

## Applying for Optional Practical Training & STEM Extension Online

### What the Student Needs To Do

1. Tell the International Students and Scholars office that you want to apply for practical training well before graduation (three months or more).
2. Attend the “Practical Training” workshop that is held each semester. This group meeting will provide you with basic information about practical training, eligibility, the application process, etc.
3. Send an email message to the ISS staff to notify them of your requested Optional Practical Training (OPT) start date and to schedule a time to meet with an ISS advisor to pick up your new OPT Form I-20 and to have the ISS advisor review your draft OPT application materials.
4. Prepare your documents by saving a digital copy (.pdf or .jpeg file format) of the following. **Note: an ISS advisor will prepare a new Form I-20 recommending OPT for you once you have notified the ISS office of your requested OPT authorization start date. You cannot file a complete application for OPT with the U.S. Citizenship and Immigration Services (USCIS) office without a new Form I-20 .**
  - Your passport photo/information page
  - F-1 visa
  - All previous Form I-20s
  - Most recent I-94, found here: <https://i94.cbp.dhs.gov/>
  - Previous Employment Authorization Document (EAD) card IF YOU HAVE ONE
  - Scan of U.S. size passport photo saved as a .jpeg file. You can get a digital photo at a passport photo shop, or scan a physical photo, but make sure it's a high quality photo. (Tips: <https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>)
5. Go to <https://myaccount.uscis.gov>. Create a USCIS Online Account and prepare a draft of your online Form I-765 (Application for Employment Authorization), including uploading the digital documents you have, using the following instructions and screenshots. **Do not submit your Form I-765 application to USCIS before receiving your OPT Form I-20 from ISS staff.**
6. Meet with an ISS advisor to complete your application. Bring the following with you:
  - Laptop (if meeting in person)
  - Credit/debit card or U.S. bank account information (account number and routing number) for paying the Form I-765 filing fee. See current filing fee information here: <https://www.uscis.gov/i-765>
  - Your non-Lewis & Clark email address. ISS staff needs to enter this in the Student and Exchange Visitor Information System (SEVIS).
  - STEM extension only:** Form I-983 (Training Plan for STEM OPT Students). See the guidelines below. Additional information is available on this website: <https://studyinthestates.dhs.gov/students-and-the-form-i-983>
    - Section 1: Complete with your information
      - SEVIS School Code of School Recommending STEM OPT: POO214F00012000
      - Designated School Official (DSO) Name and Contact Information: Lisa Kosiewicz Doran, (503) 768-7304, [lkosiewiczdor@lclark.edu](mailto:lkosiewiczdor@lclark.edu)
      - Student SEVIS ID No: Found at the top of Page 1 of your Form I-20
      - STEM OPT Requested Period: From: the date following your current OPT end date to one day prior in two years (Example: June 1, 2024 to May 31, 2026)
      - Qualifying Major and Classification of Instructional Programs (CIP) Code: found in the Major field in the “PROGRAM OF STUDY” section on Page 1 of your Form I-20

- Employment Authorization Number: USCIS number found on the front of your EAD card
- Section 2: Sign and Date, Print name
- Section 3: Your Employer will complete
- Section 4: Your Employer will complete and sign
- Section 5: You and your Employer will complete
- Section 6: Your Employer will complete and sign
- Evaluation on Student Progress: You and your Employer complete after 12 months of STEM Extension
- Final Evaluation on Student Progress: You and your Employer will complete at the end of your 24-month STEM Extension or within 10 days of when your STEM OPT employment with the Employer ends (whichever event occurs first)

### **ISS Staff Will**

- Add OPT/STEM OPT request to student's SEVIS record: Go to "OPT Request" and fill in information. Under Student Remarks, write: "Full time OPT in the field of \_\_\_\_\_ is recommended, beginning on \_\_\_\_\_, or from the date of USCIS adjudication, if later." Under Employment Remarks: "Student will look for work in the field of \_\_\_\_\_."
- Be careful to use the correct "Program End Date", i.e., the last day of final exams in the student's last semester.
- Update student's email address in SEVIS to personal, non-LC email.
- Sign the newly printed Form I-20 on Page 1 (only sign Page 2 if student will be traveling outside the U.S). Make a photocopy of the OPT Form I-20 for the student's file.
- Have the student sign Page 1.
- Save a digital copy of the signed OPT Form I-20 to upload to online application.
- Check the student's draft online Form I-765 application materials to make sure the form has been completed correctly and all required supporting documents have been uploaded.
- Remind the student about travel rules and let them know about the SEVP Portal.
- Have student print a copy of the Form I-765 from the USCIS portal.
- Update Google sheet with date OPT application was submitted.



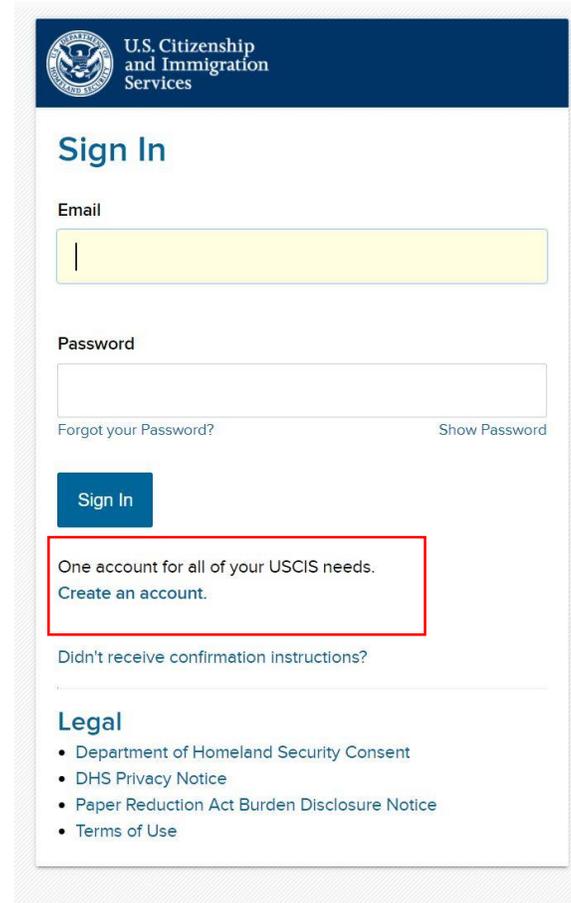
U.S. Citizenship  
and Immigration  
Services

# OPT Application

I-765 Online Filing Instructions

1. Go to <https://myaccount.uscis.gov>

2. Click on “Create an account”



The screenshot shows the USCIS Sign In page. At the top left is the USCIS logo, and to its right is the text "U.S. Citizenship and Immigration Services". Below this is the heading "Sign In". There are two input fields: "Email" (highlighted in yellow) and "Password". Below the password field are links for "Forgot your Password?" and "Show Password". A blue "Sign In" button is positioned below the password field. A red rectangular box highlights the text: "One account for all of your USCIS needs. Create an account." Below this box is a link: "Didn't receive confirmation instructions?". At the bottom, there is a "Legal" section with a list of links: "Department of Homeland Security Consent", "DHS Privacy Notice", "Paper Reduction Act Burden Disclosure Notice", and "Terms of Use".

U.S. Citizenship and Immigration Services

## Sign In

Email

Password

[Forgot your Password?](#) [Show Password](#)

[Sign In](#)

One account for all of your USCIS needs.  
Create an account.

[Didn't receive confirmation instructions?](#)

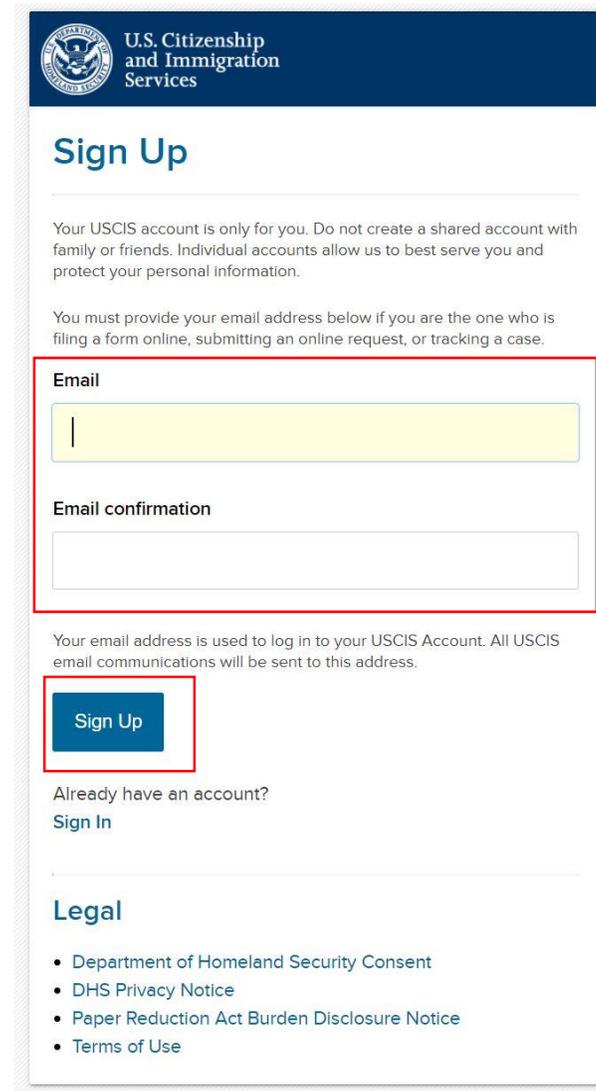
### Legal

- [Department of Homeland Security Consent](#)
- [DHS Privacy Notice](#)
- [Paper Reduction Act Burden Disclosure Notice](#)
- [Terms of Use](#)

1. Enter your e-mail address

2. Re-enter your e-mail address under “E-mail confirmation”

3. Click “Sign-up”



The screenshot shows the USCIS Sign Up page. At the top is the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below this is the heading "Sign Up". A paragraph explains that the account is for the user only and should not be shared. Another paragraph states that an email address is required for online forms, requests, and tracking. The form fields are highlighted with a red box: an "Email" field (a yellow input box with a cursor), an "Email confirmation" field (a white input box), and a blue "Sign Up" button. Below the button, there is a link for "Sign In" for existing accounts. At the bottom, there is a "Legal" section with links to "Department of Homeland Security Consent", "DHS Privacy Notice", "Paper Reduction Act Burden Disclosure Notice", and "Terms of Use".

 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](#)

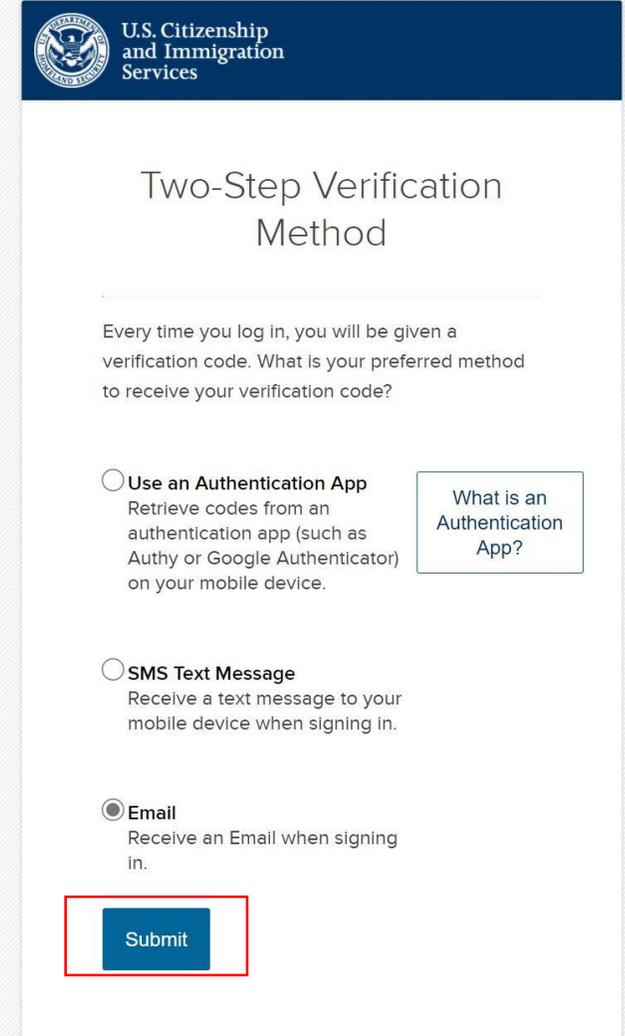
Already have an account?  
[Sign In](#)

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### Legal

- [Department of Homeland Security Consent](#)
- [DHS Privacy Notice](#)
- [Paper Reduction Act Burden Disclosure Notice](#)
- [Terms of Use](#)

1. Choose the two-step verification method
2. Click Submit



The screenshot shows the U.S. Citizenship and Immigration Services (USCIS) website interface for selecting a two-step verification method. At the top left is the USCIS logo, and to its right is the text "U.S. Citizenship and Immigration Services". The main heading is "Two-Step Verification Method". Below the heading is a horizontal line, followed by the text: "Every time you log in, you will be given a verification code. What is your preferred method to receive your verification code?". There are three radio button options: "Use an Authentication App" (with a sub-note "Retrieve codes from an authentication app (such as Authy or Google Authenticator) on your mobile device." and a callout box "What is an Authentication App?"), "SMS Text Message" (with a sub-note "Receive a text message to your mobile device when signing in."), and "Email" (with a sub-note "Receive an Email when signing in."). The "Email" option is selected. At the bottom left, there is a blue "Submit" button highlighted with a red border.

U.S. Citizenship and Immigration Services

## 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.

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

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

Submit

What is an Authentication App?

1. Enter your verification code that was sent to the verification method that you chose
2. Click “Submit”
3. On the Two-Step Certification Backup Code, take note on the code and click “proceed”

U.S. Citizenship and Immigration Services

Your two-step verification method is selected. Please confirm that it works.

### Enter your verification code

A verification code has been sent to fsaquina@flyhaa.com. 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 fsaquina@flyhaa.com, enter your backup code instead, or [Contact Us](#).

Secure verification code \*

Submit

## Two-Step Verification Backup Code

If you lose access to your authentication device (you get a new mobile device or change your phone number), you can use this backup code to login to your USCIS account. If you change and confirm a new two-step verification method preference, your old code will no longer work.

Please print or save a copy of this code, and store it somewhere safe so that you are not locked out of your account.

Your backup code is: 6f6f838807

Export As PDF Proceed

1. Select each question and input the answers on each response column

2. Click “Next” or “Submit” on the bottom

## Provide Password Reset Answers

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Set five security questions. You must remember the answers to these questions if you ever need to reset your password.

**Question #1**

What is the last name of your favorite childhood teacher? ▼

**Question #1 Response**

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**Question #2**

In what city/town did you meet your spouse? ▼

**Question #2 Response**

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Click on myUSCIS tab to access the application

Welcome to your USCIS Account

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Select what you want to do

<b>Edit My Profile</b>	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.
<b>FIRST</b>	Submit, manage and receive Freedom of Information Act (FOIA) requests.
<b>myE-Verify</b>	Confirm your records for employment eligibility, track E-Verify or Self-Check case status, and protect your identity by locking your Social Security Number (SSN).

Not sure what service you need? Start at [USCIS.gov](https://uscis.gov)

1. Select the first option of “I am an applicant, petitioner, or requestor”

2. Click “Submit”

## 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](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.

Select “File a form online”

The image shows the top navigation bar of the USCIS website. On the left is the USCIS logo and the text "U.S. Citizenship and Immigration Services". In the center is a "My Account" link with a person icon. On the right are links for "My Account", "Resources", and "Sign Out". Below the navigation bar is a large banner with the text "Welcome To Your USCIS Account" and "Select What You Want To Do". Underneath the banner are four white cards with icons and text. The second card, "File a form online", is highlighted with a red border. The cards are: 1. "Add a paper-filed case" (folder icon), 2. "File a form online" (document icon), 3. "Enter a representative passcode" (lock icon), and 4. "Verify your identity" (ID card icon).

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

1. Select “Application for Employment Authorization (I-765)”

2. Click “Start Form”

### File a Form

Once you start your form, 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.

- 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)

**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.

For all other eligibility categories, you must submit a paper [Form I-765](#).

- Petition for Alien Relative (I-130)
- Application To Extend/Change Nonimmigrant Status (I-539)

**Start form**

Cancel

1. Read through the information

2. Click “Next” on the bottom of the page

## 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.

For all other eligibility categories, you must submit a paper [Form I-765](#).

(c)(3)(A) eligibility category: Submit your application up to 90 days before being enrolled as an F-1 foreign student for one full academic year at an educational institution approved by U.S. Immigration and Customs Enforcement Student and Exchange Visitor Program (ICE SEVP). Your period of employment should not start before you have completed one full academic year. If you completed the one-year requirement while in another valid nonimmigrant status and you are now in valid F-1 status, you are still eligible to apply for OPT.

(c)(3)(B) eligibility category: Submit your application up to 90 days before, but no later than 60 days after your program end date. You must submit your application within 30 days of the date that your designated school official (DSO) enters the recommendation for OPT into your Student and Exchange Visitor Information System (SEVIS) record. If you fail to do so, we will deny your OPT request.

### ➔ After You Submit Your Application

#### 🕒 Track your case online

After you submit your form, you can track its status through your USCIS account. Sign in to your account often to check your case status and read any important messages from USCIS.

#### ⬅️ Respond to requests for information

If we need more information from you, we will send you a Request for Evidence (RFE) or Request for Information (RFI). You can respond to our request and upload your documents through your USCIS account.

#### ✉️ Receive your decision

The decision on Form I-765 involves a determination of whether you have established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision in writing. If your application is approved, we will either mail your EAD to you or we may require you to visit your local USCIS office to pick it up.

Next

1. Read through the information

2. Click “Next” on the bottom of the page

## Completing Your Form Online

### Filing online

Submitting your application online is the same as mailing in a completed paper form. They both gather the same information.

### Complete the Getting Started section first

You should answer all questions in the Getting Started section first so we can best customize the rest of your online form experience.

### Provide as many responses as you can

You should provide as many responses as you can. Incomplete fields or sections and missing information can slow down the process after you submit your form.

### We will automatically save your responses

We will automatically save your information when you select next to go to a new page or navigate to another section of the form. We will save your information for 30 days from today, or from the last time you worked on the form.

### How to continue filling out your form

After you start your form, you can sign in to your account to continue where you left off.

## Paperwork Reduction Act

An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at 4 hours per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. The collection of biometrics is estimated to require 1 hour and 10 minutes. The public reporting burden for the collection of information for Form I-765WS is estimated at 30 minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

U.S. Citizenship and Immigration Services  
Office of Policy and Strategy, Regulatory Coordination Division  
5900 Capital Gateway Drive, Mail Stop #2140  
Camp Springs, MD 20588-0009

**Do not mail your completed I-765 application to this address.**

OMB No. 1615-0040  
Expires: 07/31/2022

### Security Reminder

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

Back

Start

1. Select c(3)(B) Student Post-Completion OPT (second option) unless you're applying for the STEM Extension, then select c(3)(C) Stem Extension.

2. Click “Next”

I-765, Application for Employment Authorization

**Getting Started** ^

- Basis of eligibility**
- Reason for applying
- Preparer and interpreter information

About You v

Evidence v

Additional Information v

Review and Submit v

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.

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

**Back** **Next**

1. Select “Initial permission to accept employment” if this is your first ever OPT application. For the STEM extension, select "Renewal of permission to accept employment."

2. Select “No” if this is your first time filing for an OPT. If it's for the STEM Extension, you've done OPT for a previous degree, or you're re-applying after having an application denied: Select "Yes"

I-765, Application for Employment Authorization

**Getting Started** ^

Basis of eligibility

**Reason for applying**

Preparer and interpreter information

About You v

Evidence v

Additional Information v

Review and Submit v

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

1. Select “No” if you are filing this application yourself. Even if ISS staff are helping you, check "No" here

2. Click “Next”

I-765, Application for Employment Authorization

**Getting Started** ^

- Basis of eligibility
- Reason for applying

**Preparer and interpreter information**

- About You v
- Evidence v
- Additional Information v
- Review and Submit v

Is someone assisting you with completing this application?

Yes

No

[Back](#) [Next](#)

1. Enter your names in the boxes, please double check if you enter them in the correct box

2. Answer “No” on the second question if you've never had another name

Answer “Yes” the second question if you've had other names.

Another set of columns will show up to enter this information if you select “Yes”

3. 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 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

1. Enter your phone number, e-mail address, and mailing address. We recommend using the ISS address as you will likely move after graduation:

In Care of Name: Intl Students & Scholars  
615 S Palatine Hill RD  
MSC 192  
Portland, OR, 97219

2. Select “No” on the second question and enter your current physical address

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

Mobile telephone number (if any)

This is the same as my daytime telephone number.

Email address

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

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

Yes

No

Back Next

1. Select your gender
2. Select your marital status
3. 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 gender?

Male

Female

What is your marital status?

Single

Married

Divorced

Widowed

[Back](#)

[Next](#)

1. Select your Nationality from the drop-down menu.

2. Enter your I-94 Number from the I-94 form

3. Enter your last arrival information.

You can retrieve this information by going to <https://i94.cbp.dhs.gov/I94/#/home> and select “Get Most Recent I-94” and enter your information.

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.

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What is your Form I-94 Arrival-Departure Record Number (if any)?

---

When did you last arrive in the United States?

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

**Date of arrival**

**Place of arrival**

**Status at last arrival**

Continued in the next slide →

1. Enter your current passport number
2. Skip “What is your travel document number?”
3. Enter expiration date of your passport
4. Select your country from the drop-down menu

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?

Continued in the next slide →

1. Select "F-1" on the "What is your current immigration status or category"

2. Enter your SEVIS number on your I-20 that starts with "N"

Department of Homeland Security  
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for No  
OMB NO. 1653-0038

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**SEVIS ID: N00** [REDACTED]

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<b>SURNAME/PRIMARY NAME</b> [REDACTED]	<b>GIVEN NAME</b> [REDACTED]
<b>PREFERRED NAME</b> [REDACTED]	<b>PASSPORT NAME</b>
<b>COUNTRY OF BIRTH</b> [REDACTED]	<b>COUNTRY OF CITIZENSHIP</b> [REDACTED]
<b>CITY OF BIRTH</b> [REDACTED]	<b>DATE OF BIRTH</b> [REDACTED]
<b>FORM ISSUE REASON</b> INITIAL ATTENDANCE	<b>ADMISSION NUMBER</b>

3. Click "Next"

What is your current immigration status or category?

[Dropdown menu]

---

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.

[Text input field containing "N-"]

---

[Back] [Next]

1. Select “I do not have or know my A-number”
2. Select “I do not have or know my USCIS Online Account Number
3. Select “Yes” if you currently have Social Security Number and enter the SSN number in the field below
4. Select “No” if you already have an SSN. Select “Yes” if you don't have an SSN
5. 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-

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.

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)?

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

Yes

No

Back

Next

1. Scan your 2x2 passport photo to your computer and save it into JPG, JPEG, or PNG file.

**Recommended:** high quality scan via a scanner

**Not recommended:** taking a photo of your passport photo with your phone

2. Upload the JPG file to the column by clicking “choose” or drag the file on to the box

3. Click “Next”

I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

**Evidence** ▲

**2 x 2 photo of you**

Form I-94

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 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

**Back** **Next**

1. Upload your I-94 form by clicking “Choose” or drag your I-94 file into the box

2. Click on the Document type and select “Form I-94” on the drop-down menu

3. Click “Next”

I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

**Evidence** ▲

2 x 2 photo of you

**Form I-94**

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

Additional Information ▾

Review and Submit ▾

## I-94, Arrival And Departure Record

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.

### 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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

File name	Document	Action
<a href="#">I94 - Official</a> ...e.pdf	Select a do... ▲	Delete
	Select a document type	
	Form I-94	
	Passport, and Travel Document	

Back Next

## 1. Upload copies of your:

- Passport (photo and information page)
- U.S. F-1 Visa

by clicking “Choose” or drag the documents to the box.

If you're applying for the STEM extension or have an EAD from a previous degree's OPT period, upload a copy of your EAD card (front and back).

## 2. Click Next

I-765, Application for Employment Authorization

Getting Started ▼

About You ▼

**Evidence** ▲

- 2 x 2 photo of you
- Form I-94
- 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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

[Back](#) [Next](#)

1. Upload all previous I-20s with CPT or OPT employment on them.

2. If you've had OPT before, upload any previous EAD cards, too.

3. Click “Next”

I-765, Application for Employment Authorization

Getting Started ▼

About You ▼

**Evidence** ▲

- 2 x 2 photo of you
- Form I-94
- 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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

**Choose** or drop files here to upload

[Back](#) [Next](#)

# 1. Upload the latest I-20 that the ISS office sent you for the OPT recommendation.

Please check if the second page has “Post-completion OPT” in “Requested” status before you upload it.

# 2. Click “Next”

I-765, Application for Employment Authorization

Getting Started ▼

About You ▼

**Evidence** ▲

- 2 x 2 photo of you
- Form I-94
- 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

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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

[Back](#) [Next](#)

1. Click “Next”

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](#)

1. See if you have any unfilled/incomplete columns by looking at “Alerts and warnings”

2. Click “Next”

I-765, Application for Employment Authorization

- Getting Started
- About You
- Evidence
- Additional Information
- Review and Submit**

**Review your application**

- Your application summary
- Your statement

### 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

**i** 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.

#### Alerts and warnings

**✓** We found no alerts or warnings in your application

[Back](#) [Next](#)

1. Review all of your information that you entered and make sure everything is accurate

### I-765, Application for Employment Authorization

- Getting Started
- About You
- Evidence
- Additional Information
- Review and Submit**

- Review your application
- Your application summary**
- Your statement

[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)(B) Student Post-Completion OPT
What is your degree?	-
What is your employer's name as listed in E-Verify?	-
What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?	-

#### Reason for applying

What is your reason for applying?	Initial permission to accept employment
Have you previously filed Form I-765?	No

#### Preparer and interpreter information

1. Once you ensure everything is correct and accurate, check the box that says “I can read and understand English,....”

2. Click “Next”

I-765, Application for Employment Authorization

- Getting Started
- About You
- Evidence
- Additional Information
- Review and Submit**

Review your application

Your application summary

**Your statement**

Your 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.

[Back](#) [Next](#)

The screenshot shows a web interface for an I-765 application. On the left is a vertical navigation menu with sections: 'Getting Started', 'About You', 'Evidence', 'Additional Information', and 'Review and Submit'. The 'Review and Submit' section is expanded to show 'Review your application', 'Your application summary', 'Your statement', and 'Your signature'. The 'Your statement' section is active, displaying the heading 'Applicant's statement' and the instruction 'You must read and agree to the statement below.' A checkbox is checked, with the text '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.' Below the statement are two buttons: 'Back' and 'Next'. The 'Next' button is highlighted with a red box.

1. Read and scroll through “Applicant’s Declaration and Certification”

2. Click on “I have read and agree to the applicant’s statement”

3. Enter your full name on the column below that

4. Click “Next”

I-765, Application for Employment Authorization

- Getting Started
- About You
- Evidence
- Additional Information
- Review and Submit**

- Review your application
- Your application summary
- Your statement
- Your signature**
- Pay and submit

### Applicant's Declaration and Certification

You must read and agree to the certification below. If you knowingly and willfully falsify or conceal a material fact or submit a false document with your application, we can deny your application and may deny any other immigration benefit. You may also face criminal prosecution and penalties provided by the law.



Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:

- 1) I reviewed and understood all of the information contained in, and submitted with, my application; and
- 2) All of this information was complete, true, and correct at the time of filing.

I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all of the information contained in, and submitted with, my application, and that all of this information is complete, true, and correct.

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.

Full Name

Back

Next

1. Click on Pay and Submit

2. Have your credit card ready for payment

The screenshot shows the USCIS online application interface for Form I-765. On the left is a navigation menu with the following items: 'Getting Started', 'About You', 'Evidence', 'Additional Information', 'Review and Submit' (which is expanded to show 'Review your application', 'Your application summary', 'Your statement', 'Your signature', and 'Pay and submit'), and 'Pay and submit'. The main content area is titled 'Pay for and submit your application' and contains the following text: 'The final step to submit your Form I-765, Application for Employment Authorization, is to pay the required fee. Your application fee is: **\$410.** Refund Policy: By continuing this transaction, you agree that you are paying for a government service and that the filing fee, biometric services fee and all related financial transactions are final and not refundable, regardless of any action USCIS takes on an application, petition or request, or how long USCIS takes to reach a decision. You must submit all fees in the exact amounts.'

Below the text is a light blue box with the USCIS seal at the top. It contains the following text: 'We will send you to Pay.gov — our safe and secure payment website — to pay your fees and submit your form online.' This is followed by a list of steps: '1. Provide your billing information on Pay.gov', '2. Provide your credit card or U.S. bank account information', and '3. Submit your payment'. Below the list, it says 'When you have paid your fee, your form will be submitted.' and '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.'

At the bottom of this box is a dark blue button labeled 'Pay and submit', which is highlighted with a red rectangular border.

1. Select “I want to pay with debit or credit card”

2. Click “Continue”

**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**

## USCIS I-765

Please provide the Credit or Debit Card Information below

\* Indicates required fields

Agency Tracking ID: HLU6H9JD226QMD

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](#)

1. Fill out the required fields

2. Click "Continue"

# Case status

- You can login to your myUSCIS account and check your case status.
- If applicable, please provide ISS with your case tracking number.