

Online OPT Application

Step-by-step

1. Create a USCIS account

Learn About the USCIS Online Account



U.S. Citizenship
and Immigration
Services

www.uscis.gov/file-online

- Filing tips and videos
- Helpful questions & answers
- Resources for attorneys and representatives
- Password resets and how to get technical support



How to Create a USCIS Online Account

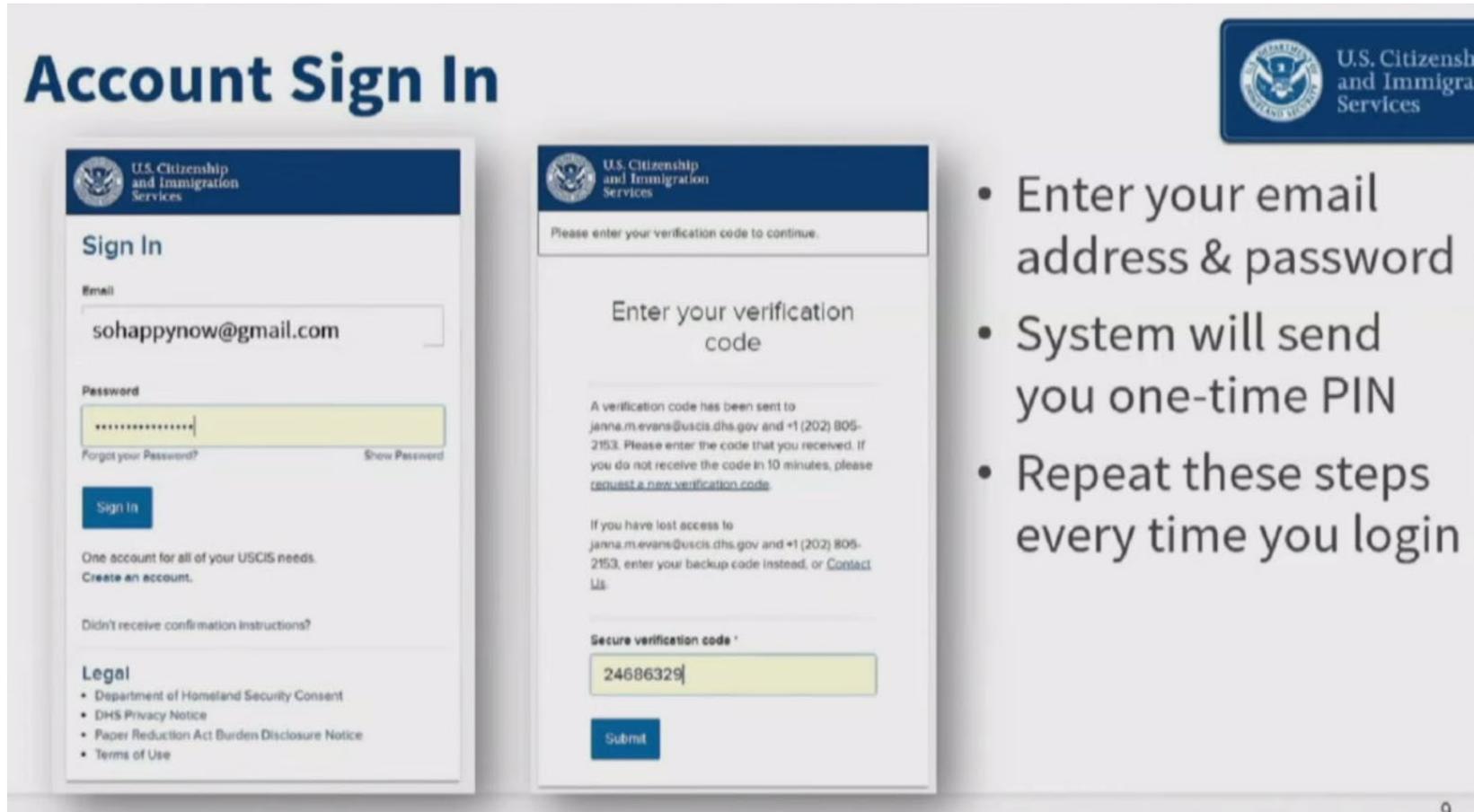
my.USCIS.gov



The benefits of filing online

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2. Sign in to your USCIS account



The image displays two screenshots of the USCIS Account Sign In process. The first screenshot shows the initial sign-in page with fields for Email (sohappynow@gmail.com) and Password (masked with dots). Below the password field are links for 'Forgot your Password?' and 'Show Password'. A 'Sign In' button is present, along with a note: 'One account for all of your USCIS needs. Create an account.' and a link for 'Didn't receive confirmation instructions?'. A 'Legal' section lists links for 'Department of Homeland Security Consent', 'DHS Privacy Notice', 'Paper Reduction Act Burden Disclosure Notice', and 'Terms of Use'. The second screenshot shows the verification code screen with the heading 'Enter your verification code' and a message: 'A verification code has been sent to janna.m.evans@uscis.dhs.gov and +1 (202) 805-2153. Please enter the code that you received. If you do not receive the code in 10 minutes, please request a new verification code.' Below this is a note about backup codes and a 'Secure verification code' field containing the code '24686329'. A 'Submit' button is at the bottom.

Account Sign In

U.S. Citizenship and Immigration Services

Sign In

Email

sohappynow@gmail.com

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
- Paper Reduction Act Burden Disclosure Notice
- Terms of Use

Please enter your verification code to continue.

Enter your verification code

A verification code has been sent to janna.m.evans@uscis.dhs.gov and +1 (202) 805-2153. Please enter the code that you received. If you do not receive the code in 10 minutes, please request a new verification code.

If you have lost access to janna.m.evans@uscis.dhs.gov and +1 (202) 805-2153, enter your backup code instead, or Contact Us.

Secure verification code *

24686329

Submit

U.S. Citizenship and Immigration Services

- Enter your email address & password
- System will send you one-time PIN
- Repeat these steps every time you login

3. Select File a form online

Account Onboarding

U.S. Citizenship and Immigration Services

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

4. Select Application for Employment Authorization (I-765)

Our Online Forms

- 11 forms available through USCIS online account
- Form I-765 is near the bottom of the list
- Note the eligibility categories

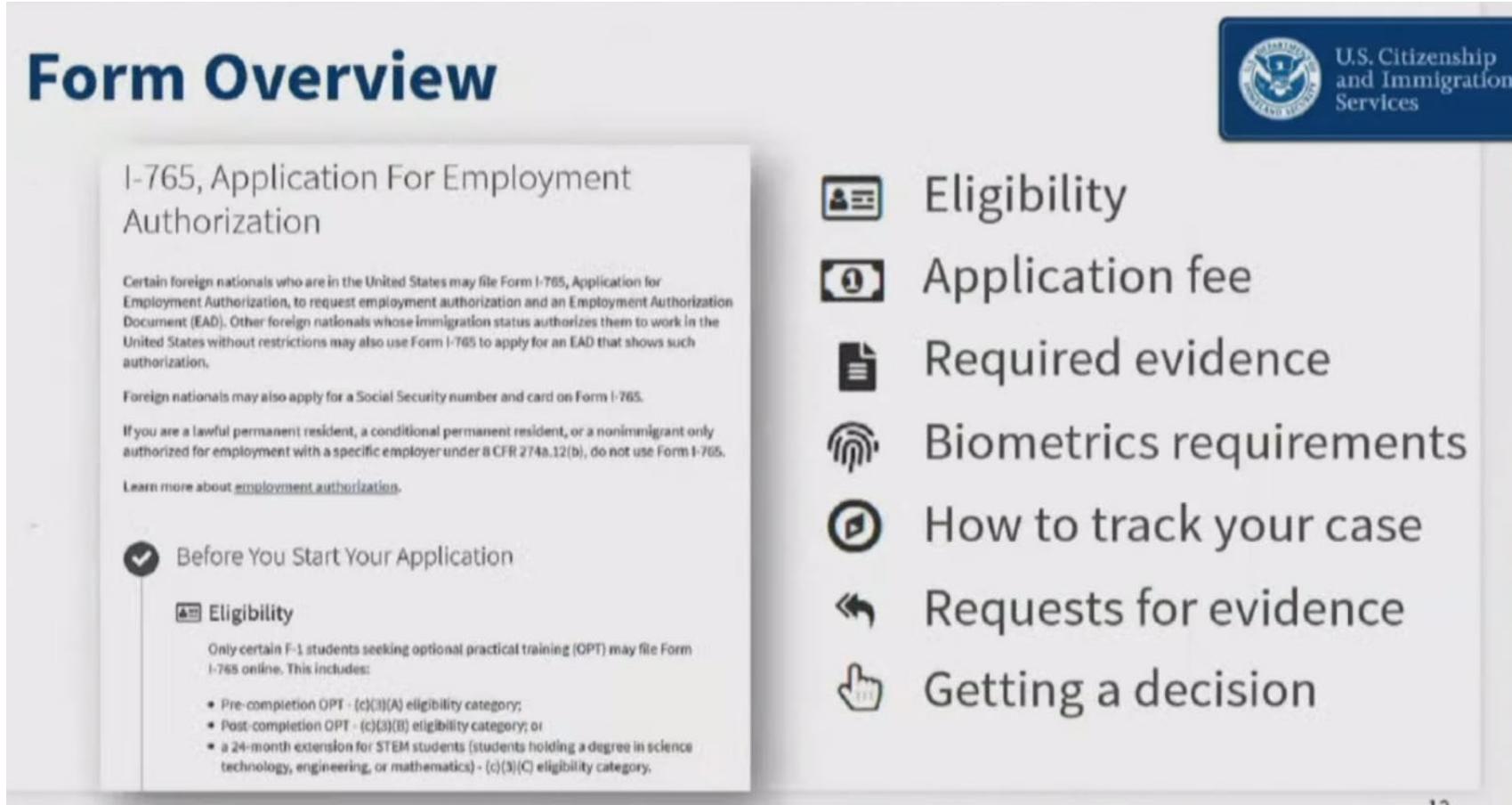
Select the form you want to file online.

- Application to Replace Permanent Resident Card (I-90)
- Request for a Hearing on a Decision in Naturalization Proceedings (N-336)
- Application for Naturalization (N-400)
- Application for Replacement Naturalization/Citizenship Document (N-565)
- Application for Certificate of Citizenship (N-600)
- Application for Citizenship and Issuance of Certificate Under Section 322 (N-600K)
- Petition for Alien Relative (I-130)
- Application To Extend/Change Nonimmigrant Status (I-539)
- Application for Employment Authorization (I-765)
Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:
 - Pre-completion OPT - (c)(3)(A) eligibility category;
 - Post-completion OPT - (c)(3)(B) eligibility category; or
 - a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category.



U.S. Citizenship
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Services

5. Read the form overview carefully



Form Overview

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

- Pre-completion OPT - (c)(3)(A) eligibility category;
- Post-completion OPT - (c)(3)(B) eligibility category; or
- a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category.



 Eligibility

 Application fee

 Required evidence

 Biometrics requirements

 How to track your case

 Requests for evidence

 Getting a decision

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6. Review the Quick Tips

Quick Tips



-  Online form is the same as paper version
-  Form logic based on your answers, starts at the beginning
-  Answer as many questions as you can
-  We automatically save your answers so you can work at your own pace
-  Draft forms are saved for 30 days from the last time you worked on your form

7. Review how to navigate the online form

Online Form Navigation

- Form navigation is a vertical list on left side
- Form saves when you go to new section
- Sections collapse & expand

The image displays two side-by-side screenshots of the USCIS online form navigation interface for the I-765 application. Both screenshots feature the USCIS logo and the text 'U.S. Citizenship and Immigration Services' at the top. The left screenshot shows the navigation menu in a collapsed state, with a vertical list of sections: 'Getting Started', 'About You', 'Evidence', 'Additional Information', and 'Review and Submit'. The right screenshot shows the 'Getting Started' section expanded, revealing sub-sections: 'Basis of eligibility', 'Reason for applying', and 'Preparer and interpreter information'. Below this, 'About You' and 'Evidence' are also visible in the collapsed state.

8. Select your eligibility category

Filling Out the Form—Getting Started 

Who Can Submit Form I-765 Online?
Initial release of online I-765 is limited to students in these categories:

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

What is your eligibility category?

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

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

IMPORTANT: Eligibility category information

Category	Description	What it means
(c) (3) (A)	Pre-completion OPT	<p>Employment authorization for work you do before you complete your program of study.</p> <p>**Few UMB students apply for this category of work authorization, please check with OIS if you are thinking about selecting this category.</p>
(c) (3) (B)	Post-completion OPT	<p>Employment authorization for work that you will start after you complete your program of study.</p> <p>** The earliest you can apply is 90 days before your complete your program.</p>
(c) (3) (C)	STEM Extension	<p>Students who studied in certain Science, Technology, Engineering, and Math fields may be eligible. See OIS website for details.</p> <p>**You can only apply if you are currently in an authorized period of Post-completion OPT</p>

9. Complete the form

Filling Out the Form—Getting Started



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

- Why are you applying?
- Did you submit Form I-765 previously?

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10. Complete the form (continued)

Filling Out the Form— Your Immigration Information

- Country of citizenship/nationality
- Form I-94 Arrival-Departure Record number
- Last arrival date in U.S., port of entry & status
- Current passport/travel document number, expiration date, issuing country
- Current immigration status
- SEVIS number
- A-Number
- USCIS Online Account Number

A screenshot of the U.S. Customs and Border Protection website showing the "I-94 Number Retrieval" form. The form displays the following information:

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

Get I-94 Number: I94/AQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 6800888062

Admit Until Date (MM/DD/YYYY): 10/10/2012

Details provided on Admission(I-94) form:

Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1966
Passport Number:	P122123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1

11. Complete the form (continued)

Filling Out the Form— Your Immigration Information

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

- If yes, you need to give us authorization to submit your request to SSA
- Enter your father's first and last name, and your mother's first and last name



12. Complete the form (continued)

Filling Out the Form—About You



- Biographical questions

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

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
<input type="text" value="Antony"/>	<input type="text"/>

Family name (last name)

13. Prepare documents to upload

Filling Out the Form—Evidence



All F-1 I-765 applicants must provide:

- Passport-style photograph
- I-94 card, travel document, or electronic I-94
- Most recent EAD, if you have one, or government-issued photo ID
- Proof of enrollment at SEVP-certified school



***Other evidence depends on student's category. See this checklist for details:

www.uscis.gov/forms/filing-guidance/checklist-of-required-initial-evidence-for-form-i-765-for-informational-purposes-only

13. Review evidence for STEM Extension

Evidence Specific to Student Category



24-month STEM OPT (c)(3)(C)

- Evidence of degree that is basis for STEM OPT and is listed on STEM Designated Degree Program List
- Form I-20, endorsed by DSO within 60 days before filing I-765
- If you seek STEM OPT extension based on previously earned STEM degree, provide evidence that your school is currently accredited by U.S. Department of Education and certified by SEVP



14. Review the pre- and post- completion evidence

Evidence Specific to Student Category



Pre-completion OPT (c)(3)(A)

- Proof of enrollment at SEVP-certified school
- All prior SEVIS numbers and proof of previously authorized CPT / OPT and corresponding academic level—include under **Additional Information**
- Form I-20, Certificate of Eligibility for Nonimmigrant Student Status, endorsed by DSO before filing I-765

Post-completion OPT (c)(3)(B)

- All prior SEVIS numbers and proof of previously authorized CPT / OPT and corresponding academic level—include under **Additional Information**
- DSO must enter OPT recommendation in SEVIS within 30 days before you submit I-765, if not, we will deny OPT request



15. Make sure your documents are formatted properly

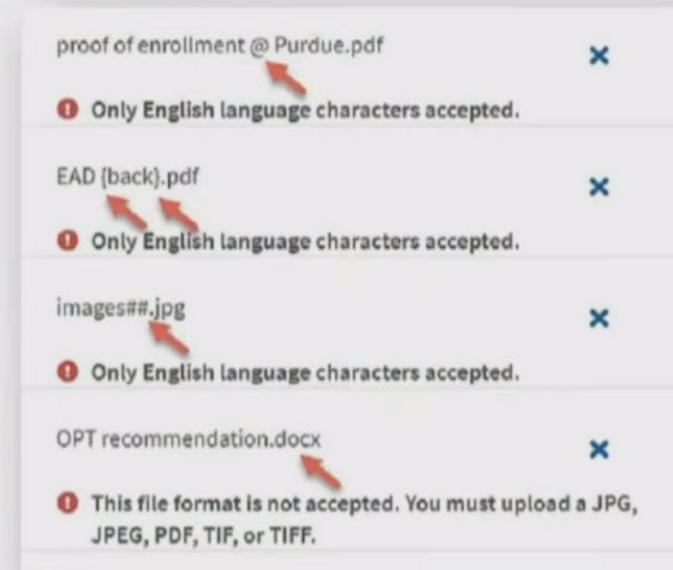
Filling Out the Form—Formats



The only characters allowed in document file name are:

- English letters
- Numbers
- Spaces
- Periods .
- Hyphens -
- Underscores _
- Parentheses ()

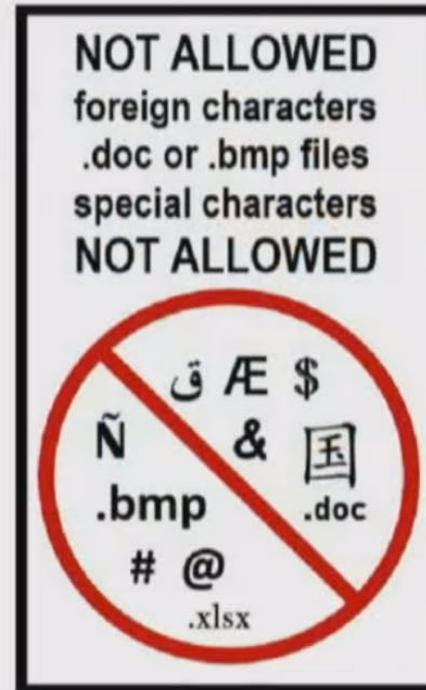
***Do NOT use special characters



16. Make sure your documents are formatted properly (continued)

Filling Out the Form—Formats

- Photos: JPG, JPEG, or PNG
- Documents: JPG, JPEG, PDF, TIF or TIFF
- Foreign language documents must have English translation
- Maximum size: 6 MB per file



Required Documents to Upload – All Applicants

- Passport-sized photo
- Passport biographical page
- I-94 PDF from your most recent entry to the United States:
<https://i94.cbp.dhs.gov/I94/#/recent-search>
- Your I-20 with the OPT recommendation for this specific request on page 2
 - **Post-completion OPT** - I-20 cannot be more than 30 days old on the day you submit your OPT application to USCIS
 - **STEM Extension** - I-20 cannot be more than 60 days old on the day you submit your OPT application to USCIS

Other Documents to Upload – if applicable

- Previously issued I-20(s) with CPT or OPT notations on page 2
- Previously issued EAD card(s) (front and back)
- Copy of diploma and transcript (STEM Extensions)
- Proof of full-time enrollment for at least one academic year, i.e. transcript (pre-completion OPT)

17. Review the form & download snapshot

Filling Out the Form—Review & Submit

U.S. Citizenship and Immigration Services

Application For Employment Authorization
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form I-765
05/08/06, 04/11/09
Regulation 8 CFR 274.102

For USCIS Use Only

<input type="checkbox"/> Authentication Extension Valid From	Fee Group	Action Blank
<input type="checkbox"/> Authentication Extension Valid Through		
Alias Registration Number	A	
Remarks		

To be completed by an attorney or Board of Immigration Appeals (BIA) accredited representative (if any)

Select this box if Form G-28 is attached

Attorney or Accredited Representative USCIS Online Account Number (if any)

START HERE Type or Print in Black Ink. Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married) and the question asks "Provide the name of your current spouse", type or print "N/A," unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None" unless otherwise directed.

Part 1. Reasons for Applying

I am applying for (check one):

1.a. Initial petition to extend my current employment authorization.

1.b. Replacement of lost, stolen, or expired employment authorization document (EAD) or Form I-765 to complete information required by USCIS to U.S. Citizenship and Immigration Services (USCIS) use.

NOTE: Employment authorization of an applicant will expire if you do not file a new Form I-765 and Alien Registration Fee (ARF) for Extension of Employment Authorization (Form I-765) before the expiration date of your current employment authorization document.

1.c. Renewal of my permission to accept employment (attach a copy of your previous employment authorization document.)

Part 2. Information About You

Your Full Legal Name

1.a. Family Name (Last Name) Brown

1.b. Given Name (First Name) Sarah

1.c. Middle Name

1.d. Family Name (Last Name) Brown

1.e. Given Name (First Name) Sarah

1.f. Middle Name

Provide all other names you have ever used, including aliases, maiden names, and nicknames. When used, enter space to complete the section, and the space provided in Part 4.

1.a. Family Name (Last Name) Brown

1.b. Given Name (First Name) Sarah

1.c. Middle Name

1.d. Family Name (Last Name) Brown

1.e. Given Name (First Name) Sarah

1.f. Middle Name

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)(A) Student Pre-Completion OPT

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STOP – Do not pay yet!

- Upload the Snapshot PDF of the I-765 to Sunapsis on the “Online Application Review” e-form
- Please allow OIS up to 5 business days to review your request

18. Review one more time and submit

Filling Out the Form—Review & Submit

U.S. Citizenship and Immigration Services

Your fee

i Your form filing fee is: \$410

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.

i There are errors in About You: Your immigration information

[Edit my responses](#)

- Review your entries before you pay
- Once you submit payment, you cannot make corrections

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20. Sign your form

Filling Out the Form— Applicant's Declaration & Certification



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.



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.

Enter your full legal name here

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21. Pay the fee

Filling Out the Form—Paying the Fee



- After you agree to the applicant statement, you will be directed to pay.gov, a secure government portal
- Pay by ACH withdrawal, or debit or credit card



USCIS I-765

Please select a payment method:

I want to pay with a withdrawal from a checking or savings account (ACH) 

I want to pay with a debit or credit card      

[Cancel](#) [Continue](#)

22. Pay the fee (continued)

Filling Out the Form—Paying the Fee



- Enter payment information
- Note the form type and agency tracking ID at the top
- When you hit “Continue” to pay the fee, your form will be submitted

USCIS I-765

Review and submit payment
* indicates required fields

Agency Tracking ID: LNJT31CK7SQ1KH
Payment Amount: \$410.00
Payment Method: Plastic Card
Account Holder Name: Lee Smith
Card Type: VISA
Card Number: *****1111
Billing Address: 20 Ninian Street
Billing Address 2:
City: Springfield
Country: United States
State/Province: LA
ZIP/Postal Code: 39248

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

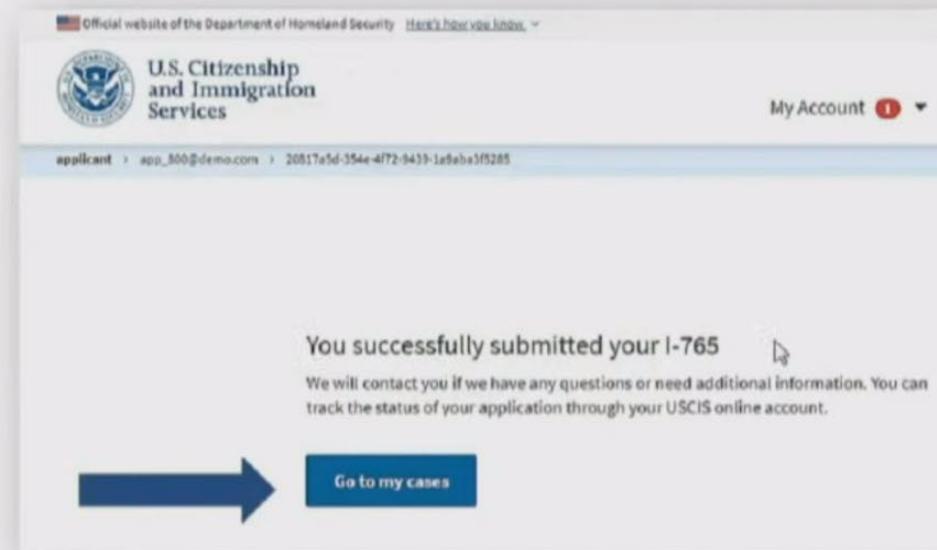
Previous Cancel **Continue**

23. Review your confirmation

Filling Out the Form—After You Submit



- You will receive confirmation your form was submitted
- Click on “Go to my cases” to see your case card and receipt notice



24. Track your application

Tracking Your Case



U.S. Citizenship
and Immigration
Services

Your Cases

I-765 Application for Employment Authorization
Submitted on April 13, 2021 | Receipt # 17628138802
[View PDF](#)

Case status | Case history | **Documents**

USCIS Notices

File	Date Sent	Action
ReceiptNotice.pdf	April 13, 2021	NA

Your uploads

You may upload additional evidence that you think may assist USCIS in adjudicating your application, even if the evidence was not specifically requested. USCIS will consider the timeliness and relevance of unsolicited evidence when making a decision about your case.

File	Document	Date added
------	----------	------------

Unsolicited evidence

Unsolicited evidence is any additional information or evidence that we did not request from you. If you upload evidence that we did not request from you, USCIS will consider the timeliness and relevance of this information when making a decision about your case.

[Upload evidence](#)

All notices are posted to your account

- Receipt notice
- Biometrics notice
- Request for Evidence (RFE)
- PDF of completed form
- Decision letter

* Notices are also mailed to the mailing address on file

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