File the Online I-765 for OPT

Create a USCIS Online account (if you do not have one)

• Go to the Sign Up page If you need help creating a USCIS Online1 account, please visit How to Create a USCIS Online Account.

After login in to MyUSCIS page, you will get to the following page for you to file your OPT

Click on start to continue. Click on the drop down arrow to select your category.

Review and Submit ⌄

Back   Next

Click on Next

I-765, Application for
Employment
Authorization

Getting Started ⌃

Basis of eligibility

Reason for applying

Preparer and interpreter
information

About You ⌄

Evidence ⌄

Additional Information ⌄

Review and Submit ⌄

What is your reason for applying?

⦿ Initial permission to accept employment

◯ Replacement of lost, stolen, or damaged employment
   authorization document or correction of my
   employment authorization document NOT DUE to US
   Citizenship and Immigration Services error

◯ Renewal of permission to accept employment

Have you previously filed Form I-765?

◯ Yes
⦿ No

Back   Next

If you have filed Form I-765 form and you received an EAD card click on Yes.

I-765, Application for
Employment
Authorization

Getting Started ⌃

Basis of eligibility

Reason for applying

Preparer and interpreter
information

About You ⌄

Evidence ⌄

Additional Information ⌄

Review and Submit ⌄

What is your reason for applying?

⦿ Initial permission to accept employment

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   authorization document or correction of my
   employment authorization document NOT DUE to US
   Citizenship and Immigration Services error

◯ Renewal of permission to accept employment

Have you previously filed Form I-765?

⦿ Yes
◯ No

Back   Next

I-765, Application for
Employment
Authorization

Getting Started ⌃

Basis of eligibility

Reason for applying

**Preparer and interpreter
information**

About You ⌄

Evidence ⌄

Additional Information ⌄

Review and Submit ⌄

Is someone assisting you with completing this
application?

◯ Yes
⦿ No

Back   Next

I-765, Application for
Employment
Authorization

Getting Started   ⌄

About You   ⌃

  Your name

  Your contact information

  Describe yourself

  When and where you were
  born

  Your immigration
  information

  Other information

Evidence   ⌄

Additional Information   ⌄

Review and Submit   ⌄

What is your current legal name?

Your current legal name is the name on your birth certificate, unless it
changed after birth by a legal action such as marriage or court order. Do not
provide any nicknames here.

Given name (first name)   **Middle name**

Family name (last name)

Have you used any other names since birth?

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

○ Yes

◉ No

[Back]   [Next]

If you have used any other names since birth click Yes and provide the other names that you've had.

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

Provide the other names you have used.

Given name (first name)   **Middle name**

Family name (last name)

[+ Add another name]

[Back]   [Next]

I-765, Application for Employment Authorization

- **Getting Started** ⌄
- **About You** ⌃
  - Your name
  - **Your contact information**
  - Describe yourself
  - When and where you were born
  - Your immigration information
  - Other information
- Evidence ⌄
- Additional Information ⌄
- Review and Submit ⌄

How may we contact you?

Daytime telephone number

Provide a 10-digit phone number.

Mobile telephone number (if any)

☐ This is the same as my daytime telephone number.

Provide a 10-digit phone number.

Email address

Example: user@domain.com

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**

Provide a 5 or 9-digit ZIP code.

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

○ Yes

○ No

Back   **Next**

Click on next

What is your gender?

○ Male

○ Female

What is your marital status?

○ Single

○ Married

○ Divorced

○ Widowed

Back		Next

What is your city, town, or village of birth?

What is your state or province of birth?

What is your country of birth?

▼

What is your date of birth?

MM/DD/YYYY

When done click Next

I-765, Application for Employment Authorization

Getting Started ⌄

About You ⌃

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence ⌄

Additional Information ⌄

Review and Submit ⌄

What is your 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)?

[   ]

Provide an 11 character I-94 Number.

If you have citizenship in more than one country, click on the + Add Country to add the others.

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

[▼]

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?

[MM/DD/YYYY]

What country issued your passport or travel document?

[▼]

What is your current immigration status or category?

[▼]

For what is your current immigration status or category, instead of clicking on the drop down arrow and scrolling, on the box just type f and select **F1 – Student, Academic or Language Program**.

F1 - Student, Academic Or Language Program.

F11 - Unmarried Son Or Daughter (21 Years Of Age Or Older) Of A U.S. Citizen.

F12 - Child Of An Alien Classified As F11/F16.

F16 - Unmarried Son Or Daughter (21 Years Of Age Or Older) Of A U.S. Citizen.

F17 - Child Of An Alien Classified As F11/F16.

F2 - Spouse Or Child Of F 1.

F20 - Child Of An Alien Classified As F24/F29.

F21 - Spouse Of A Lawful Permanent Resident Alien (Subject To Country Limitations).

f

The SEVIS ID# can be found on your SEVIS I-20 on the upper left corner.

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-

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

Back   Next

Click Next

I-765, Application for Employment Authorization

Getting Started ⌄

About You ⌃

    Your name

    Your contact information

    Describe yourself

    When and where you were born

    Your immigration information

    Other information

Evidence ⌄

Additional Information ⌄

Review and Submit ⌄

What is your A-Number?

☑ I do not have or know my A-Number.

[A-]

Provide a 7, 8, or 9-digit number. If your A-Number is fewer than 9 digits, the system will automatically add zero(s) after the "A" and before the first digit so there is a total of 9 digits, for example: A-001234567.

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.

[   ]

Provide a 12-digit Online Account Number.

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

◉ Yes
○ No

What is your Social Security number (if known)?

[   ]

Provide a 9-digit Social Security number.

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

○ Yes
◉ No

[Back] [Next]

➡

If you do not have a Social Security card, for the three information request click No, Yes and Yes. See screenshot below.

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

○ Yes
◉ No

⚠ You must agree to the Consent for Disclosure

If you answer "Yes", you must also answer "Yes" to the Consent for Disclosure.

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

◉ Yes
○ No

Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.

◉ Yes
○ No

➡

Enter your father's birth name then your mother's birth name and click next. Upload your passport-sized photo.

What is your father's birth name?

Given name (first name)

[   ]

Family name (last name)

[   ]

What is your mother's birth name?

Given name (first name)

[   ]

Family name (last name)

[   ]

[Back] [Next] ➡

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 ⌄

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]

If you plan to take your passport photo yourself, see these videos for some tip.

https://www.youtube.com/watch?v=BYYVFH_oRhY
https://www.youtube.com/watch?v=5DwhRP7XIOE
https://www.youtube.com/watch?v=3NGLmMnbn5g

Upload your Form I-94 and click Next to continue.

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.

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.

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

Back

Next

Upload a copy of the front and back of your EAD card, if applicable. If you do not have one, upload your passport page containing your biographical information and expiration date of passport. Click Next to continue.

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 ⌄

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

Back   **Next**

This is where you will upload all I-20s (Pages 1 and 2) that has CPT and/or OPT authorization on page 2.

If you do not have neither, click Next to continue

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 ⌄

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

[Back]   [Next]

The screen below gives you a warning that your application will be denied if you do not get an I-20 with OPT requested from us first.

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 ⌄

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 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

➔ Back | Next

Click next to continue

I-765, Application for Employment Authorization

Getting Started ⌄
About You ⌄
Evidence ⌄
Additional Information ⌃
   Additional information
Review and Submit ⌄

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

Back | Next

You need **2 letters**.

- One from your Departmental Advisor on their department letterhead. and another letter from
- One Stop - Graduation Audit unit in Room 217 Hunter North, stating that you have applied to

  graduate. (Samples are enclosed in this OPT packet).
NOTE: These two letters are for office purposes only; DO NOT upload these letters.

You can review your documents by clicking on the different tabs on the left.

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 ⌄

I-765, Application for Employment Authorization

Getting Started ⌄
About You ⌄
Evidence ⌄
Additional Information ⌄

Review and Submit ⌃

  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.

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.

For example, if you did not have a passport photo and now that you have it to upload click on Evidence and you will get the list for evidence and click on 2 x 2 photo of you to upload your passport photo.