

I-765 online filing tips/guidance

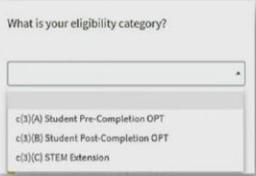
I. Who can submit 765 online

Who Can Submit Form I-765 Online?

Initial release of online I-765 is limited to students in these categories:

- (c)(3)(A) Student Pre-Completion OPT
- (c)(3)(B) Student Post-Completion OPT
- (c)(3)(C) STEM Extension

All other categories **must submit a paper** form I-765



**Other categories who submit via online will be denied and provided no refund

II. Creating account

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

- Click on “create an account” and follow instructions
- 2 factor sign in/password and PIN
- Additional resources can be found at <https://www.uscis.gov/file-online/how-to-create-a-uscis-online-account>.

b. Onboarding screen



III. Form navigation

- Vertical list of the navigation can be found on the left
- The form is saved as you move to new section of the form
- Sections collapse and expand as you work through the form

IV. Form fields/information- 3 main sections

- The online form requests the same information as the paper-based form. The online form holds the same legal intent as the paper-based form.
- The online form is based on logic from your prior responses.

V. Upload supporting Evidence

- You will need to read the requirements for documents to be uploaded. You will need to provide the same evidence as the paper-based form.
 - Passport style photos; I-94; identification and immigration documentation. *See instructions within online account for full details -<https://www.uscis.gov/forms/filing-guidance/checklist-of-required-initial-evidence-for-form-i-765-for-informational-purposes-only>.

- b. *Photos: JPG, JPEG or PNG
- *Docs: JPG, JPEG , PDF, TIF, TIFF
- *6MB per file
- *title of the document must be in English
- *all documents must be translated

VI. Additional Information Section:

- a. If you need to provide 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.
- b. Students applying for post-completion OPT (c)(3)(B) should also be sure to provide the following information, if applicable:

- CPT Authorizations - If you had CPT authorizations at any degree level (including from prior academic institutions), please indicate this information. For each CPT approval, indicate “Full-time” or “Part-time” CPT, the start and end dates of approval, and the degree level at the time of authorization. This information is available on the CPT I-20 that printed at the time of authorization.

Sample format:

CPT Authorizations:

Part-time, 1/7/2021 – 4/02/2021, PhD
Full-time, 5/7/2020 – 08/31/2020, Master’s
Full-time, 01/07/2017 – 04/01/22017, Bachelor’s

- OPT Authorizations - If you have applied for OPT at any degree level, please indicate this information. For each OPT, specify “Pre-completion OPT,” “Post-completion OPT,” or “STEM OPT,” the start and end dates of approval and degree level for which the OPT was issued. This information is available on your EAD card.

Sample format:

Post-completion OPT Authorization:

06/01/2021 – 05/31/2022, Bachelor’s

- Previous SEVIS Numbers - If you have previously used other SEVIS numbers, provide that information here. For each SEVIS record, indicate the SEVIS number, degree level (if applicable), and corresponding immigration status.

Sample format:

Previous SEVIS IDs:

N0012345678, Bachelor’s, F-1
N0098765432, J-1 Research Scholar

VII. Review your application - Be sure to carefully review your application before filing online to ensure that all applicable questions were answered. The online system will allow you to submit the application without completing some of the required fields for the application.

VIII. Declaration/certification

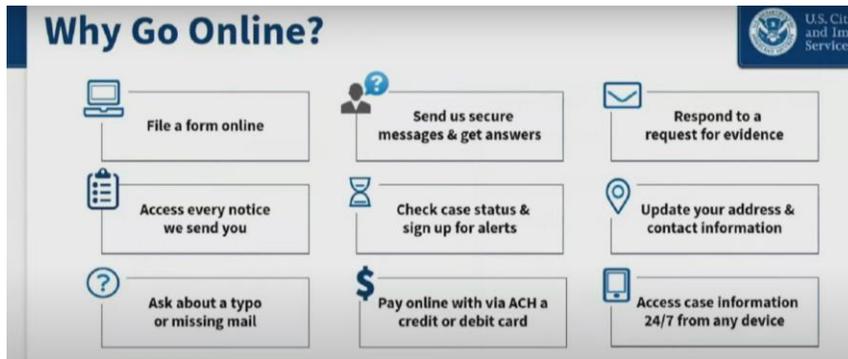
- a. Digital signature required

IX. After you sign the declaration and certification, you will be directed to www.pay.gov. This will allow you to pay by an ACH withdrawal or debit/credit card.

- a. No changes can be made to the initial application once payment is submitted.

b. Initial evidence must be submitted at the time of submission/payment

X. Benefits to filing online- <https://www.uscis.gov/file-online/benefits-of-a-uscis-online-account>



- Lower chances of rejection based on form logic and required fields
- Ensures correct fee amount and immediate receipt of fee
- Immediately generates a Receipt Number and PDF notice
- Account can be set up for automatic text and email alerts with each action taken by USCIS
- All documents/communication from USCIS regarding case are saved within account/form filing.
- Eliminates pre-processing time through mailing and lockbox intake.