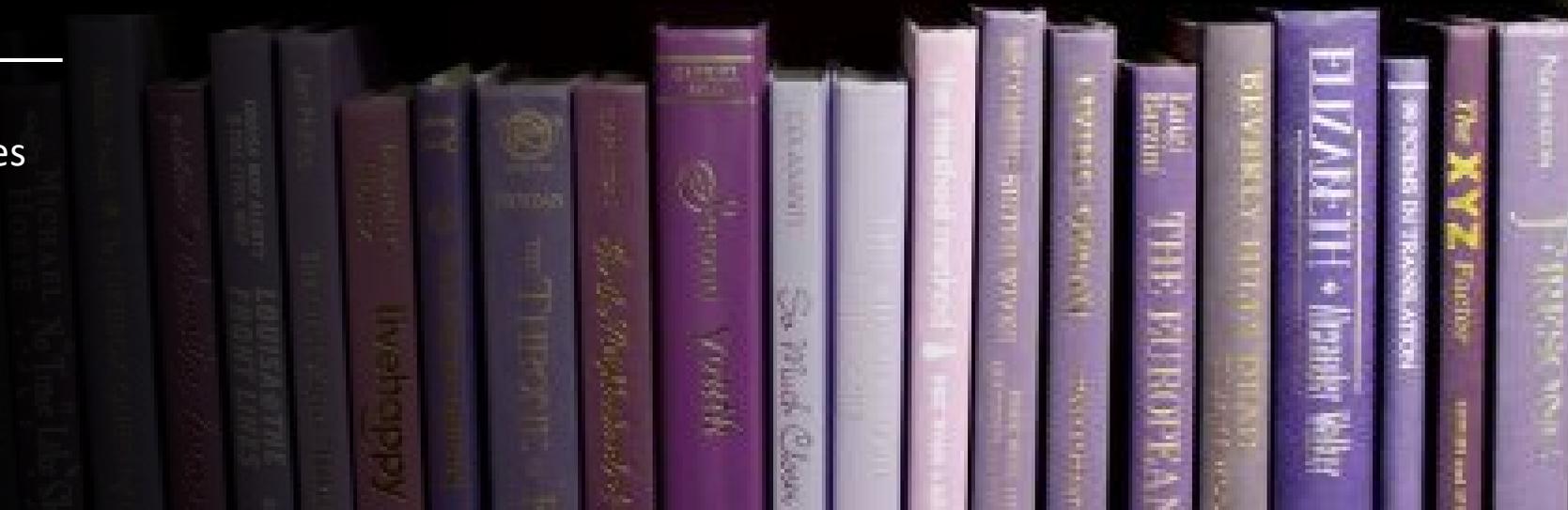




Instruction Steps and Tips for Online Filing of OPT Application:

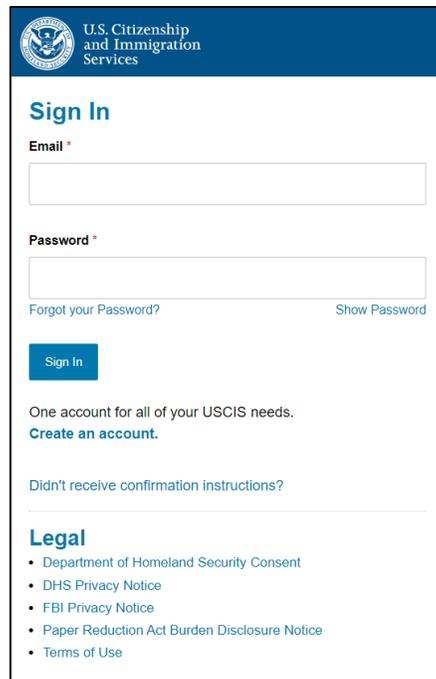
International Student and Scholar Services
Kansas State University
iss@ksu.edu



Creating and signing into your account

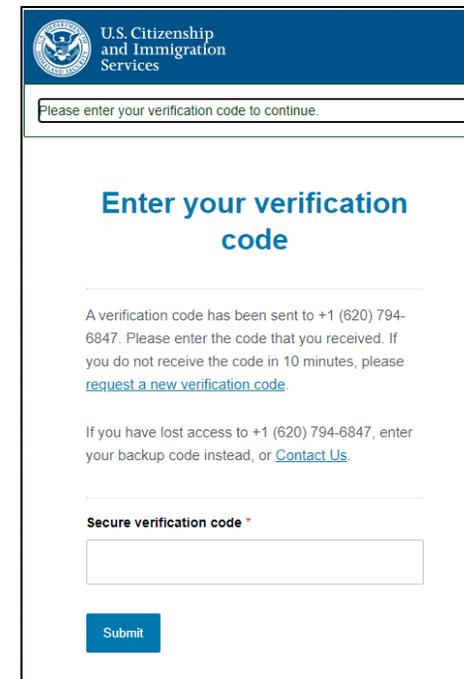
- <https://myaccount.uscis.gov>
- Click on “create an account” and follow instructions
- There is a two factor sign in. You will need a password and PIN
- Additional resources can be found at <https://www.uscis.gov/file-online/how-to-create-a-uscis-online-account>

1. Go to <https://www.uscis.gov/i-765> and click on Sign In.



The screenshot shows the USCIS Sign In page. At the top is the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below this is the heading "Sign In". There are two input fields: "Email *" and "Password *". Below the password field are links for "Forgot your Password?" and "Show Password". A blue "Sign In" button is positioned below the fields. Underneath the button, it says "One account for all of your USCIS needs. [Create an account.](#)" and "Didn't receive confirmation instructions?". At the bottom, there is a "Legal" section with links to "Department of Homeland Security Consent", "DHS Privacy Notice", "FBI Privacy Notice", "Paper Reduction Act Burden Disclosure Notice", and "Terms of Use".

2. Enter your verification code (sent to the method you chose when creating account) to authenticate your login.



The screenshot shows the "Enter your verification code" page. At the top is the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below this is a text box with the prompt "Please enter your verification code to continue.". The main heading is "Enter your verification code". Below this, it states: "A verification code has been sent to +1 (620) 794-6847. Please enter the code that you received. If you do not receive the code in 10 minutes, please [request a new verification code.](#)" and "If you have lost access to +1 (620) 794-6847, enter your backup code instead, or [Contact Us.](#)". At the bottom, there is a "Secure verification code *" input field and a blue "Submit" button.

3. Select File a form online



(c)(3)(A): Pre-completion OPT: If you are an F-1 student but you have not completed your program or not completed all your required coursework as a graduate student.

(c)(3)(B) Post-completion OPT: If you are an F-1 student and completed your program or completed all your required coursework as a graduate student.

(c)(3)(C) STEM Extension OPT: If you are currently working as an F-1 student on Post-completion OPT and have a STEM Extension eligible CIP code and would like to extend your current Post-completion OPT, you will apply for the 24- month STEM Extension OPT.

4. File a Form- Select I-765, Application for Employment Authorization

File a Form

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

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

Select the form you want to file online.

I-765, Application for Employment Authorization

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.

Note: You may apply online if your eligibility category is:

- (a)(12) - Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821);
- (c)(3)(A) - F-1 student, pre-completion OPT;
- (c)(3)(B) - F-1 student, post-completion OPT;
- (c)(3)(C) - F-1 student, 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics);
- (c)(8) - Applicants for Asylum under the ABC Settlement Agreement;
- (c)(8) - Application for Employment Authorization Based on Pending Form I-589, Application for Asylum or for Withholding of Removal;
- (c)(11) - Parole;
- (c)(19) - Temporary Protected Status (You have a pending Form I-821); or
- (c)(33) - Consideration of Deferred Action for Childhood Arrivals (DACA) (You must have a pending or approved Form I-821D in order to file Form I-765).

All other applicants must submit a paper [Form I-765](#).

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

5. Click to Start Form

5. Getting ready with I -765. Read instructions carefully. Click Next and read the Security Reminder. (Draft I-765 form saved for 30 days from last time it was worked on). Click Start to proceed.

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 approved practical training (OPT) may file Form I-765 online. This includes:

- Pre-completion OPT - (O-1)(A) eligibility category.
- Post-completion OPT - (O-1)(B) eligibility category.
- A 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics) - (O-1)(C) eligibility category.

For all other eligibility categories, you must submit a paper Form I-765.

(O-1)(A) eligibility category: Submit your application up to 90 days before being enrolled as an F-1 foreign student for one full academic year at an educational institution approved by U.S. Immigration and Customs Enforcement Student and Exchange Visitor Program (ICE SEVP). Your period of employment should not start before you have completed one full academic year. If you completed the one-year requirement while in another valid nonimmigrant status and you are now in valid F-1 status, you are still eligible to apply for OPT.

(O-1)(B) eligibility category: Submit your application up to 90 days before, but no later than 60 days after your program and date of completion is terminated if you change educational program levels or transfer to another school. Working in the United States without authorization may result in your removal from the United States or denial of re-entry. Consult your DSO for additional details.

(O-1)(C) eligibility category: Submit your application up to 90 days before your current OPT expires, but you must submit within 60 days of the DSO's approval of STEM OPT.

Note: If you are an F-1 student filing for initial or extension of OPT, your OPT and your employment authorization will be automatically terminated if you change educational program levels or transfer to another school. Working in the United States without authorization may result in your removal from the United States or denial of re-entry. Consult your DSO for additional details.

Fee

Fee: \$410.

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, extension 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 fee for a government service.

Please refer to instructions for the benefit you are filing for additional information or you may call the USCIS Contact Center at 800-375-5283. For TTY (deaf or hard of hearing) 800-767-1833.

Documents you may need

Most applicants must upload:

- A copy of your Form I-94, Nonimmigrant Arrival/Departure Record (front and back), a printout of your electronic Form I-94 from www.cbp.gov/I94, passport, or other travel document.
- A copy of your last EAD (front and back). If you were not previously issued an EAD, you must submit 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 photograph must clearly show your facial features and contain your biographical information.
- A color passport-style photograph of yourself taken recently.

We will automatically inform you which documents and additional evidence you may need to provide as you fill out your application. These recommendations for additional information will be based on the information you provide in the application, such as your personal history and circumstances.

Any document containing foreign language submitted to USCIS must be accompanied by a full English language translation that the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

Biometric services appointment

USCIS may require that you appear for an interview or provide biometric (fingerprints, photograph, and/or signature) at any time to verify your identity, obtain additional information, and conduct background and security checks, 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 Form

Track your case online

After you submit your form, you can track its status through your online 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 online 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.

Completing Your Form Online

Filing online

Submitting your application 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 as 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 the process 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 stopped last time.

DHS Privacy Notice

AUTHORITIES: The information requested on this application, and the associated evidence, is collected under the Immigration and Nationality Act, 8 U.S.C. § 1324a, 8 CFR 274a.12, and 8 CFR 274a.13.

PURPOSE: The primary purpose for providing the requested information on this application is to determine eligibility for certain aliens who are temporarily in the United States requesting an Employment Authorization Document. DHS uses the information you provide to grant or deny the benefit you are seeking.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information, including your Social Security number, and any requested evidence may delay a final decision or result in a rejection or denial of your application.

ROUTINE USES: DHS may, where allowable under relevant confidentiality provisions, share the information you provide on this application and any additional requested evidence with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows approved routine uses, as described in the associated published system of records notices (DHS/USCIS/ICE/CP-001 Alien File, Index, and National File Tracking System of Records; DHS/USCIS-007 Benefits Information System; DHS/USCIS-010 Asylum Information and Pre-Screening System of Records; DHS/USCIS-017 Refugee Case Processing and Security Screening Information System of Records; DHS/USCIS-018 Immigration Biometric and Background Check (IBBC) System of Records), and the published privacy impact assessments (DHS/USCIS/PA-018(a) Computer Linked Application Information Management System (CLAIMS 3) and Associated Systems; DHS/USCIS/PA-027 USCIS Asylum Division; DHS/USCIS/PA-056 USCIS Electronic Immigration System (USCIS EIS); and DHS/USCIS/PA-068 Refugee Case Processing and Security Vetting), which can be found at www.dhs.gov/privacy. DHS may also share this information as appropriate for law enforcement purposes or in the interest of national security.

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 to average 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-765 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
5000 Capital Gateway Drive, Mail Stop 473-040
Camp Springs, MD 20746-0000

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

OMB No. 1515-0040
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.

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.

6. Getting Started. Choose from the drop-down menu. Click Next.

What is your eligibility category?

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

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

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

(a)(12) Temporary Protected Status Granted

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

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

(c)(3)(C) STEM Extension

Would you like to request Premium Processing Service?

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

The fee for Premium Processing Service for Form I-765 is \$1,780.

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

Yes

No



Yes

No

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

Back

Next



7. If you select “No”, the form will automatically move forward to the next question. If you select “Yes”, read notice above carefully and before you submit the I-765, make sure everything is completed and all your necessary support documents are uploaded (including I-20 that recommends your OPT). Once your I-765 form is locked and you are filling out the I-907 Premium Processing form, you will not be able to go back and make changes on your I-765 form.

What is your reason for applying?

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

Have you previously filed Form I-765?

- Yes
- No

Back

Next

8. Reason for application:

Initial permission to apply to accept employment: Select this if this is your first time applying for OPT or if you have applied for OPT after you received a Bachelor's/Master's and now you are applying for a second or third OPT based on the most recent degree completion (e.g., current Master's/Doctorate).

If your EAD card was lost/stolen or you never received your card and need to replace it; if you need to have your card corrected due to an error you made in your application (and not a USCIS error).

Select if you are currently working as an F-1 student on Post-completion OPT and have a STEM Extension OPT eligible CIP code and would like to apply for the 24-Month STEM Extension OPT -(c)(3)(C) eligibility category.

9. If this is your FIRST I-765 form filed, answer NO. If you have filed an I-765 before, regardless of the category, answer YES.

Is someone assisting you with completing this application?

Yes

No

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

8. If you have a legal representative (not your ISSS advisor) assisting you with this application, answer Yes. Otherwise, answer No. Then, click Next.

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

Family name (last name)

Have you used any other names since birth?

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

Yes

No

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

9. Provide your name exactly as it appears in your passport. If you only have one name, you may be required to place it in the family/last name field. If you do not have a middle name, leave it blank.

Other names: If you have never had your name legally changed, answer No. If you answer Yes, a new section will pop out for you to add other used names. Click Next when ready.

I-765, Application for Employment Authorization

Getting Started ▾

About You ▲

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

How may we contact you?

Daytime telephone number

Mobile telephone number (if any)

This is the same as my daytime telephone number.

Email address

10. It is recommended to use a personal email address (e.g. Gmail) as you will not always have access to your KSU email account. Click Next when ready.

What is your current U.S. mailing address?

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

In care of name (if any)

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

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

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

Yes

No

11. If you are using your own address, leave this blank. If you are using a friend's/family member's address, provide their name in this field.

This is the address where USCIS will mail your OPT card and any other relevant documents. USCIS requests 90+/- days to adjudicate your application, therefore, you should be able to receive mail at this address for at least 3-4 months. If you move while your application is pending, you must complete the AR-11, Alien's Change of Address Card online or put a mailing address that belongs to a person you know well and willing to receive mail for you.

⚠ Verify your address

We are unable to verify your address with the U.S. Postal Service. To avoid delays, please use the recommended address.

Original address:
417 Westview Drive,
manhattaM, KS, 66502

Recommended address:
417 WESTVIEW DR,
MANHATTAN, KS, 66502-3746

[Use selected address](#) [Edit original address](#)

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 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?

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

12. myUSCIS will ask you to verify the address. The Recommended Address is formatted for USPS mailing. If the recommended address looks correct, select the Recommended Address to avoid delays.

13. Provide accurate information on the next two pages. Click Next when ready.

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

[+ Add country](#)

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

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

Date of arrival

Place of arrival

Status at last arrival



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

Most Recent I-94

Admission (I-94) Record Number : 51415565885
Most Recent Date of Entry: 2017 July 25
Class of Admission : **F1**
Admit Until Date : **D/S**
Details provided on the I-94 Information form:

Last/Surname :
First (Given) Name :
Birth Date :
Passport Number :
Country of Issuance : China

14. Download most recent I-94 from: [I94 - Official Website](#))

Click on "Get Travel History" to see your place of arrival.

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

What is your travel document number (if any)?

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

What country issued your passport or travel document?

15. If you have 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 fine. Provide the number of your valid and most recently issued passport on this page.

F-1 students do not have travel documents. You have passport and visa for travel.

16. You must be in F-1 Student status to be eligible for OPT.

Enter the numbers which follow the "N" in your SEVIS number on your I-20.

What is your current immigration status or category?

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

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

Department of Homeland Security
U.S. Immigration and Customs Enforcement

SEVIS ID: N [REDACTED]

SURNAME/PRIMARY NAME

PREFERRED NAME

What is your A-Number?

I do not have or know my A-Number.

A-

What is your USCIS Online Account Number?

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

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

17. If you have previously been issued an Employment Authorization Document (EAD), your A-Number is the same as the USCIS# found on the EAD. Otherwise, check the “I do not have or know my A-Number” box.

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

Yes

No



19. This is asking whether you have a Social Security Number (SSN) already. Answer accordingly.

18. 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.

If you already have an SSN, you do not need to have a new one issued. If you do not have an SSN, you will need to submit an application with the Social Security Administration once you receive your EAD.

20. Upload your photo as required. Click Next when ready.

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.
- 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.
- 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](#)

21. You may obtain your most recent electronic I-94 at <https://i94.cbp.dhs.gov/I94/#/home>. Click on "Get Most Recent I-94", fill out personal information and click "Next" to get the form.

NOTE: If you upload the electronic I- 94, there is no "back." If you have not travelled since the electronic I-94 system was established and you still have the 3x5 paper I-94 card, then a copy of the front and back is required.

22. Upload documents as required on following pages. Click Next when ready.

Employment Authorization Document Or Government ID

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

File requirements

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

Choose or drop files here to upload

Back Next

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 here. Otherwise, upload a copy of your passport identification page(s) here.

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.
- 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

23. If you have had CPT or OPT before:

- CPT: upload a copy of the I-20 you received with the CPT authorization.
- OPT/STEM OPT: Upload a copy of the EAD card you received from USCIS and a copy of the I-20 you received with the OPT/STEM OPT request/ approval.
- If you have not had either CPT or OPT, click Next to continue.

I-20, Certificate Of Eligibility For Nonimmigrant Student Status

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

File requirements

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

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

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[Next](#)

24. Upload the OPT I-20 which your ISSS Advisor issued to you with the OPT recommendation on page 2. The OPT I-20 must be signed and dated by both you (on page 1) and the advisor (on pages 1 and 2). Don't proceed with application without your OPT I-20.

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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25. Use this section to clarify any answers provided in this form.

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: **\$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.

Alerts and warnings

You have one or more alerts and warnings based on the information you provided in your application.

A red alert means you have incomplete responses or inconsistent data. You cannot submit your application with any alerts.

 There are errors in About You: When and where you were born

[Edit my responses](#)

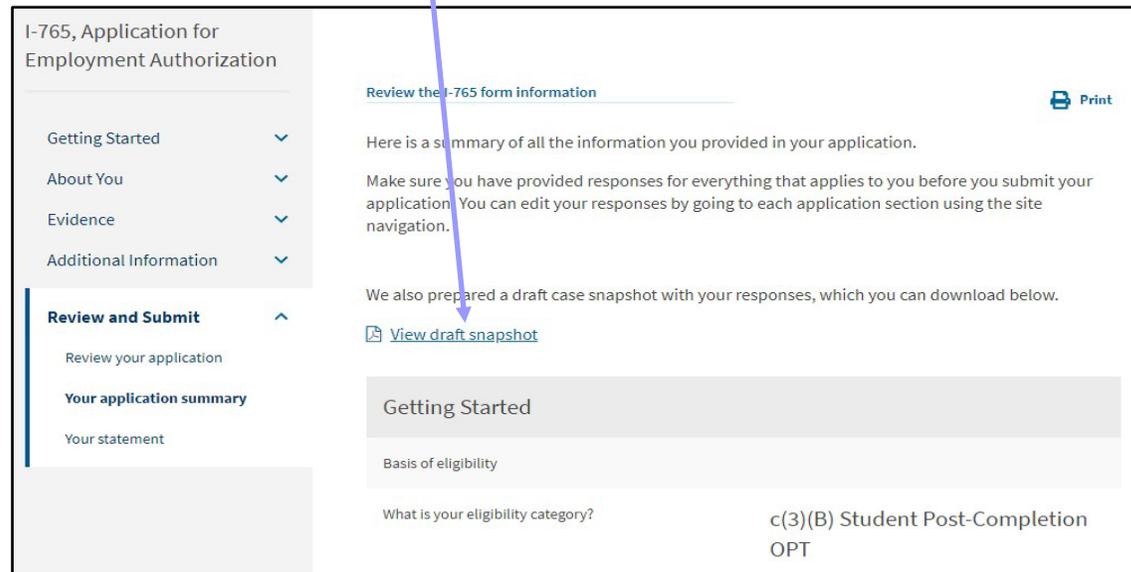
26. Check your application and fix all alerts and warnings.

Make sure this page shows 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.

Fix all alerts and warnings until it shows:

 We found no alerts or warnings in your application

27. Save a PDF of your application by clicking here.



I-765, Application for Employment Authorization

- Getting Started
- About You
- Evidence
- Additional Information
- Review and Submit**

[Review your application](#)

Your application summary

Your statement

[Review the I-765 form information](#)  Print

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.

We also prepared a draft case snapshot with your responses, which you can download below.

 [View draft snapshot](#)

Getting Started

Basis of eligibility

What is your eligibility category? c(3)(B) Student Post-Completion OPT

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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28. Confirm the statement and click Next

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.



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

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

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

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

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

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

29. Confirm the statement.

- 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.

30. Type your full legal name here.

31. If you **did not select premium processing**, make payment and submit your application.

The screenshot shows the 'Pay for and submit your application' page. On the left is a navigation menu with 'Review and Submit' expanded. The main content area includes a 'Pay and submit' button at the bottom. A blue callout box with an arrow points to this button.

Click here.
You will be taken to Pay.gov to pay the application fee.

The screenshot shows the 'USCIS I-765' payment selection screen on Pay.gov. It asks the user to 'Please select a payment method:' with two radio button options: 'I want to pay with a withdrawal from a checking or savings account (ACH)' and 'I want to pay with a debit or credit card'. The credit card option is selected and shows logos for Visa, Mastercard, American Express, Discover, and PayPal. There are 'Cancel' and 'Continue' buttons at the bottom. A blue arrow points from the 'Continue' button to the next step.

32. Choose your payment method and put in payment information.

33. Once you have completed the Pay.gov sections, you should a) see a screen which confirms “You successfully submitted your I-765” application; and b) receive an email from Pay.gov with your payment confirmation.

The screenshot shows a confirmation screen with the heading 'You successfully submitted your I-765'. It includes a 'Go to my cases' button. A blue arrow points from the 'Pay and submit' button in the previous screenshot to this screen.

The screenshot shows an email notification from Pay.gov titled 'Pay.gov Payment Confirmation: USCIS I-765'. The sender is 'ELISdonotreply@uscis.dhs.gov'. A blue arrow points from the 'Go to my cases' button in the previous screenshot to this email.

34. You have submitted your OPT application! You may follow the progress of the application by viewing “Your Cases” in your myUSCISaccount and clicking on Case Status, Case History, or Documents for application history/receipt.

The screenshot displays the USCIS myUSCIS account interface for an I-765 Application for Employment Authorization. The application was submitted on May 6, 2021, and a receipt is available. The interface includes tabs for Case status, Case history, and Documents. Below the tabs is a section for USCIS Notices, which contains a table with columns for File, Date Sent, and Action.

File	Date Sent	Action
Worked Notice null	May 6, 2021	N/A

35. **If you selected premium processing**, you would select “Finish and continue” and move on to your I-907, Request for Premium Processing Service form. Your I-765 form is now locked, and you will not be able to go back and make changes to it.

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

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

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

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Finish and continue

I-907, Request For Premium Processing Service

Use Form I-907 to request Premium Processing Service on certain petitions or applications where this service is available.

You may file your request for Premium Processing Service with the applicable petition or application. You may also file the request for Premium Processing Service after you file the applicable petition or application, as long as USCIS has not made a final decision on the applicable petition or application. You cannot request Premium Processing Service for a petition or application that is reopened after an initial decision was made on the petition or application.

Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence) on the petition or application within a certain processing timeframe. The length of the processing timeframe is based on the classification or category requested.

Processing times and fees vary. [Learn more about requesting Premium Processing Service.](#)

Complete I-907 form and refer to steps 32, 33, 34 for payment details. Please note that Premium Processing is an additional \$1780 for OPT categories.