



**LEHIGH**  
UNIVERSITY

# **A Guide for Filing Out the I-765 Application for Employment Authorization Online**

*Applying for Optional Practical Training (OPT)*

# Read USCIS Instructions

- This is a general guide to help you complete Form I-765. It is your responsibility to ensure that your I-765 is completed correctly, fully (with sufficient supporting documents and required evidence) and is filed in a timely manner.
- Please read the Instructions for the Form I-765 at <https://www.uscis.gov/I-765>
- Following this guide does **not** guarantee approval of your OPT by USCIS and should not be construed as legal advice.

# Create an Account

- Visit <https://myaccount.uscis.gov/>
- Create an account
- A USCIS Account confirmation email will be sent to you. Follow the instructions in the email to confirm your account. It is important that you timely check your Inbox and/or other folders for the email with instructions on confirming your account.



U.S. Citizenship  
and Immigration  
Services

## Sign Up

Your USCIS account is only for you. Do not create a shared account with family or friends. Individual accounts allow us to best serve you and protect your personal information.

You must provide your email address below if you are the one who is filing a form online, submitting an online request, or tracking a case.

**Email**

**Email confirmation**

Your email address is used to log in to your USCIS Account. All USCIS email communications will be sent to this address.

Sign Up

# Terms of Use

Carefully read the terms of use and click “I Agree” to the acknowledgement.

## VII. Acknowledgment

By clicking “**I agree**”, I acknowledge that I have read the **Terms** and understand and will comply with them. I agree to abide by the **Terms** and understand that if I do not accept the **Terms**, I am not eligible to access or use USCIS online electronic immigration system. I understand that any violations of these **Terms** and any criminal activity will result in immediate suspension and/or termination of my access to and use of USCIS online electronic immigration system and that I may be subject to administrative or civil action as allowed by law, or criminal prosecution.

I Agree

# Password Creation

## Create a Password

Your password must be between 8 and 64 characters, and can contain letters, numbers, special characters and emojis.

[Password Tips](#)

Password

[Show Password](#)

Password strength:

Password confirmation

[Show Password](#)

Submit

## Two-Step Verification Method

Every time you log in, you will be given a verification code. What is your preferred method to receive your verification code?

**Use an Authentication App**  
Retrieve codes from an authentication app (such as Authy or Google Authenticator) on your mobile device.

[What is an Authentication App?](#)

**SMS Text Message**  
Receive a text message to your mobile device when signing in.

**Email**  
Receive an Email when signing in.

Follow the prompts to create a password and verification method. Please keep your login credentials confidential. Then provide answers to five security questions.

Secure verification code \*

Submit

# USCIS Account

Click on My USCIS to begin your application.

Welcome to your USCIS Account

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Select what you want to do

<a href="#">Edit My Profile</a>	Editing your profile includes email, password, phone number, security questions, two-step verification and backup code.
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Login to a USCIS Service

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

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

Account Type

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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](https://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](#)

# Begin your Application

Click on “File a form online.”  
Then select “Application for Employment  
Authorization (I-765).” Then, click “Start Form.”

 U.S. Citizenship and Immigration Services

 My Account    My Account ▾    Resources ▾    Sign Out

## Welcome To Your USCIS Account

Select What You Want To Do

-  **Add a paper-filed case**  
View your case status and case history by adding your case to your account
-  **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

## 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.

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)(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](#).

**Start form**

# Things to Keep in Mind



## Security Reminder

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



## Biometric services appointment

USCIS may require that you appear for an interview or provide biometrics (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.

By filing online, you may be requested to appear in-person for an interview or provide your fingerprints, photo, and/or signature. OPT applications do not generally require biometrics.

If you receive a notice from USCIS to appear for an interview or biometric services appointment, please contact your OISS advisor.

# Things to Keep in Mind – Fee payment



## Fee

We will automatically calculate the cost for you before you submit your application. [For specific information about fees applicable to this form, see Form G-1055.](#) There is an additional fee for Premium Processing Service.

**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 Form I-765, Application for Employment Authorization. You can review the fee waiver guidance at [www.uscis.gov/feewaiver](http://www.uscis.gov/feewaiver).

**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.

Please refer to the instructions for the form(s) 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.

Your filing fee will be automatically calculated at the end of your application.

# Getting Started: Basis of Eligibility

For Post-Completion OPT, select (c) (3) (B) from the dropdown menu.

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.

- (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
- (c)(19) Temporary Protected Status Pending

# Getting Started: Premium Processing

Premium Processing guarantees that USCIS will review your OPT application within 30 days. There is an additional fee of \$1685\* for it. You can request Premium Processing even after you submit the application.

\*filing fees subject to change

If you are interested in Premium Processing, select “Yes”.

## 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
-

# Getting Started: Reason for Applying

Select **Initial** since this is your first time applying post-completion OPT at this degree level

Select **Replacement** if your OPT was authorized, but your EAD card was lost, stolen, damaged, or needs to be corrected and the correction is NOT due to USCIS error.

Select **Renewal** will not be used for OPT

If this is your first time applying for OPT, answer **No**. If you have applied for OPT or EAD card in the past, answer **Yes**.

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

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Have you previously filed Form I-765?

- Yes
- No

# Getting Started: Preparer & Interpreter Information

Is someone assisting you with completing this application?

- Yes
- No

Answer: No.

# About You: Your Name

Type your name exactly as it appears **on your passport**. (Note: USCIS has character limits that may impact longer names on the EAD)

## 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

Provide the other names you have used.

Given name (first name)

Middle name

Family name (last name)

[+ Add another name](#)

Type any other names that have been used on any official records or documents (maiden names, nicknames, etc.).

If you do not have additional names that have been used on official documents, click **No**.

# About You: Your Contact Information

Enter your contact 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

This address is where your I-797 receipt notice, approval notice, and EAD card will be sent. Typically, we recommend that you put OISS's address:

**In care of: OISS – Lehigh Univ  
32 Sayre Dr  
Bethlehem, PA 18015**

If you don't use OISS's address, **please use a secure address that is valid for several months** to avoid documents being sent to incorrect or old addresses. You must be listed as physically residing there with USPS or have indicated the person living at the residence in the "In care of name" section.

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

# About You: Your Contact Information

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

Yes

No

Where in the United States do you live?

**Address line 1**

Street number and name

**Address line 2**

Apartment, suite, unit, or floor

**City or town**

**State**

**ZIP code**

If you use OISS's address as your mailing address, you must enter your physical/residential address here even if you plan to move soon.

If your mailing address and physical address are different, provide your current physical address.

# About You: Describe Yourself

Select your Gender and Marital Status.

## What is your sex?

Indicate whether you are male or female as provided on your birth certificate issued at the time of birth or issued closest to the time of birth or in secondary evidence you provided to USCIS, if applicable.

- Male
  - Female
- 

## What is your marital status?

- Single
- Married
- Divorced
- Widowed

# About You: When & Where Were You Born

Your city, town, or village, as well as state or province of birth should be typed as indicated on your birth certificate.

When completing this section, use the dropdown menu to select your country of birth. If the country's name has changed or no longer exists, select the name of the country as it was named when you were born. If that name is not listed, select the name of the country as it is named today if the name has changed.

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?

*Remember to use U.S. date formatting: month/day/year.*

# About You: Your Immigration Information

List ALL of the countries that you are a citizen or national.

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)?

List the entire I-94 Number found on your I-94 (from most recent entry into the United States). You can access your current I-94 at <https://i94.cbp.dhs.gov/i94>

Save your I-94 as a PDF. You will need to upload it later in the application.

Enter the date of your most recent arrival to the U.S. in the mm/dd/yyyy format

Use the dropdown menu to select your most recent port of entry to the U.S.

Use the dropdown menu to select the visa category during your last admission to the U.S. (It will be F1 for most of you unless you had a change of status in the U.S.)

When did you last arrive in the United States?

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

Date of arrival (on or about)

MM/DD/YYYY

Place of arrival

Status at last arrival

# About You: Your Immigration Information

Fill in the blanks with the information directly from your passport.

Use the dropdown menu and select F-1 Student here. \*If you are not currently an F-1 Student, please see an OISS advisor.



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?

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.

Provide a 10, 11, or 12-digit SEVIS number.

Type your current SEVIS ID number, which can be found on the top left corner of your I-20 (it starts with an N)



# About You: Other Information

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.

You will only have an A-Number if you were previously in immigration status such as H-1B, H-4, etc., or if you've had OPT authorized in the past. If you have a prior EAD card, please enter the USCIS number on the EAD card. If you do not have an A-Number, leave this blank.

If you do not have a USCIS Online Account Number (most F-1 students do not), click "I do not have or know my USCIS Online Account Number."

What is your U.S. Social Security number (SSN)?

I do not have or know my U.S. Social Security number.

Provide a 9-digit Social Security number.

If you have a Social Security Card/Number, enter the number.

If you do not have a Social Security Number, check the box "I do not have or know my U.S. Social Security number".

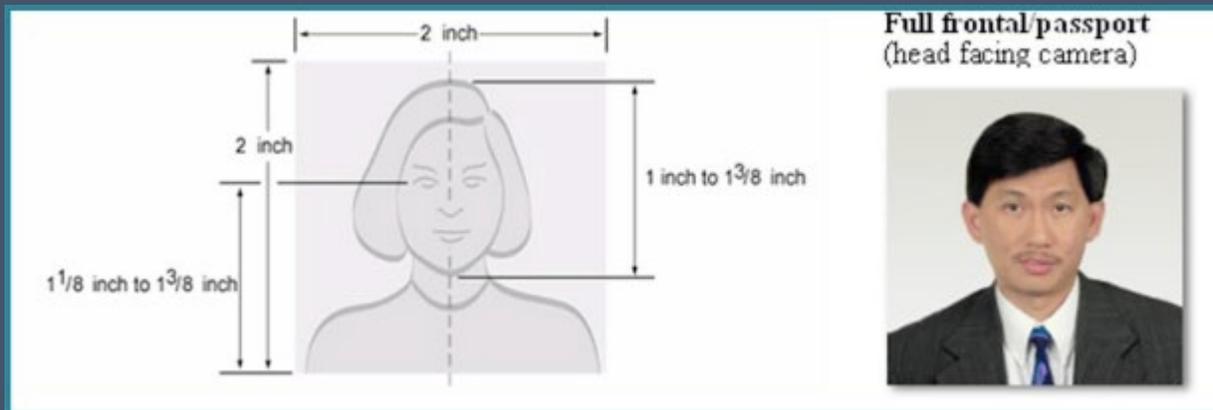
# Evidence: Passport Photo

Follow the prompts and upload a recent passport photo.

It must be taken within **30** days of your application.

It must meet U.S. standards (2 inches x 2 inches)

**\*Failure to submit a correct photo will trigger a biometrics appointment.**



## 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

# Evidence: Form I-94

You can access your current I-94 at <https://i94.cbp.dhs.gov/i94>

Upload the PDF of your most recent I-94 here, and keep the PDF for your records.

## 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.

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

### File requirements

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

# Evidence: EAD or Government ID

This section is for evidence for your government-issued photo ID.

Since you likely do not have an unexpired EAD card, upload a copy of a government issued identification that shows your picture, name, and date of birth, such as the biographic page of your foreign passport.

## 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

# Evidence: Previous I-20s

Upload ALL I-20s with previous CPT authorizations or previous OPT authorization at the current degree level. If you are not sure or think you are missing an old I-20, contact your OISS advisor.

If you did not have CPT or OPT authorization in the past, you can skip this step.

## 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

# Evidence: 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.

### 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

Your I-20 with OPT recommendation will be issued to you **after** you have submitted your OPT request in iHome and met with your OISS Advisor.

You **must print, sign, and date** the I-20 and then upload it to the online application.

For post-completion OPT, you must submit your online application within **30** days of an OISS advisor issuing your I-20.

# 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](#)

This section can be used to clarify anything in your application that may be confusing, such as:

- Previous OPT or CPT at a different academic level
- A different SEVIS I-20 number that you used in the past, include:
  - Previous SEVIS ID
  - School name
  - Program start/end dates on I-20
  - Program level
- Previous immigration status that was used to meet the full-year academic requirement (ex: H-4 changed to F-1)

# Review Your Application

## 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.

**Be sure to review your application line-by-line.**

If you see any alerts or warnings, you must address them.

If there are no errors, you will see the green check mark to indicate your application is complete.

## Alerts and warnings

 We found no alerts or warnings in your application

## 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 Getting Started: Reason for applying

[Edit my responses](#)

 There are errors in About You: Your name

[Edit my responses](#)

# Review Application Summary

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



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](#)

**Click on “View draft snapshot” to download a copy of your I-765.**

You must save the PDF for your records. You must also upload a copy to the OPT request in iHome.

Application For Employment Authorization		USCIS Form I-765 OMB No. 1615-0040 Expires 08/31/2027	
Department of Homeland Security U.S. Citizenship and Immigration Services			
For USCIS Use Only	<input type="checkbox"/> Authorization/Extension Valid From	Fee Stamp	Action Block
	<input type="checkbox"/> Authorization/Extension Valid Through		
	Alien Registration Number A- <input type="text"/>		
	Remarks		
To be completed by an Attorney or Accredited Representative (if any).	<input type="checkbox"/> Select this box if Form G-28 is attached.	Attorney State Bar Number (if applicable) <input type="text"/>	Attorney or Accredited Representative USCIS Online Account Number (if any) <input type="text"/>
<b>▶ START HERE - Type or print in black ink.</b>			
<b>Part 1. Reason for Applying</b>		<b>Other Names Used</b>	
I am applying for (select only one box):		Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in Part 6.	
1.a. <input checked="" type="checkbox"/> Initial permission to accept employment.		Additional Information:	
1.b. <input type="checkbox"/> Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document NOT DUE to U.S. Citizenship and Immigration Services (USCIS) error.		2.a. Family Name (Last Name) <input type="text"/>	
NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to <a href="http://www.uscis.gov/i-765">www.uscis.gov/i-765</a> for further details.		2.b. Given Name (First Name) <input type="text"/>	
		2.c. Middle Name <input type="text"/>	
1.c. <input type="checkbox"/> Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)		3.a. Family Name (Last Name) <input type="text"/>	
<b>Part 2. Information About You</b>		3.b. Given Name (First Name) <input type="text"/>	
		3.c. Middle Name <input type="text"/>	
		4.a. Family Name (Last Name) <input type="text"/>	
		4.b. Given Name (First Name) <input type="text"/>	
Your Full Legal Name <input type="text"/>		4.c. Middle Name <input type="text"/>	

# STOP – Read these directions!!



## STOP:

- Do **NOT** add your signature
- Do **NOT** make a payment
- Do **NOT** submit your application

Please go to iHome to complete the OPT Request e-form. Then wait until your international advisor tells you what to do next (see next slide).

# Communicate With Your OISS Advisor

1. Now you must submit your OPT Request in iHome→F1 Employment Authorization→F-1 12 Month Post Completion OPT Application and upload the following documents:
  - Your completed, unsigned Form I-765
  - I-94 record
  - If you were issued an EAD in the past, a copy (front and back); if you were never issued an EAD, a copy of your valid passport or most recent visa stamp
  - Copies of all previous I-20s with CPT and/or OPT authorizations
  - Your 2 x 2 passport photo
  - If you have an I-20 with a different SEVIS number, your previous I-20
2. You will receive an e-mail to schedule an appointment with an OISS advisor.
3. After you have met with your advisor, your new I-20 with OPT recommendation on P. 2 will be e-mailed to you.

**\*\*\*DO NOT SUBMIT YOUR ONLINE APPLICATION WITHOUT AN I-20 FROM OISS\*\*\***

# Ready to submit application!

Now that you have your I-20 with OPT recommendation, you are ready to submit your OPT application!

- Log back in to your USCIS online account
- Upload your signed I-20 with OPT recommendation under Form I-20 (Evidence Section)
- Make sure all other necessary documents are uploaded
- Go to the Review and Submit section.
- Remember, you must submit your OPT application within **30 days** of receiving your new I-20 with OPT recommendation

# Statement & 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.

Check the statement attesting that you can understanding English, and that you have read and understand every question and instructions on the application, as well as the answers to every question.

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

## Applicant's signature

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.

Check the statement attesting that you have read and agree to the applicant's statement.

Type your full name.

## Your fee

**i** 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.

Then, prepare your payment.

# Payment & Submission

We will send you to Pay.gov — our safe and secure payment website — to pay your fees and submit your form online.

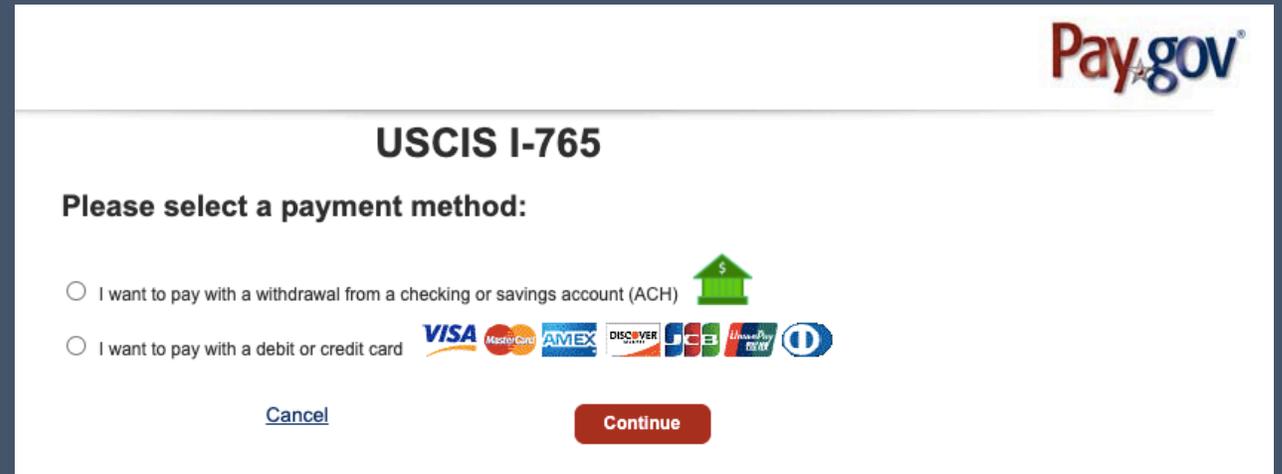
Here are the steps in the payment and submission process:

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



The screenshot shows the Pay.gov interface for USCIS I-765. At the top right is the Pay.gov logo. Below it, the text "USCIS I-765" is displayed. The main heading is "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)" with a green house icon containing a dollar sign, and "I want to pay with a debit or credit card" with a row of logos for VISA, MasterCard, AMEX, DISCOVER, JCB, UnionPay, and Discover. At the bottom, there are two buttons: a blue "Cancel" button and a red "Continue" button.

Choose your method of payment. You can pay by electronic check, debit, or certain credit cards.

Click on the blue "Pay and submit" button.

# Finalize Payment

## USCIS I-765

Please enter checking or savings account information below.

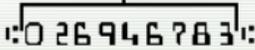
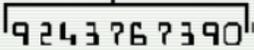
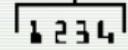
\* indicates required fields

Agency Tracking ID: 3VKXJIRDQ43O2P

Payment Amount: \$410.00

\* Account Holder Name:

\* Account Type:

Routing Number	Account Number	Check Number
		

\* Routing Number:

\* Account Number:

\* Confirm Account Number:

[Previous](#)

[Cancel](#)

[Continue](#)

If you are using your checking or savings account, enter your banking information (routing and account, which are at the bottom of your check).

## USCIS I-765

Please provide the Credit or Debit Card Information below

\* indicates required fields

Agency Tracking ID: 3VKXJIRDQ43O2P

Payment Amount: \$410.00

\* Country:

\* Billing Address:

Billing Address 2:

\* City:

State/Province:

ZIP/Postal Code:

\* Account Holder Name:



\* Card Number:

\* Expiration Date:

\* Card Security Code:

[Previous](#)

[Cancel](#)

[Continue](#)

If you are using your credit or debit card, enter your personal and account information.

# After Submission

- You will get a receipt number in your USCIS account right away. You can check occasionally to see other status updates.
- Your approval notice and EAD card from USCIS will come to the mailing address listed in your application. If your mailing address changes while the process is pending, submit a Change of Address with USCIS [online](#) or by calling 800-375-5283.
  - If you used OISS's address as your mailing address, please note there may be a delay as mail may take an extra few days to come to our office from the mail room. We will notify you by e-mail as soon as mail arrives for you.
- Notify an OISS advisor immediately if you receive a Request for Evidence (RFE) or Request for Information (RFI). Email a copy of the RFE to your OISS advisor for assistance. Failure to respond to a RFE or RFI will lead to a denial of your OPT request.
- Check your EAD for accuracy (name misspelled, wrong dates, etc). If there are errors, email a scanned copy of the card with a description of the error to OISS.
- If you want to withdraw your OPT application after submission to USCIS and before it has been approved, contact OISS.