

Division of Student Affairs International Students Office • 212.772.4864

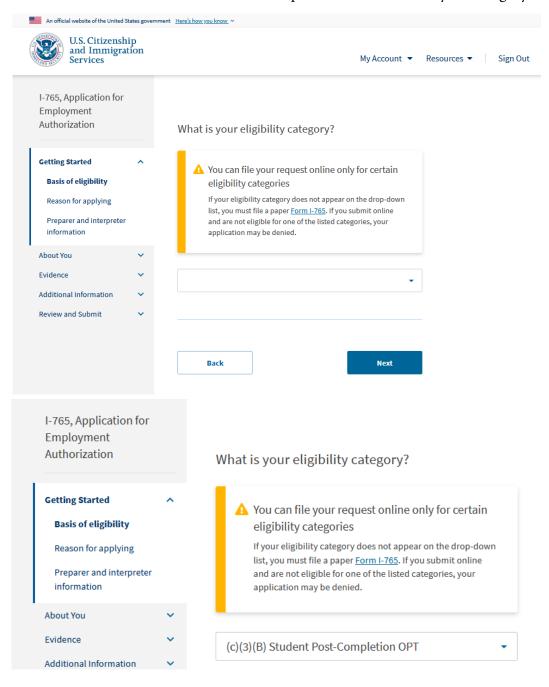


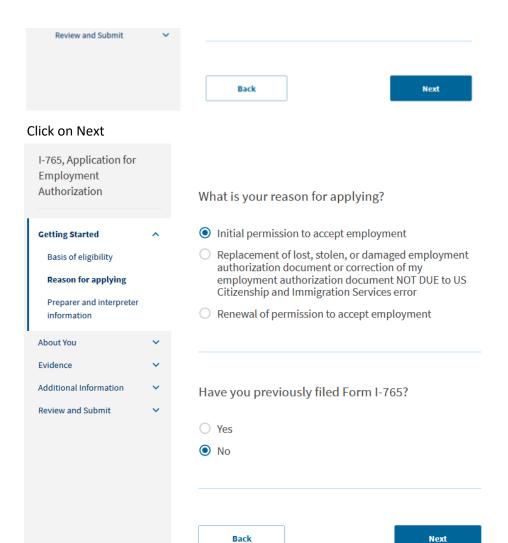
## File the Online I-765 for OPT

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

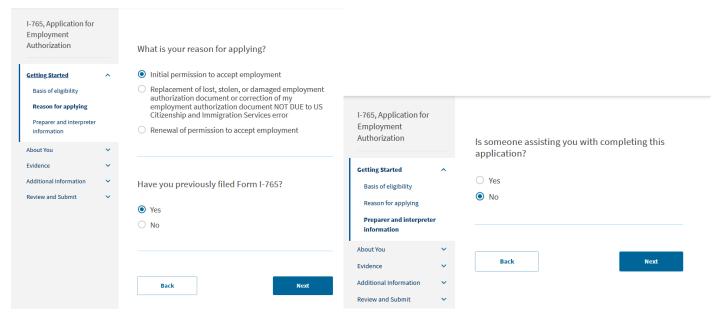
• Go to the Sign Up page If you need help creating a USCIS Online1 account, please visit <u>How to Create a USCIS</u> Online Account.

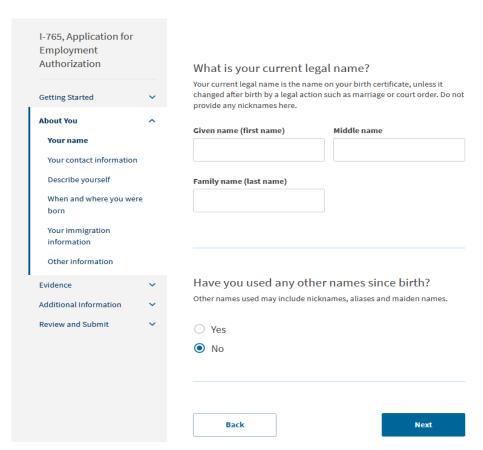
After login in to MyUSCIS page, you will get to the following page for you to file your OPT Click on start to continue. Click on the drop down arrow to select your category.



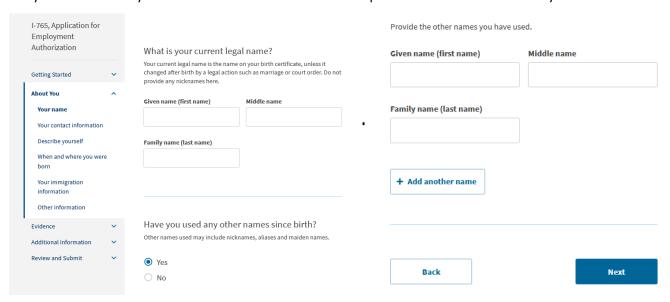


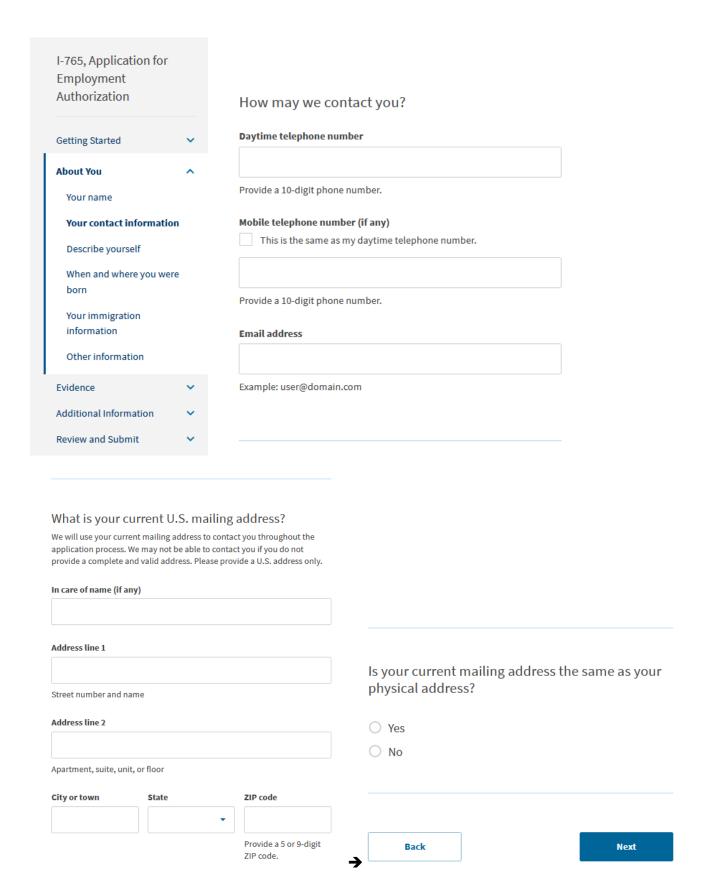
If you have filed Form I-765 form and you received an EAD card click on Yes.



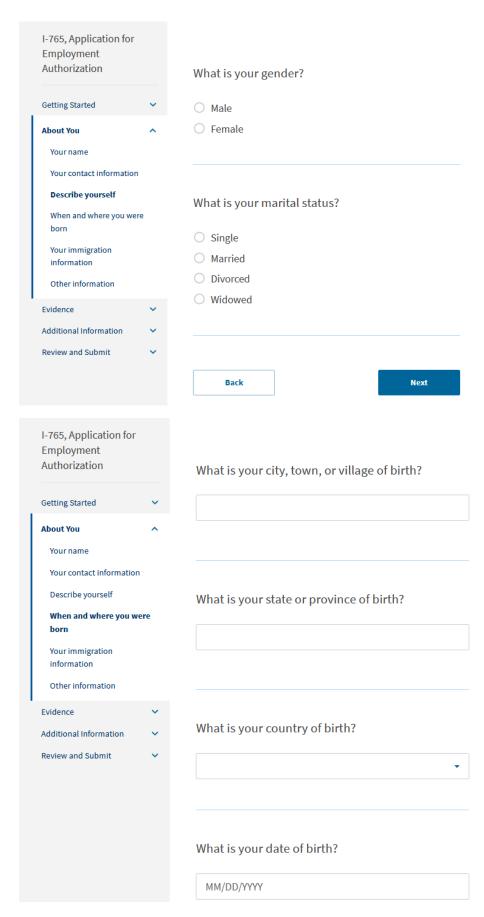


If you have used any other names since birth click Yes and provide the other names that you've had.

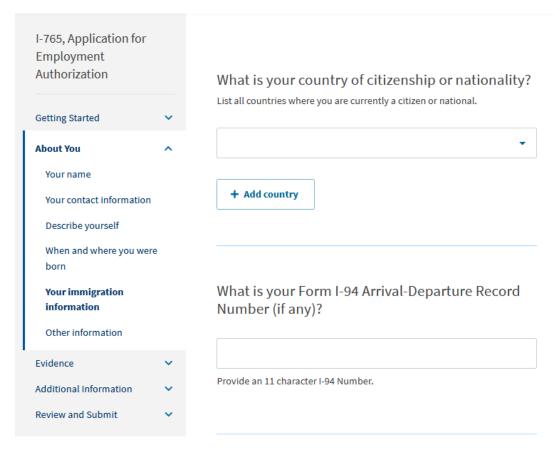




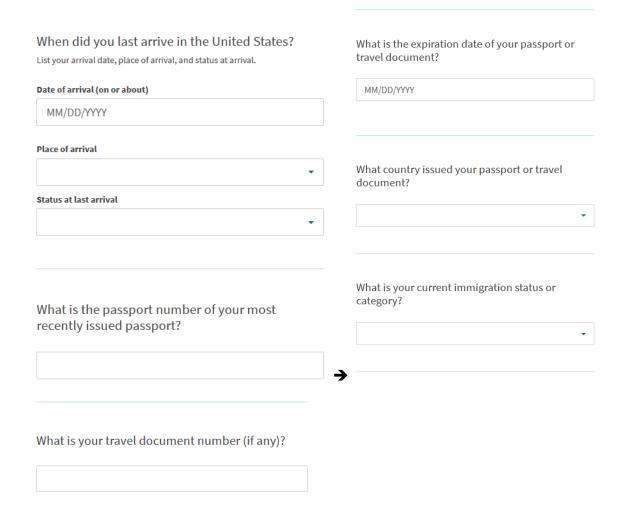
Click on next



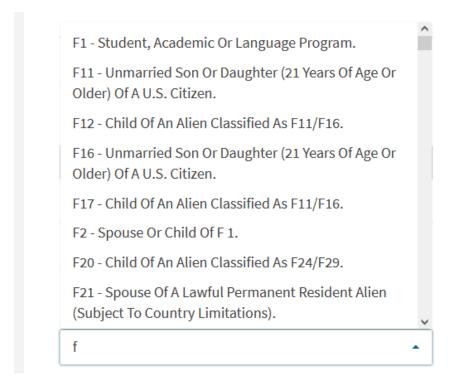
When done click Next



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



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**.



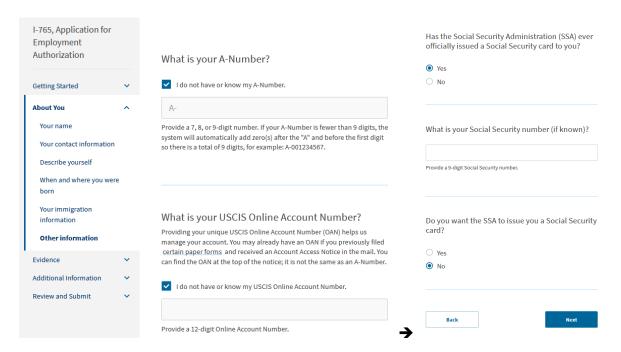
The SEVIS ID# can be found on your SEVIS I-20 on the upper left corner.

# What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?

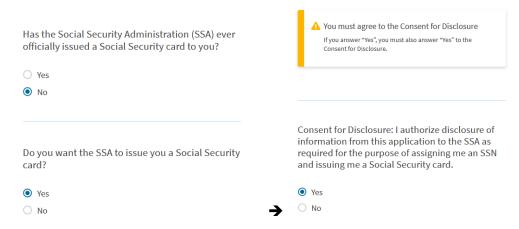
Use the "Additional Information" section to include all previously used SEVIS numbers.



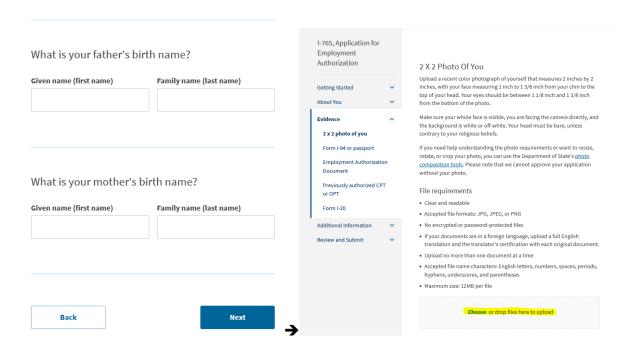
Click Next



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



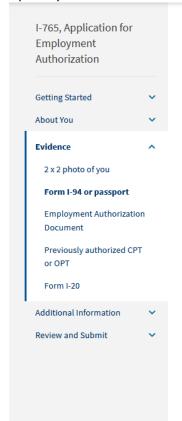
Enter your father's birth name then your mother's birth name and click next. Upload your passport-sized photo.



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.



### 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.

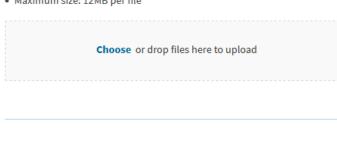
If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the <u>CBP website</u> to obtain a paper version of an electronic Form I-94. CBP does not charge a fee for this service. 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.

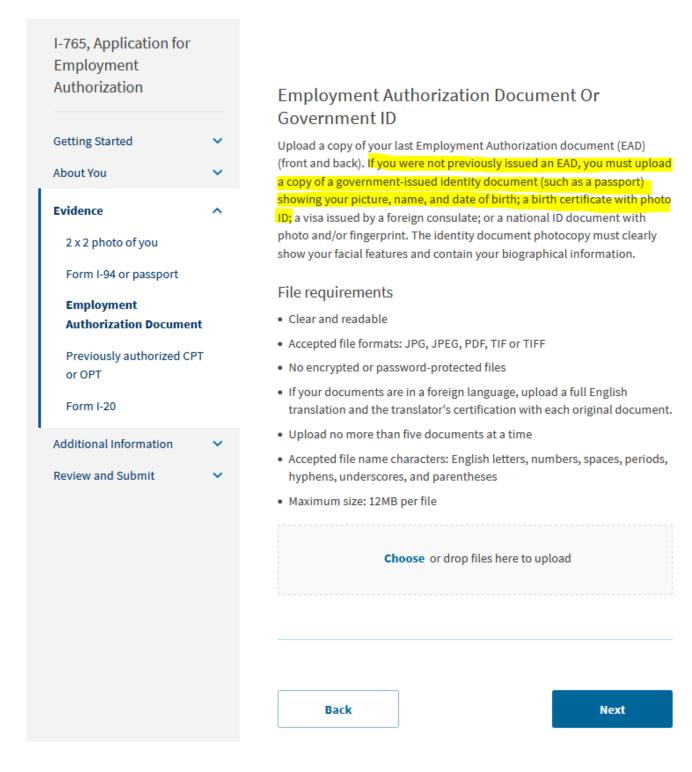
If you do not have and cannot get a required document, you must demonstrate this and provide secondary evidence. If secondary evidence does not exist or is unavailable, you must demonstrate both the unavailability of the required document and the relevant secondary evidence and submit two or more sworn 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

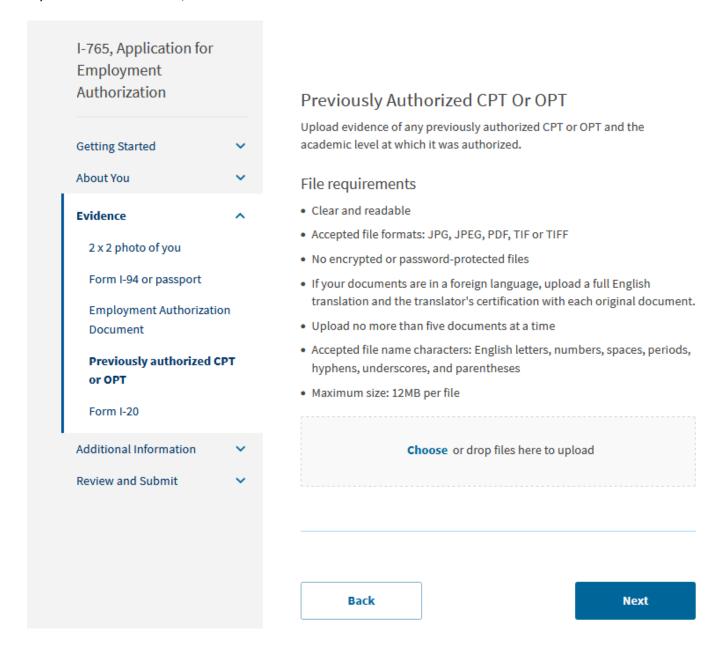


Upload a copy of the front and back of your EAD card, if applicable. If you do not have one, upload your passport page containing your biographical information and expiration date of passport. Click Next to continue.

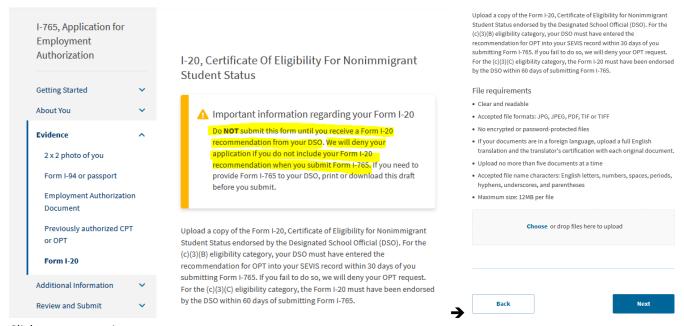


This is where you will upload all I-20s (Pages 1 and 2) that has CPT and/or OPT authorization on page 2.

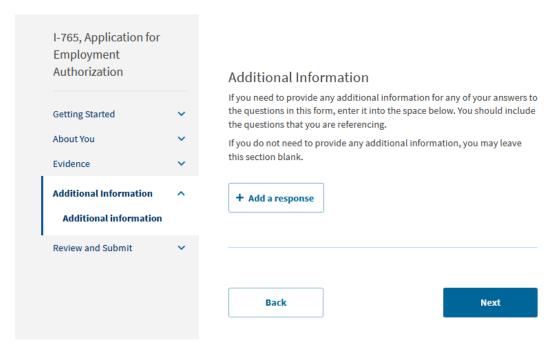
If you do not have neither, click Next to continue



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.



#### Click next to continue



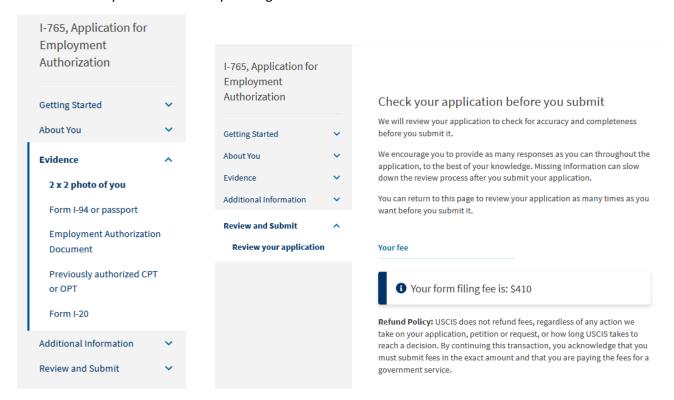
#### You need 2 letters.

- 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.



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.