

Online Filing Post-Completion OPT Guide

SIUE OFFICE OF INTERNATIONAL AFFAIRS
INTERNATIONAL STUDENT AND SCHOLARS 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.

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 \$410 online fee

Creating Your Account

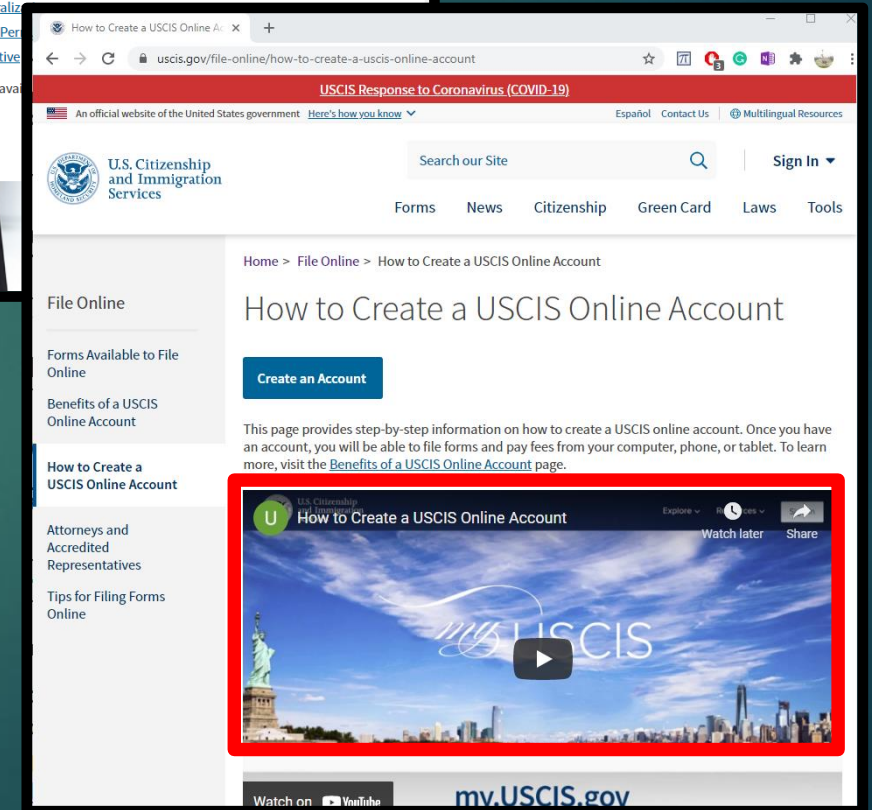
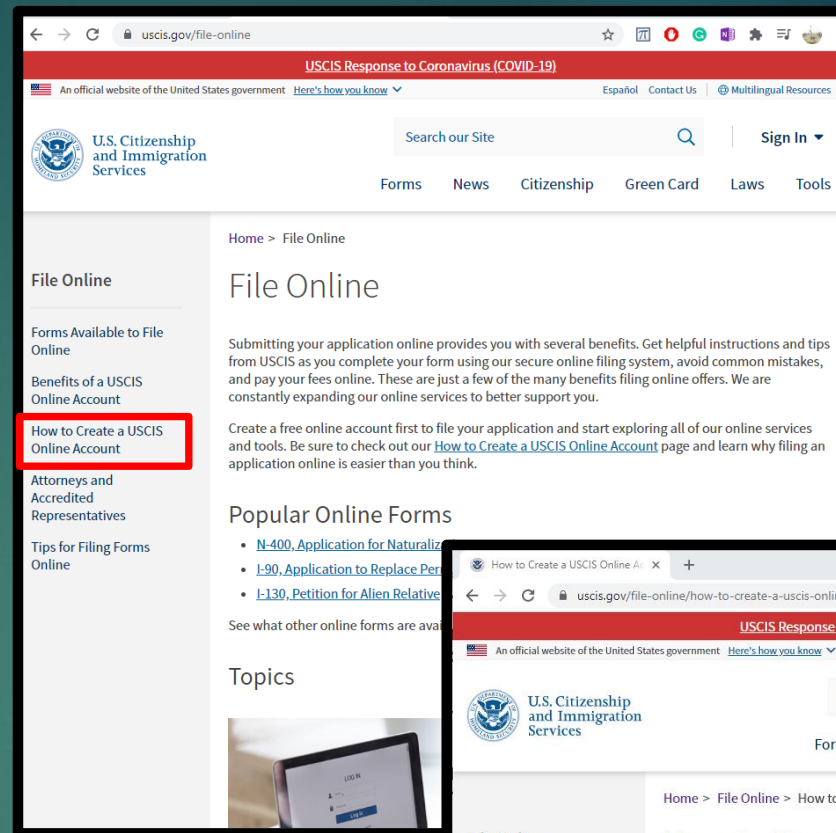
Visit:

<https://www.uscis.gov/file-online>

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

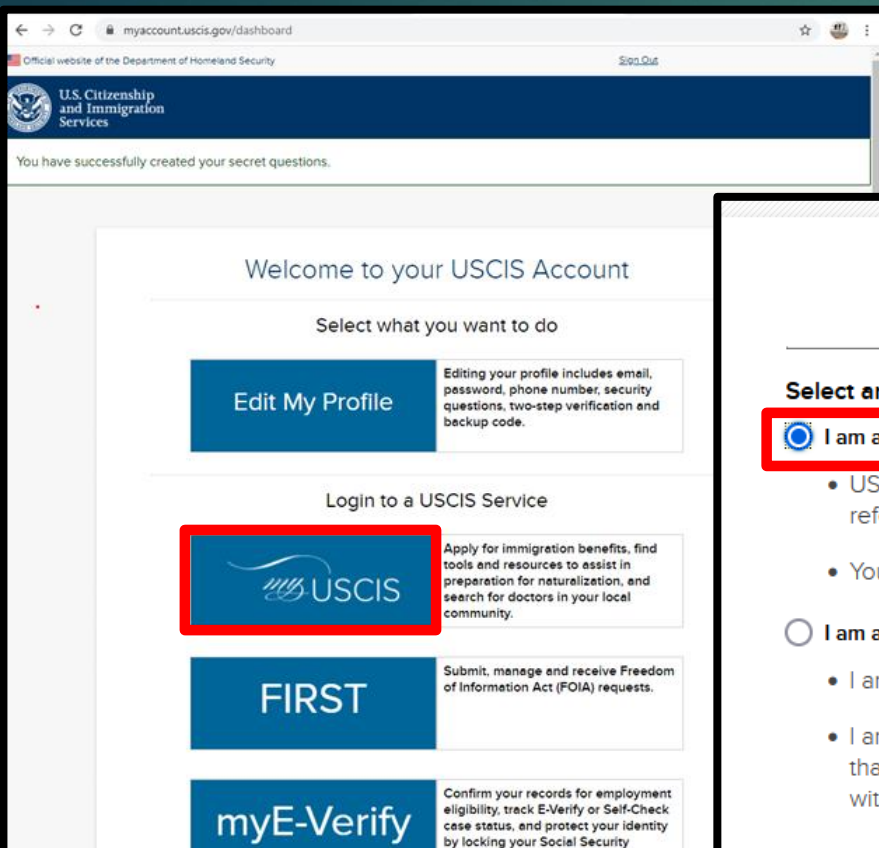
[How to Create a USCIS Online Account | USCIS](#)

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.



Finish your account setup to begin

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



myaccount.uscis.gov/dashboard

Official website of the Department of Homeland Security

U.S. Citizenship and Immigration Services

You have successfully created your secret questions.

Welcome to your USCIS Account

Select what you want to do

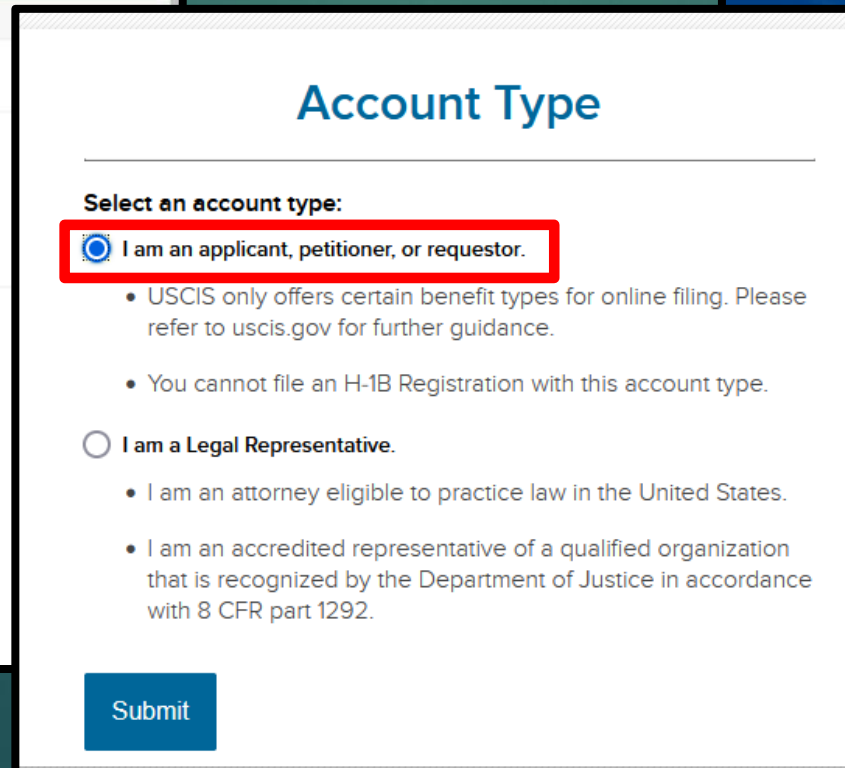
Edit My Profile
Editing your profile includes email, password, phone number, security questions, two-step verification and backup code.

Login to a USCIS Service

USCIS
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:

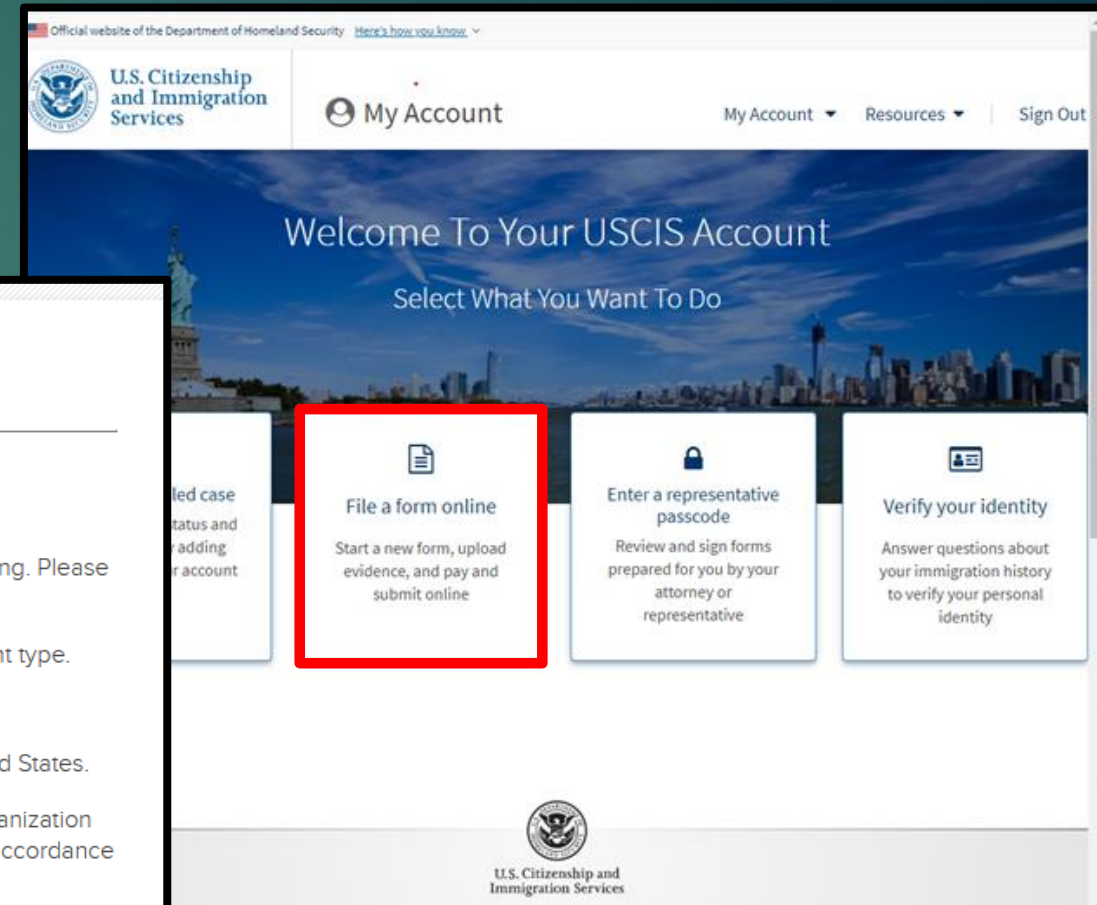
☒ I am an applicant, petitioner, or requestor.

- 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

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
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 about your immigration history to verify your personal identity

U.S. Citizenship and Immigration Services

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

I-765, Application for
Employment Authorization

Getting Started ▼

About You ▼

Evidence ▼

Additional Information ▼

Review and Submit ▼

File a Form

❖ Select **Application for Employment Authorization (I-765)**

❖ Then click on **Next**

File A Form

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

Select the form you want to file online.

- ☐ Application to Replace Permanent Resident Card (I-90)
- ☐ Request for a Hearing on a Decision in Naturalization Proceedings (N-336)
- ☐ Application for Naturalization (N-400)
- ☐ Application for Replacement Naturalization/Citizenship Document (N-565)
- ☐ Application for Certificate of Citizenship (N-600)
- ☐ Application for Citizenship and Issuance of Certificate Under Section 322 (N-600K)
- ☒ **Application for Employment Authorization (I-765)**

Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:

 - Pre-completion OPT - (c)(3)(A) eligibility category;
 - Post-completion OPT - (c)(3)(B) eligibility category; or
 - a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category.

For all other eligibility categories, you must submit a paper [Form I-765](#).
- ☐ Petition for Alien Relative (I-130)

The screenshot shows the official USCIS website for filing Form I-765. The page title is "I-765, Application For Employment Authorization". It includes a header with the USCIS logo and navigation links. The main content area provides instructions and eligibility criteria. At the bottom, a blue "Next" button is highlighted with an orange circle.

Official website of the Department of Homeland Security | 00000000000000000000

U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ Sign Out

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 for an EAD that shows such authorization.

Foreign nationals may also apply for a Social Security number and card on Form I-765.

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

Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:

- Pre-completion OPT - (c)(3)(A) eligibility category;
- Post-completion OPT - (c)(3)(B) eligibility category; or
- a 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics) - (c)(3)(C) eligibility category.

For all other eligibility categories, you must submit a paper [Form I-765](#).

Including a check of criminal history records maintained by the Federal Bureau of Investigation (FBI), before making a decision on your application or petition. After USCIS receives your application and ensures it is complete, we will inform you in writing if you need to attend a biometric services appointment.

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 meet the established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision to approve or deny your application. If approved, we will either mail your EAD to you or you may require you to visit your local USCIS office to pick it up.

Next

Section 1: Getting Started

Paperwork Reduction Act

❖ Select **Start**

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.*

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at 4 hours per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. The collection of biometrics is estimated to require 1 hour and 10 minutes. The public reporting burden for the collection of information for Form I-765WS is estimated at 30 minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

U.S. Citizenship and Immigration Services
Office of Policy and Strategy, Regulatory Coordination Division
5900 Capital Gateway Drive, Mail Stop #2140
Camp Springs, MD 20588-0009

Do not mail your completed I-765 application to this address.

OMB No. 1615-0040
Expires: 07/31/2022



Security Reminder

If you do not work on your application for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.

Back

Start

Section 1: Getting Started

What is your eligibility category?

- ❖ Select **(c)(3)(B) Student Post-Completion OPT**
- ❖ Click on **Next**

The screenshot shows the USCIS I-765 application form. The left sidebar contains a table of contents with 'Getting Started' expanded, showing 'Basis of eligibility', 'Reason for applying', and 'Preparer and interpreter information'. Below this, 'About You', 'Evidence', 'Additional Information', and 'Review and Submit' are listed with expand/collapse arrows. The main content area is titled 'What is your eligibility category?'. It features a yellow warning box stating: '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.' Below the warning box is a dropdown menu with '(c)(3)(B) Student Post-Completion OPT' selected. At the bottom are 'Back' and 'Next' buttons.

The screenshot shows the USCIS I-765 application form. The left sidebar contains a table of contents with 'Getting Started' expanded, showing 'Basis of eligibility', 'Reason for applying', and 'Preparer and interpreter information'. Below this, 'About You', 'Evidence', 'Additional Information', and 'Review and Submit' are listed with expand/collapse arrows. The main content area is titled 'What is your reason for applying?'. It features three radio button options: 'Initial permission to accept employment' (selected), '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', and 'Renewal of permission to accept employment'. Below this is a section titled 'Have you previously filed Form I-765?' with 'Yes' and 'No' radio button options. The 'No' option is selected. A red text note next to the 'No' option states: 'If you have applied for OPT previously, then select Yes.' At the bottom are 'Back' and 'Next' buttons.

- ❖ 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**.

The screenshot shows the USCIS I-765 application form. The header includes the USCIS logo and the text "U.S. Citizenship and Immigration Services". In the top right corner, there is a "My Account" link with a dropdown arrow. The main heading of the form is "I-765, Application for Employment Authorization". On the left side, there is a vertical navigation menu with the following items: "Getting Started" (which is expanded to show "Basis of eligibility" and "Reason for applying"), "Preparer and interpreter information", "About You", "Evidence", "Additional Information", and "Review and Submit". The main content area asks the question "Is someone assisting you with completing this application?". There are two radio button options: "Yes" and "No". The "No" option is selected, indicated by a red dot. At the bottom of the form, there are two buttons: "Back" and "Next". The "Next" button is highlighted with a red border.

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

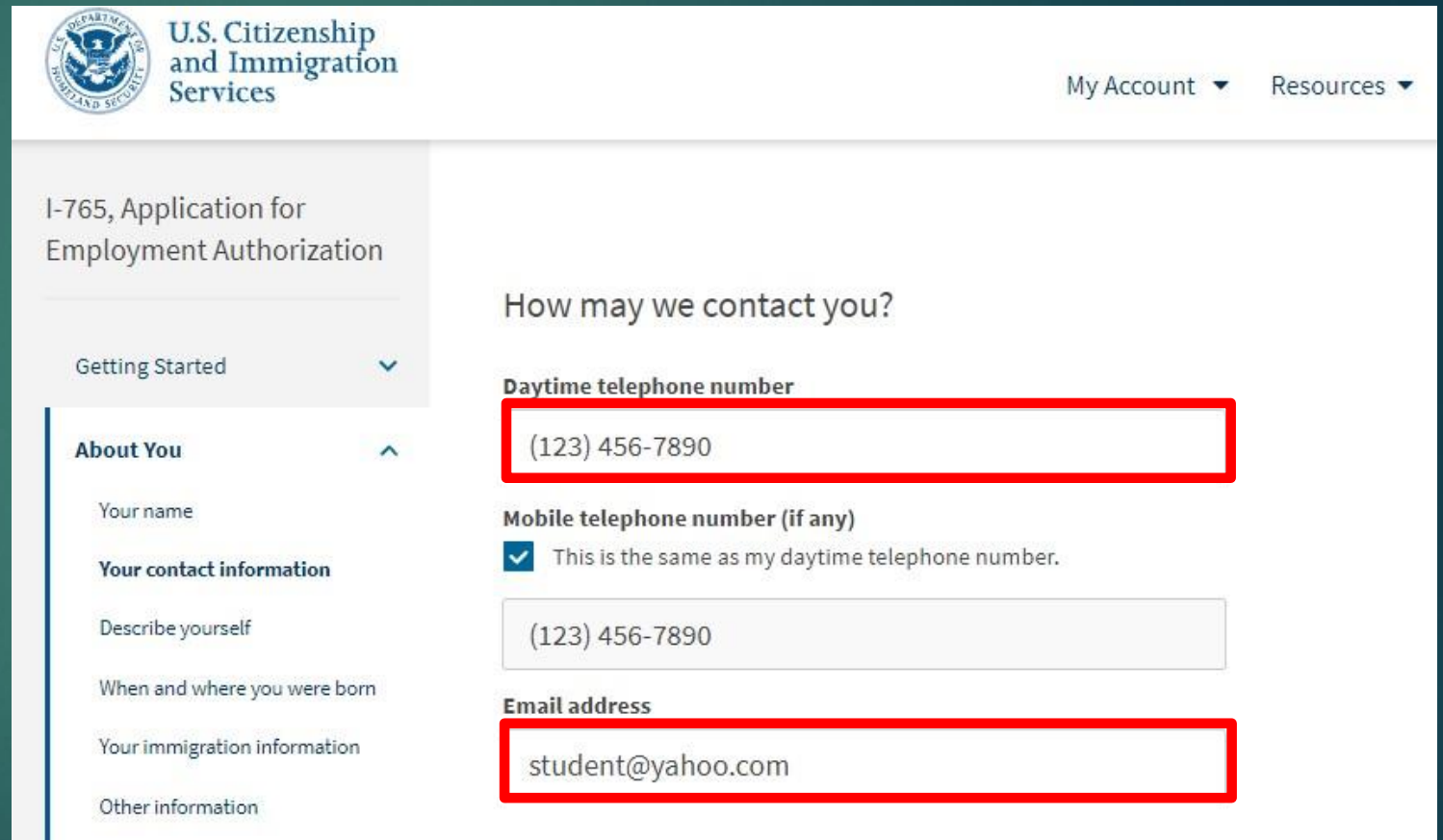
Back

Next

Section 2: About You

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.



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

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 **State** **ZIP code**

Edwardsville Illinois 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

73 MAIN ST

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town **State** **ZIP code**

Maryville Illinois 62062

[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

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?

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>



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

SAMPLE

CMB No. 1651-0111
Expiration Date: 11/30/2014

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 46119314110
Admit Until Date (MMDD/YYYY):
Details provided on Admission (I-94) form:

Family Name:	Doe
First (Given) Name:	John
Birth Date (MMDD/YYYY):	01/02/1973
Passport Number:	TG4249033
Passport Country of Issuance:	China
Most Recent Date of Entry (MMDD/YYYY):	03/11/2012
Class of Admission:	F1

SAMPLE

► 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 prepared Form I-94. A record of admission printed from the CBP website constitutes a lawful record of admission. See 8 CFR § 1.4(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.

What is your country of citizenship or nationality?

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

+ Add country

If you hold passports from more than one country, click "Add country".

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

Your I-94 record number has 11 digits.

When did you last arrive in the United States?

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

Date of arrival

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?

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?

09/23/2027

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

What country issued your passport or travel document?

Norway

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

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.

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

☒ Yes This is asking whether you have a social security number (SSN) already. Answer accordingly.

☐ No

What is your Social Security number (if known)?

098-78-6543

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

☐ Yes

☒ No

Back Next

If you already have an SSN, you do not need a new one issued so check **NO**.

If you do not have a SSN card and would like one issued to you as part of the OPT application, answer **YES**.

Section 3: Evidence

❖ Upload your saved docs

Pay attention to type, size and naming requirements listed under “File 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 to 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-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.
- 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

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

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.
EX: "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.

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

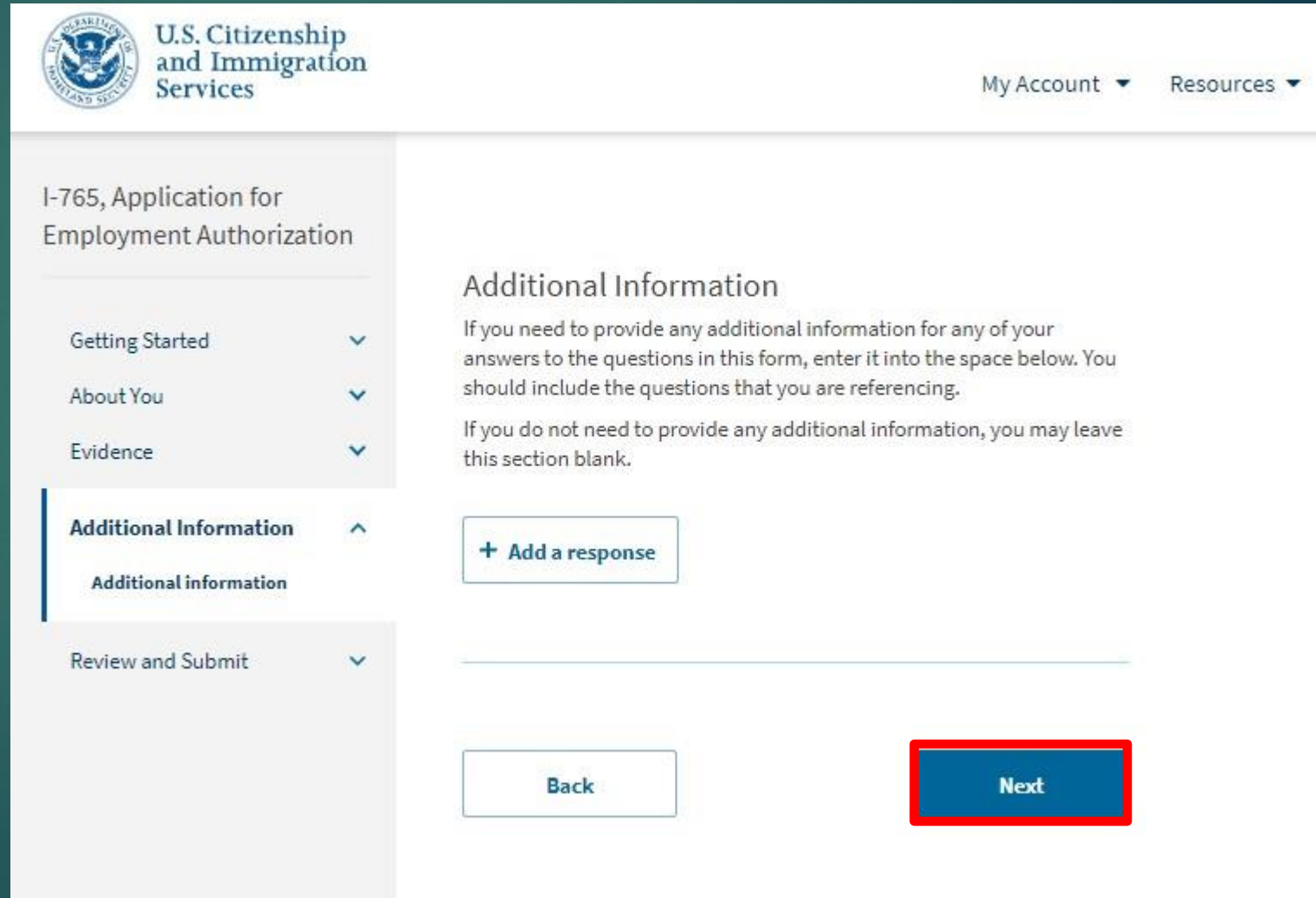
[Back](#)

[Next](#)

Section 4: Additional Information

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

Click on **Next** to continue.



The screenshot shows 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" and "Resources". The left sidebar contains a navigation menu with the following items: "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: "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." Below this text is a button labeled "+ Add a response". At the bottom of the form, there are two buttons: "Back" and "Next". The "Next" button is highlighted with a red border.

U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾

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.

+ Add a response

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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.

I-765, Application for
Employment Authorization

Getting Started

About You

Evidence

Additional Information

Review and Submit

Review your application

Your application summary

Your statement


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

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Next

Section 5-Review and Submit

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 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 USCIS I-765 Application for Employment Authorization interface. 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 main heading is 'I-765, Application for Employment Authorization'. On the left is a sidebar menu with options: 'Getting Started', 'About You', 'Evidence', 'Additional Information', 'Review and Submit' (which is expanded), 'Review your application', 'Your application summary' (highlighted), and 'Your statement'. The main content area is titled 'Review the I-765 form information' and includes a 'Print' button. It contains the following text: '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.' Below this, it says 'We also prepared a draft case snapshot with your responses, which you can download below.' and provides a link to 'View draft snapshot'. A section titled 'Getting Started' is shown with a sub-section 'Basis of eligibility'. The question 'What is your eligibility category?' is followed by the selected answer '(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

My Account ▼

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

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.

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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.

The screenshot shows a web form titled "Applicant's Declaration and Certification". At the top right is a link "My Account" with a dropdown arrow. The main text reads: "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." Below this is a checkbox with a blue checkmark and the text "I have read and agree to the applicant's statement". Further down is a text box labeled "Student Signature" with a red border. At the bottom are two buttons: "Back" and "Next", with the "Next" button highlighted with a red border.

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

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Section 5-Review and Submit

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

❖ 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.

The screenshot shows the Pay.gov interface for USCIS I-765. It prompts the user to "Please select a payment method:". There are 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. To the right of the ACH option is a green house icon. Below the radio buttons are logos for VISA, MasterCard, American Express, Discover, and PayPal. At the bottom, there are "Cancel" and "Continue" buttons.

The screenshot shows a confirmation screen from Pay.gov stating "You successfully submitted your I-765". Below this, it says "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." At the bottom, there is a blue button labeled "Go to my cases".

The screenshot shows an email confirmation from Pay.gov. The subject line is "Pay.gov Payment Confirmation: USCIS I-765". The sender is "ELISdonotreply@uscis.dhs.gov" and it is addressed "to me". The email interface shows standard icons for back, forward, delete, etc., at the top.

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.

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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 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.