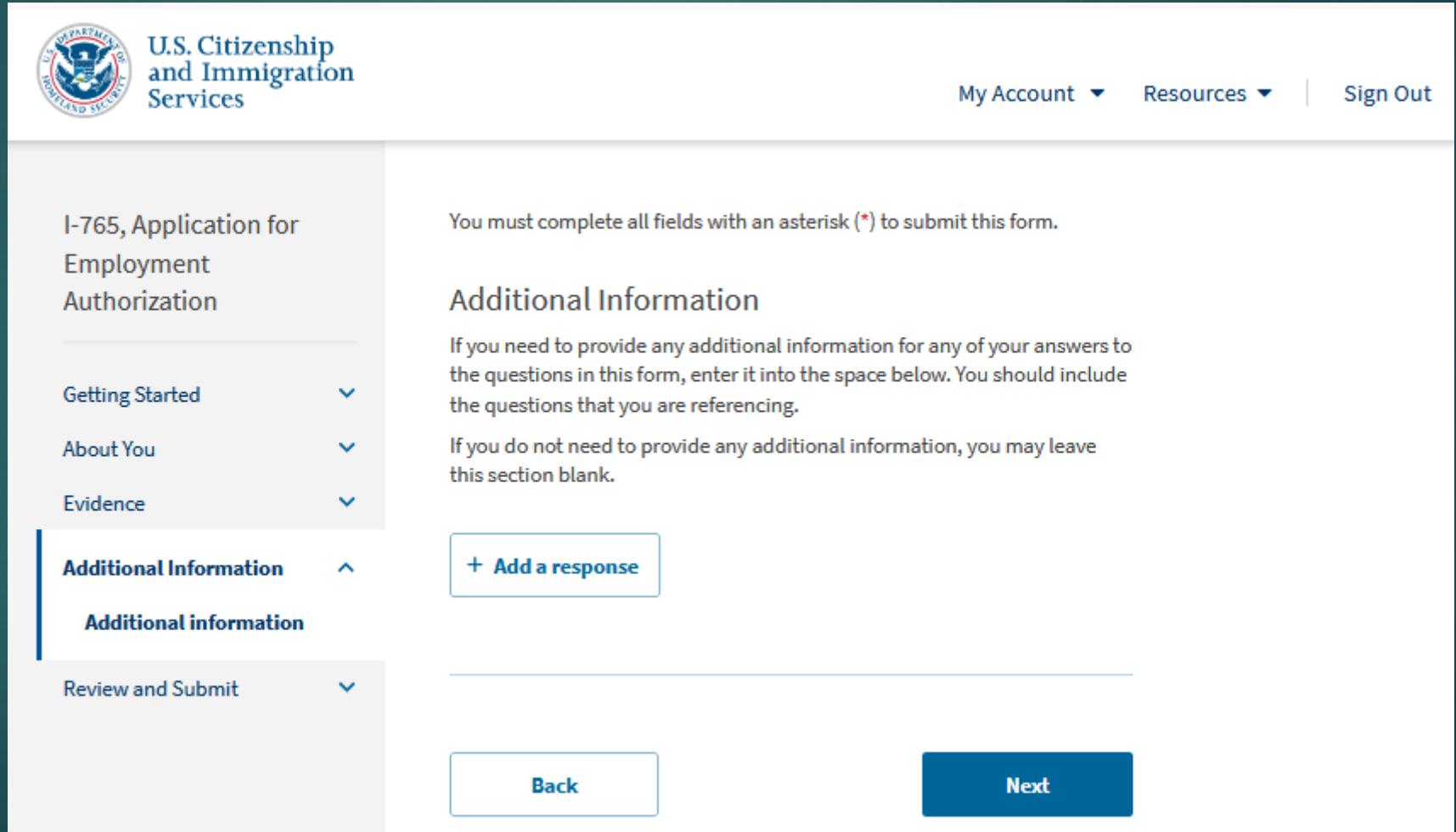
Back

Next

# Section 4: Additional Information

- ❖ Typically, there is no additional information needed in this section.

Click on **Next** to continue.



The screenshot shows a web page from the U.S. Citizenship and Immigration Services (USCIS) website. The header includes the USCIS logo, the text "U.S. Citizenship and Immigration Services", and navigation links for "My Account", "Resources", and "Sign Out".

The main content area is for the "I-765, Application for Employment Authorization". A note states: "You must complete all fields with an asterisk (\*) to submit this form." Below this is a section titled "Additional Information" with the following text: "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." A blue button labeled "+ Add a response" is present. At the bottom are "Back" and "Next" buttons.

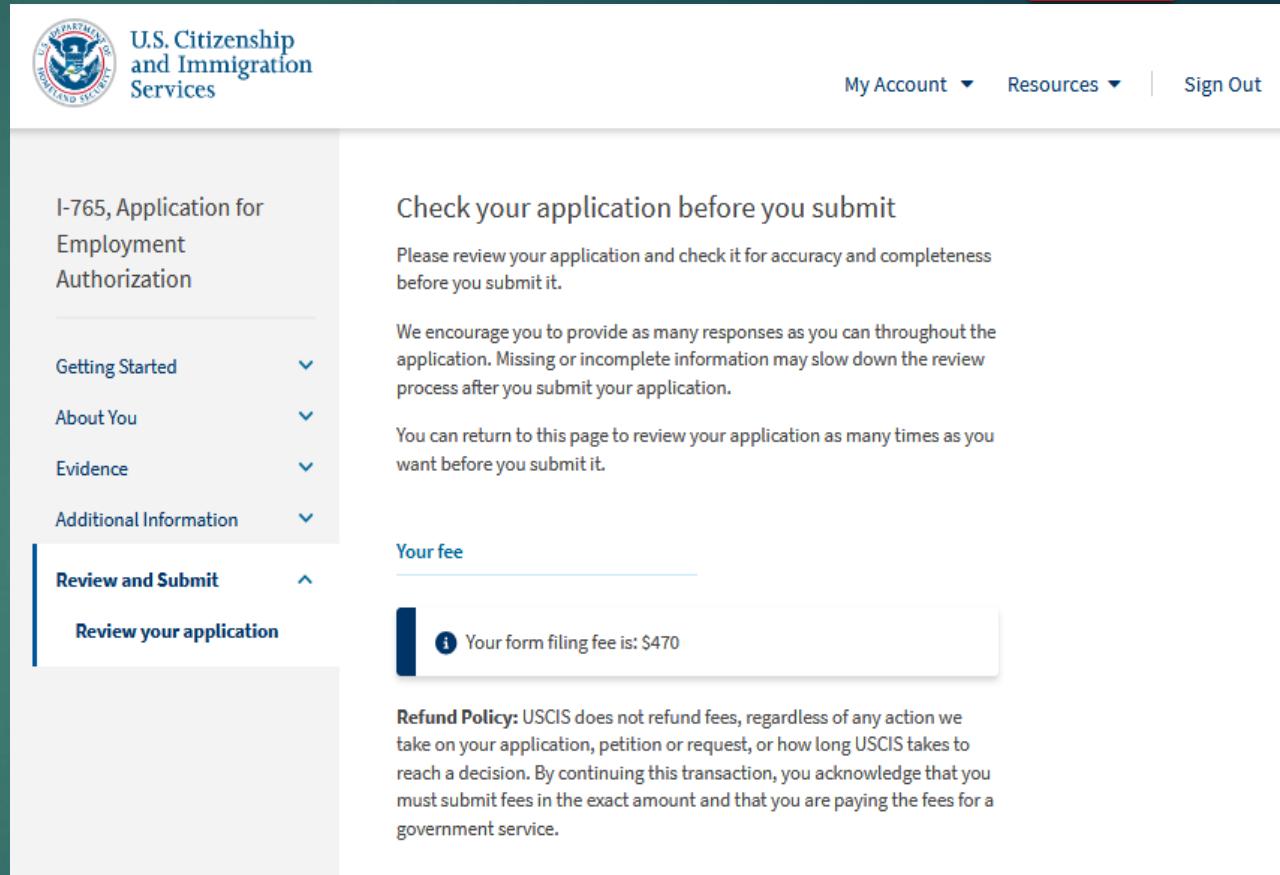
The left sidebar contains a navigation menu with the following items:

- I-765, Application for Employment Authorization
- Getting Started
- About You
- Evidence
- Additional Information** (selected)
- Additional information
- Review and Submit

# 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 savings/checking account or by credit/debit card.
- Make sure there are no alerts or warnings regarding your application.
- Click on **Next** to continue.



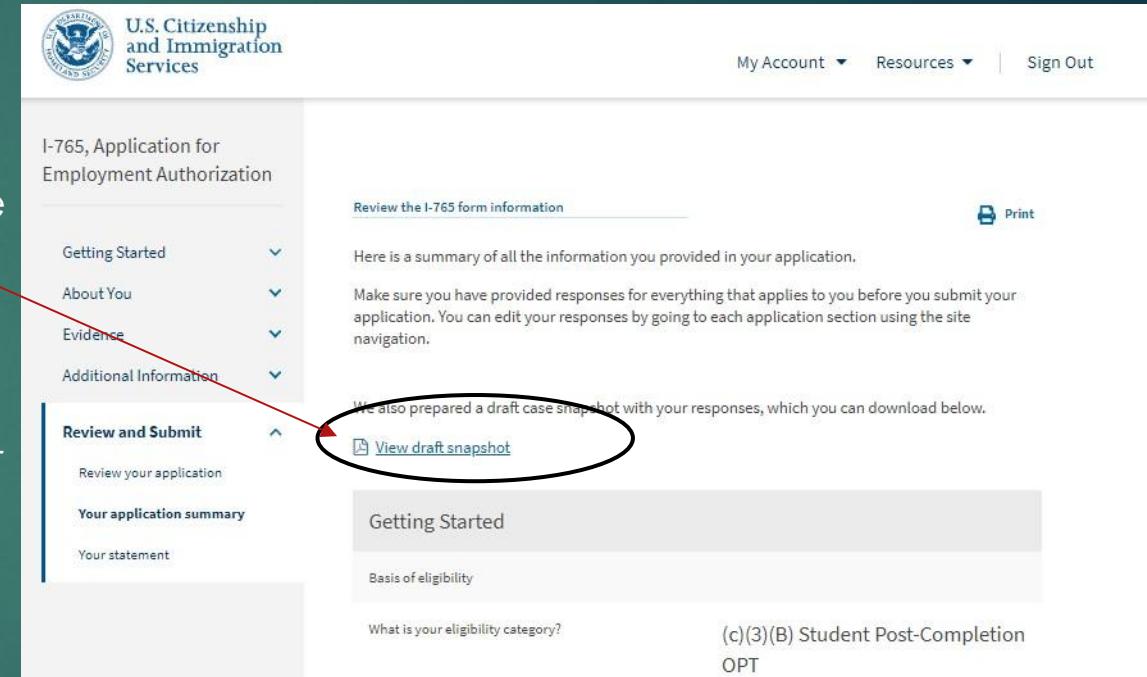
The screenshot shows the 'Review your application' page for the I-765 form. At the top, the USCIS logo and the text 'U.S. Citizenship and Immigration Services' are visible, along with navigation links for 'My Account', 'Resources', and 'Sign Out'. The main content area is titled 'I-765, Application for Employment Authorization'. Below this, a sidebar lists sections: 'Getting Started', 'About You', 'Evidence', and 'Additional Information', each with a dropdown arrow. The 'Review and Submit' section is expanded, showing the 'Review your application' sub-section. To the right, a large text area says 'Check your application before you submit' with a sub-instruction: 'Please review your application and check it for accuracy and completeness before you submit it.' It also encourages users to provide as many responses as possible. A 'Your fee' section shows a note: 'Your form filing fee is: \$470'. At the bottom, a 'Refund Policy' note states: '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

**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.
- Processing time for an OPT I-20 after you have submitted your Draft Summary to ISSS is 2-3 business days.

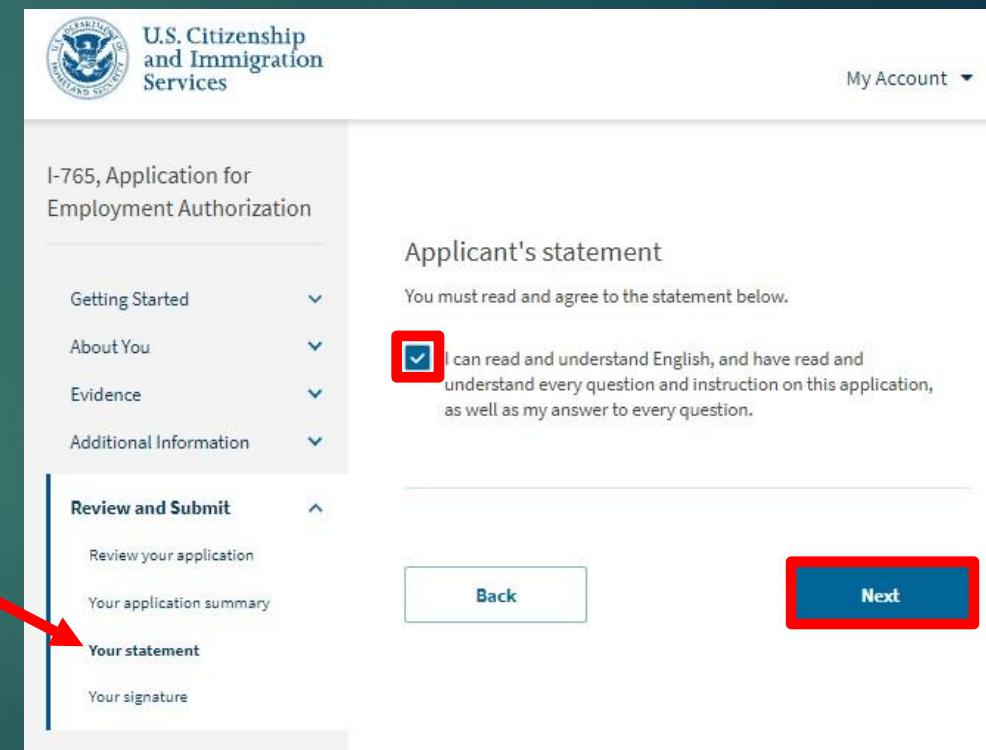


The screenshot shows the 'I-765, Application for Employment Authorization' page. At the top, there is the USCIS logo and navigation links for 'My Account', 'Resources', and 'Sign Out'. The main content area is titled 'I-765, Application for Employment Authorization'. It includes sections for 'Getting Started', 'About You', 'Evidence', 'Additional Information', and 'Review and Submit'. Under 'Review and Submit', there are links for 'Review your application', 'Your application summary', and 'Your statement'. To the right, there is a summary of the application information and a link to 'View draft snapshot'. A red oval and arrow point to the 'View draft snapshot' link. At the bottom, there are sections for 'Getting Started', 'Basis of eligibility', 'What is your eligibility category?', and '(c)(3)(B) Student Post-Completion OPT'.

# Section 5-Review and Submit

## ❖ Your Statement

- After your Immigration Advisor reviews and recommends your OPT on your SEVIS record, you will receive an OPT I-20 via SIUE email.
- After you have received your OPT I-20, review it for accuracy, then print and sign it. Save it as “OPT I-20Lastname”.
- 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, you won’t be able to make any changes.
- Go to **“Your Statement”** in the **“Review and Submit”** section.
- Check the statement box and click on **Next** to submit your OPT application.



U.S. Citizenship and Immigration Services

I-765, Application for Employment Authorization

Getting Started

About You

Evidence

Additional Information

Review and Submit

Review your application

Your application summary

**Your statement**

Your signature

My Account ▾

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.

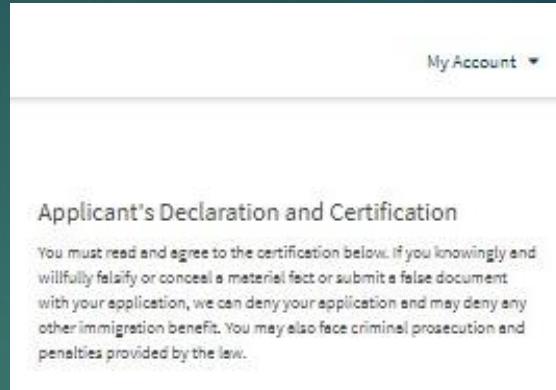
Back

Next

# Section 5-Review and Submit

## ❖ Your Signature

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

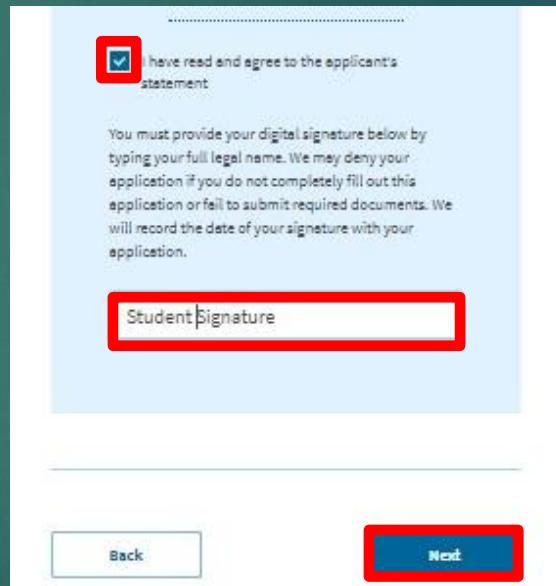


My Account ▾

Applicant's Declaration and Certification

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

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.

Student Signature

Back

Next

# Section 5-Review and Submit

I-765, Application for  
Employment  
Authorization

## 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.

## Review and Submit

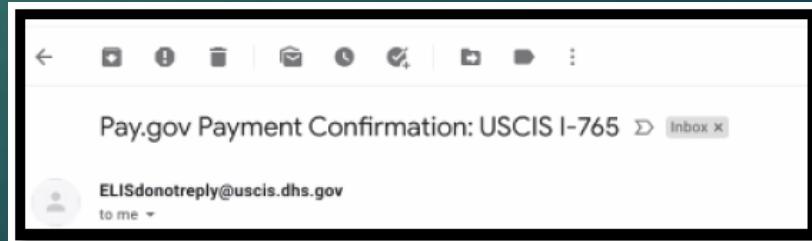
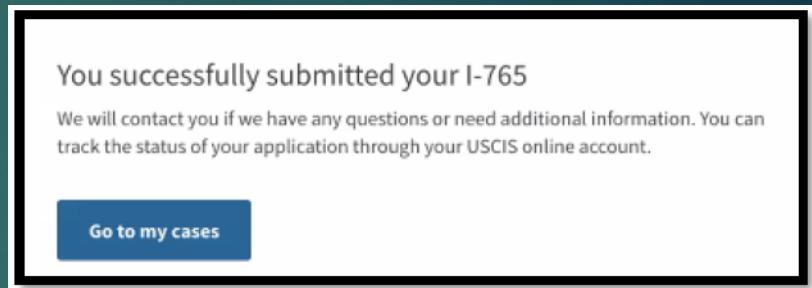
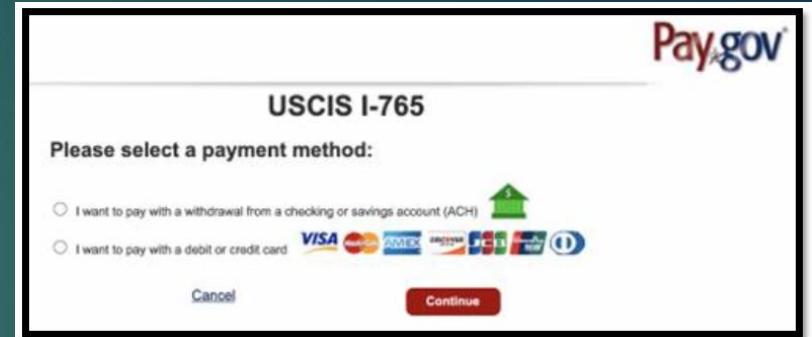
### Your fee

 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.

## ❖ Pay and submit

- Click on **Pay and Submit**. You will be taken to Pay.gov
- Once you have completed the Pay.gov sections, you should see a screen which confirms **“You successfully submitted your I-765” application.**
- You will also receive an email from Pay.gov with your payment confirmation.



# 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

# After You Receive your EAD Card and your start date begins

## OPT Reporting Information

**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 employer's 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.