

OPT ONLINE APPLICATION

How to complete the I-765 form online

Do not submit the OPT application without receiving a **special I-20** from your advisor! Do not submit the application after **30 days** of I-20 issuance!!

Reminder:

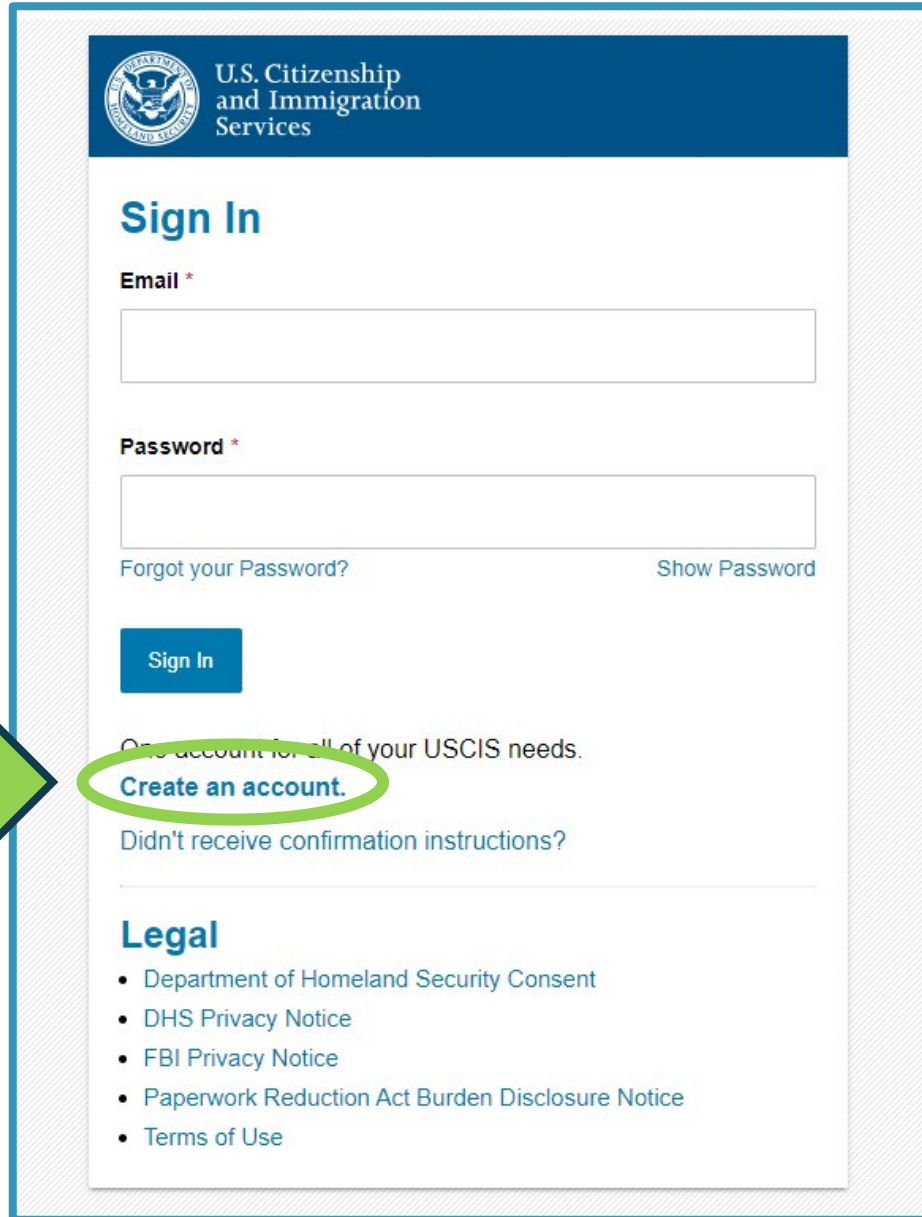
The OPT Application window opens **90 days** before your commencement date of your final semester.

Do not submit your OPT Application earlier than 90 days or it will be denied by USCIS!

Creating a USCIS Account

To complete an online application for OPT, you must have (or create) an online USCIS account at:

myaccount.uscis.gov



The image shows a screenshot of the USCIS website's sign-in and account creation page. At the top is the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below this is a "Sign In" section with fields for "Email *" and "Password *". There are links for "Forgot your Password?" and "Show Password". A blue "Sign In" button is present. Below the sign-in section, the text "One account for all of your USCIS needs." is followed by a link "Create an account." which is circled in green. A large green arrow points from the left towards this link. Below this is a link "Didn't receive confirmation instructions?". At the bottom is a "Legal" section with a list of links: "Department of Homeland Security Consent", "DHS Privacy Notice", "FBI Privacy Notice", "Paperwork Reduction Act Burden Disclosure Notice", and "Terms of Use".

U.S. Citizenship and Immigration Services

Sign In

Email *

Password *

[Forgot your Password?](#) [Show Password](#)

[Sign In](#)

One account for all of your USCIS needs.

[Create an account.](#)

[Didn't receive confirmation instructions?](#)

Legal

- [Department of Homeland Security Consent](#)
- [DHS Privacy Notice](#)
- [FBI Privacy Notice](#)
- [Paperwork Reduction Act Burden Disclosure Notice](#)
- [Terms of Use](#)



U.S. Citizenship
and Immigration
Services

Please enter your verification code to continue.

Enter your verification code

If you have lost access to your authentication device, enter your backup code instead, or [Contact Us](#).

Secure verification code from your authentication app *

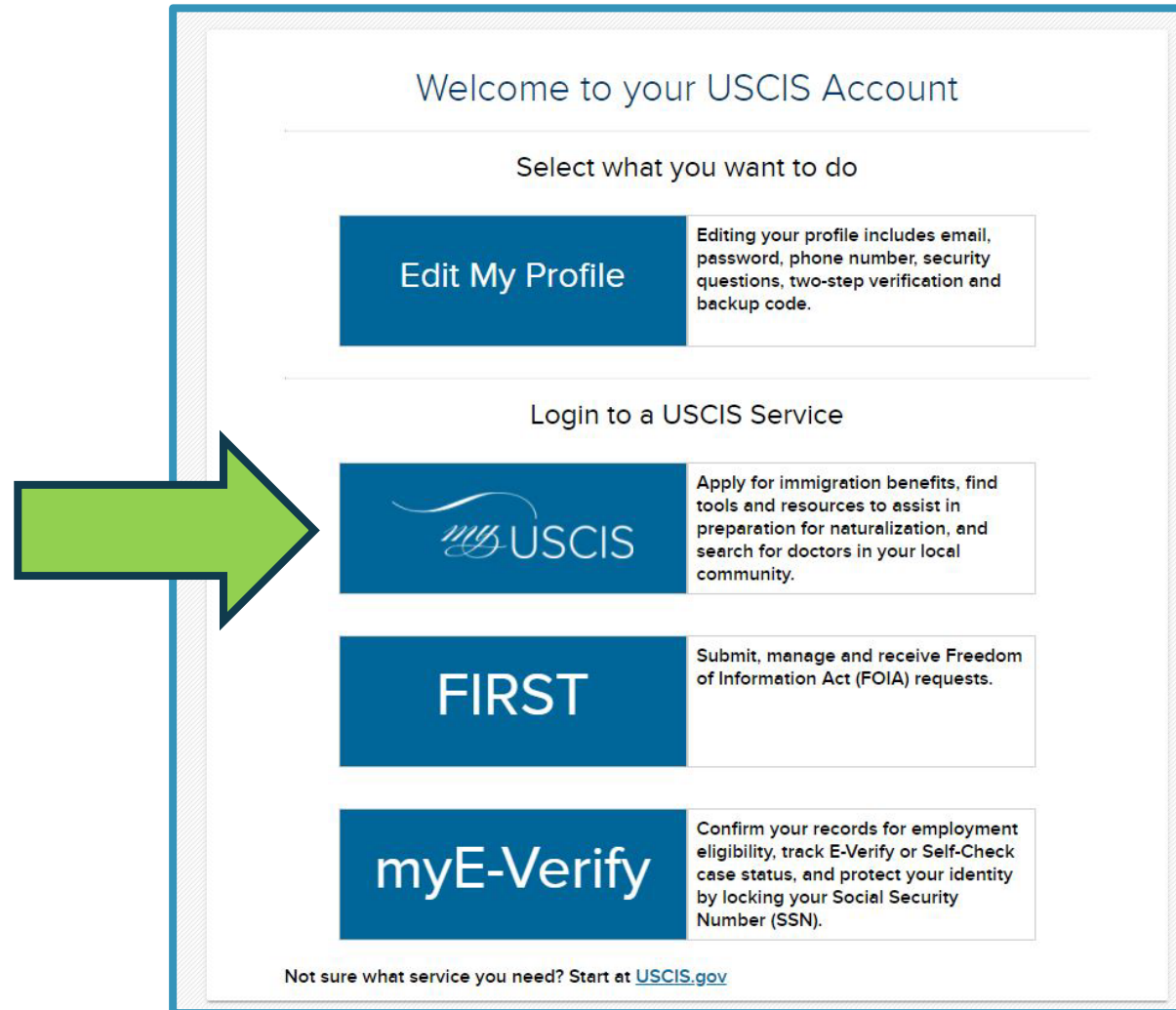
Submit

Verification Codes

Follow all the instructions to finish setting up your account, then login.

The system will send you a **verification code**. Enter the code, depending on how you set up your account, and log in to start/continue your application.

How to apply for STEM OPT through *My USCIS*:



Once you are logged in, select ***“My USCIS”***.

You can start or continue your application where you left off.

Account Type

USCIS only offers certain benefit types for online filing. Please refer to the [USCIS File Online webpage](#) for further guidance.

H-1B registrations and Form I-129 H-1B petitions can only be filed using the attorney or accredited representative account or a company account.

Select an account type:

☐ **I am an individual applicant, petitioner, requestor, or supporter.**

- I am an individual and want to file an application, petition, or request for myself.

- I am an individual and want to file Form I-134A as a supporter on behalf of a beneficiary.

☐ **I am a Legal Representative.**

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

⚠ Note: Do not create a representative account if you are a paralegal.

☐ **I am part of an organization or company, a sole proprietor, or an agent.**

- I am an authorized signatory and I want to submit H-1B registrations and/or file Form I-129 H-1B petitions.
- I am an authorized signatory and I want to sign H-1B registrations and/or Form I-129 H-1B petitions prepared by my attorney or accredited representative.

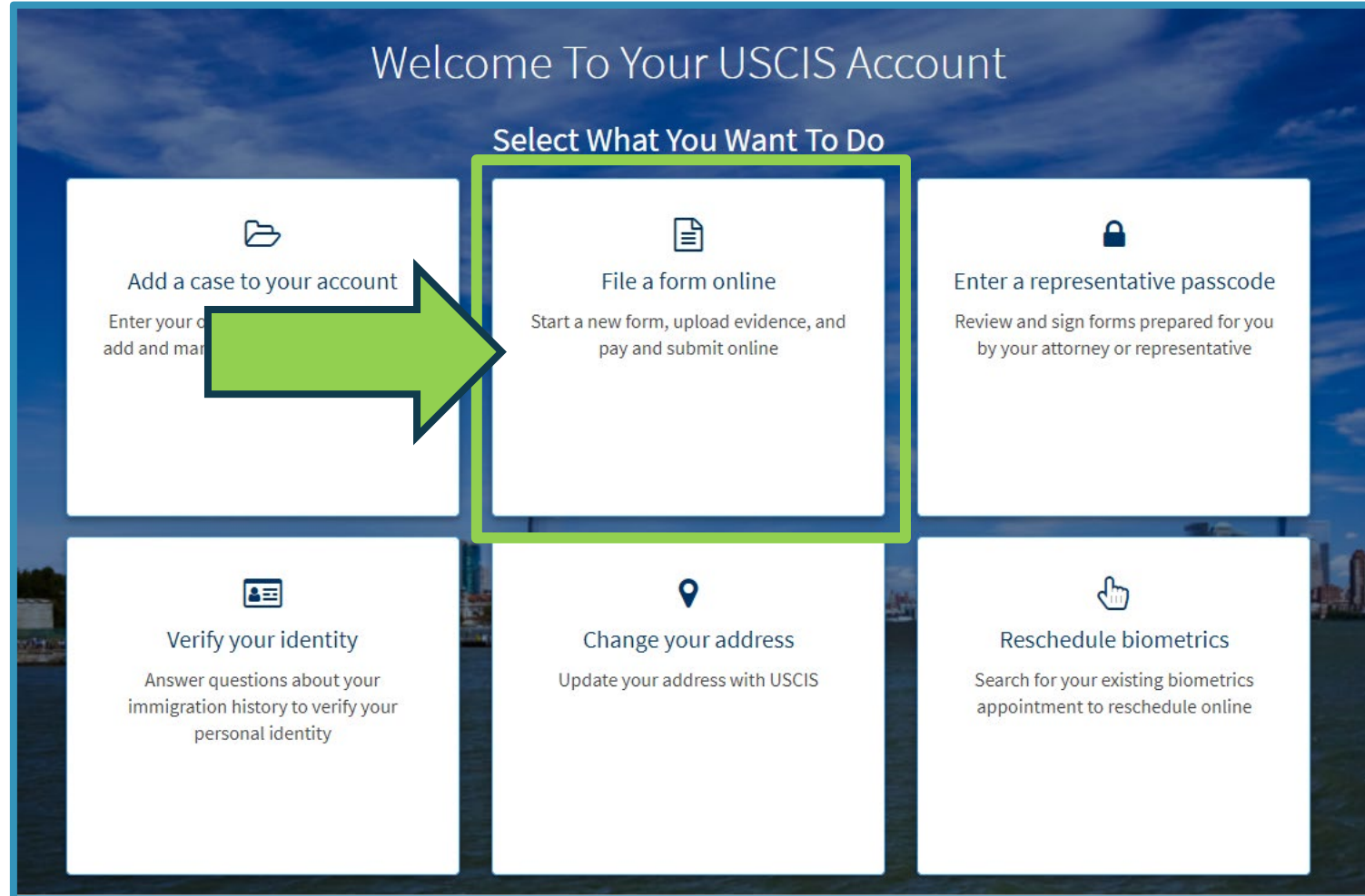
Select your Account Type

If you are setting up a new account, you must select an Account Type.

Select **“I am an individual applicant, petitioner, requestor, or supporter.”**

You are an individual that wants to file an application for yourself.

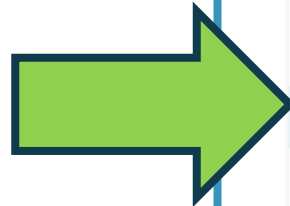
Select “*File a form online*”



Select the I-765 Form as shown:

Select **“I-765, Application for Employment Authorization.”**

Then select **“Start form”** at the bottom of the screen.



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-131, Application for Travel Document

I-134A, Online Request to be a Supporter and Declaration of Financial Support

I-539, Application To Extend/Change Nonimmigrant Status

I-589, Application for Asylum and for Withholding of Removal

I-765, Application for Employment Authorization

I-821, Application for Temporary Protected Status (TPS)

I-821D, Consideration of Deferred Action for Childhood Arrivals (DACA)

I-765 Information

Read the instructions on this page and select “**Next**” at the bottom.

I-765, Application For Employment Authorization

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

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](#).



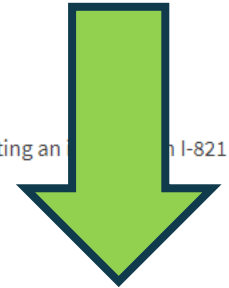
Before You Start Your Application



Eligibility

You may apply online if your eligibility category is:

- (a)(12) - Temporary Protected Status (You are submitting an application for TPS and 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;



Information for Completing Your Online Form



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 so we can best customize the rest of your online form experience.



Provide as many responses as you can

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

Read the information on this page and select “**Start**” at the bottom.



Selecting your eligibility category

I-765, Application for Employment Authorization

What is your eligibility category?

Getting Started ^

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You v

Evidence v

Additional Information v

Review and Submit v

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

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

c(3)(C) STEM Extension

online and are not eligible for one of the listed categories, your application may be denied.



Select “c(3)(B) Student Post-Completion OPT.”

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

Premium Processing

Would you like to request Premium Processing Service?

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

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

☐ Yes

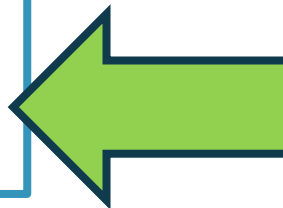
☒ No

Back

Next

Select “**No**” *unless* you would like to pay an added fee for Premium Processing. This ensures your application is processed within 30 calendar days.

More information on Premium Processing can be found at the end of this PowerPoint.



What is your reason for applying?

I-765, Application for Employment Authorization

What is your reason for applying?

☒ Initial permission to accept employment

Preparer and interpreter error

ment

Have you previously filed Form I-765?

☐ Yes

☒ No

Back Next

Select **“Initial permission to accept employment.”** If you select the wrong option, it may cause a delay in processing your application!

Next, almost all F-1 students will select **“No,”** unless they used the I-765 to apply for OPT before (after completing an earlier and lower-level degree).

Only select “Yes” if you have filed for an I-765 in the past.

Is someone assisting you?

I-765, Application for Employment Authorization

Getting Started ^

- Basis of eligibility
- Reason for applying
- Preparer and interpreter information

About You v

Evidence v

Additional Information v

Review and Submit v

Is someone assisting you with completing this application?

☐ Yes

☒ No

Back Next

Select **No**

Even when your DSO reviews your application, we are not actually “assisting” you. This question is not directed toward DSO advising.



Your Name

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

A middle name is not required.

Students with only one name should enter that name in the “Family name (last name)” field.

If you’re not sure, please refer to how your name is listed in your I-20. You can also add names below.

Your Contact Information

Employment Authorization

Getting Started

How may we contact you?

Daytime telephone number

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

☒ Yes

☐ No

In care of name (if any)

Provide your physical address where USCIS will deliver your EAD.

If you wish to receive the EAD elsewhere, select “No.” Then provide an address that you’ll have access to for at least 3-4 months.

If you are not using your own address or expect to change addresses, it should belong to a reliable and trusted friend or family member.

If you enter a family member/friend’s address as your mailing address, you **must include your family member/friend’s *name*** in the “In care of name” field.

Describe Yourself

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 gender?

☐ Male

☐ Female

What is your marital status?

☐ Single

☐ Married

☐ Divorced

☐ Widowed

Back

Next

Please answer the
required fields.

When and Where You Were Born

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 city, town, or village of birth?

What is your state or province of birth?

What is your country of birth?

What is your date of birth?

MM/DD/YYYY

Back Next

Please fill out the required fields.

Fill out your birthday correctly:

MM/DD/YYYY

(Month/Day/Year)

Example:

01/31/1998

(January 31st, 1998)

Your Immigration Information (Slide 1)

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

You will find your I-94 arrival information on your most recent I-94 document. You can [view and download your I-94 document here](#).

On the website, select **“GET MOST RECENT I-94”**.

Save a copy of your I-94 result. You will need to upload this copy later in the OPT application process.

Your place of arrival (port of entry) will be the city where your plane landed in the US.

Your Immigration Information (Slide 2)

Sample Passport

What is your travel document number (if any)?

LEAVE BLANK

Date of birth / Date de naissance: 06 AUG/AOÛT 69
Sex / Sexe: F
Place of birth / Lieu de naissance: ZENITH

Personal No. / N° personnel: Z E 184226 B

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-

P<UTOERIK
L8989020<

Surname

on(YMMDD)
MDD)
er

Complete the passport information *exactly* as it is written on your passport.

Leave the travel document number **blank**. It is not a required field.

Your SEVIS Number is located on the **top left corner of your current I-20**.

Other Information

What is your A-Number?

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.

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

☐ Yes

☐ No

Select: **“I do not have or know my A-Number.”**

Select: **“I do not have or know my USCIS Online Account Number.”**

Sometimes the system will auto-populate a number. If so, please keep it there. It is a valid number.

Select “No” if you already have an SSN.

Select “Yes” if you **do not have an SSN** and would like to concurrently apply. This will give you an opportunity to apply without going to the Social Security Office.

2"x 2" Photo of You

2" X 2" Photo Of You

Upload a recent color photograph of yourself that measures 2 inches by 2 inches, with your face measuring 1 inch to 1 3/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch from the bottom of the photo.

Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless contrary to your religious beliefs.

If you need help understanding the photo requirements or want to resize, rotate, or crop your photo, you can use the Department of State's [photo composition tools](#). Please note that we cannot approve your application without your photo.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than one document at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

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

Upload a **digital** photo here. It must meet specific standards such as size, background, headspace, etc. Once uploaded, the system will tell you whether the photo meets the requirements or not.

Places that offer digital photos:

- Walgreens
- CVS
- Walmart

Do not use special characters in the file name.

Do not use scanned copies of physical photos.



Form I-94 or passport

I-765, Application for Employment Authorization

Getting Started

About You

Evidence

2" x 2" photo of you

Form I-94 or passport

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

Additional Information

Review and Submit

Form I-94, Arrival And Departure Record Or Passport

Upload a copy of one of the following:

- Your Form I-94, Arrival-Departure Record (front and back);
- A printout of your electronic Form I-94 ; or
- Your passport or other travel document.

If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the [CBP website](#) to obtain a paper version of an electronic Form I-94. CBP does not charge a fee for this service. Some travelers admitted to the United States at a land border, airport, or seaport, after April 30, 2013, with a passport or travel document, who were issued a paper Form I-94 by CBP, may also be able to obtain a replacement Form I-94 from the CBP website without charge.

If your Form I-94 cannot be obtained from the CBP website, it may be obtained by filing [Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record](#), with USCIS. USCIS does charge a fee for this service. For specific information about fees applicable to this form, [see Form G-1055](#).

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

If you have not done so before, please find and download a copy of your most recent I-94 [document here](#).

Upload the I-94 at the bottom.



Employment Authorization Document or Government ID

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: 12MB per file

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

Please upload a copy of your passport here.

If you have ever filed the I-765 for any other type of work permission other than OPT (*uncommon*), please upload a copy of that EAD here, too.



Previously Authorized CPT or OPT

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

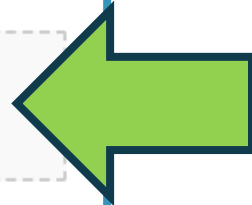
- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

Choose or drop files here to upload

If you have any **previous** I-20(s), that include authorization for CPT or OPT, please upload copies of the 1st and 2nd page.

The I-20 includes information about the academic level at which the CPT and OPT were approved.

If you never had any previous CPT or OPT I-20(s), please proceed to the next step. Dismiss the warning message. There is no need to upload any other document here.



Form I-20

I-20, Certificate Of Eligibility For Nonimmigrant Student Status



Important information regarding your Form I-20

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

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.

Upload the special I-20 you received from your DSO for this OPT application.

The signature/date on the I-20 **must not be older than 30 days** from the date you submit this online application.

You must get a special OPT I-20 from your DSO before you submit this application.
If you **do not submit** the special OPT I-20 with this application, it will be **denied by USCIS!!!**

Additional Information

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](#)

In most cases, you **do not need to add any additional information** because you have provided all the previous documentation and answers already.

There will be a warning notice for not submitting. You are okay to ignore it.

If you feel like you need to add something, please consult your DSO first.

Review and Submit



Finally, review your application before entering your payment information. Save and keep a record of your application receipt.

You can use your receipt number to monitor your [case's status here](#). Please note that this website is not always updated.

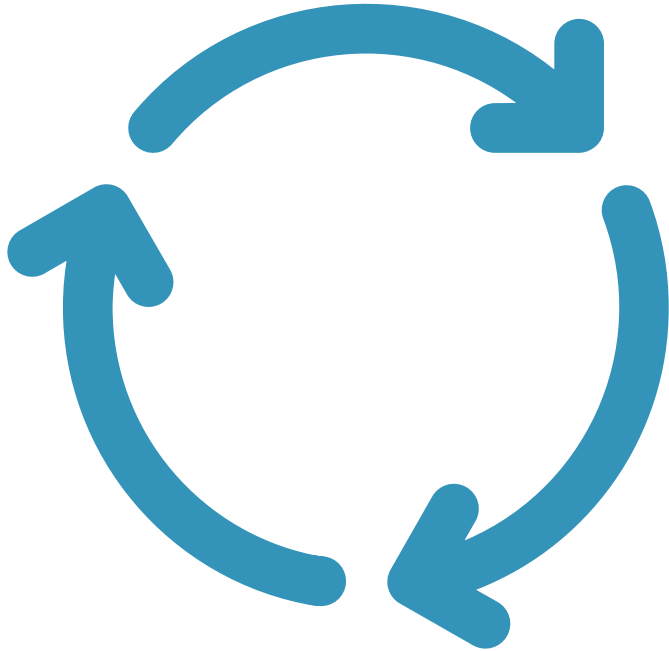
You can also view the [general processing times for I-765's here](#).

Premium Processing

Additionally, if you'd like to receive your EAD card faster, you can apply for **Premium Processing** when (or after) you submit your application for an added fee. Premium Processing guarantees your application is processed within 30 calendar days, and the EAD will be sent about 2-3 weeks after that.

You can apply afterward for [Premium Processing here](#) by filling out the I-907 form.

After Submission



After submitting your application, please allow **2-4 months** to process, depending on the time of submission and if you selected premium processing (about 2 months max).

When you receive your new OPT EAD card, **please send your DSO a copy of the front and back of the EAD!!**

Then you will be provided with **OPT reporting requirements** that are critical to maintaining your F-1 visa status.

Congrats!

You've completed the OPT Application Guide!

If you have any further questions, please contact your current DSO ([find out who your current DSO is here](#)).

We wish you the best of luck on your OPT application.
Remember, we are always here to assist you!



TEXAS TECH UNIVERSITY

Office of the Provost

International Affairs™