
Applying for Pre-Completion 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.
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

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

Create a Password

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

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.

Secure verification code *

Submit
USCIS Account

Click on My USCIS to begin your application.

Welcome to your USCIS Account

Select what you want to do

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

Login to a USCIS Service
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

Select an account type:

- I am an applicant, petitioner, or requestor.
  - USCIS only offers certain benefit types for online filing. Please refer to uscis.gov for further guidance.
  - You cannot file an H-1B Registration with this account type.

- I am a Legal Representative.
  - I am an attorney eligible to practice law in the United States.
  - I am an accredited representative of a qualified organization that is recognized by the Department of Justice in accordance with 8 CFR part 1292.

Submit
Begin your Application

Click on “File a form online.” Then select “Application for Employment Authorization (I-765).” Then, click “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.
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.
Getting Started: Basis of Eligibility

For Pre-Completion OPT, select (c) (3) (A) from the dropdown menu.
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

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)

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 gender?
- 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.

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.

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

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?

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

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.
### About You: Other Information

You will only have an A-Number if you were previously in immigration status such as H1B, H4, 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.”

<table>
<thead>
<tr>
<th>What is your A-Number?</th>
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<tbody>
<tr>
<td>I do not have or know my A-Number.</td>
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<td>A:</td>
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Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

- [ ] Yes
- [ ] No

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

- [ ] Yes
- [ ] No

If you do not have a Social Security Card/Number, click **Yes** and enter the number. Click **No**, if you do not.

If you do not have a Social Security Card or if you have an SSN but need a replacement card, click **Yes**.
If you do not have a Social Security Card and clicked “Yes” for a new Social Security Card, complete this Section by:

- Checking “Yes” to the “Consent for Disclosure.”
- Type your father’s first and last names at birth.
- Type your mother’s first and last names at birth.
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 photos.

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
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.
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.
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.
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.
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)

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
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, address them. 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

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.

1. There are errors in Getting Started: Reason for applying
   Edit my responses

2. There are errors in About You: Your name
   Edit my responses

- We found no alerts or warnings in your application
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.

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.
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.
Communicate With Your OISS Advisor

1. Now you must submit your Pre-Completion OPT Request in iHome 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***
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 and 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 the application, as well as my answer to every question.

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

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.

☐ I have read and agree to the applicant’s statement

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

Type your full name.

Then, prepare your payment.

Your fee
Your form filing fee is: $410

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.
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 of 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.

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

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

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.