# 12-Month Post-Completion OPT
# I-765 Online Filing Guide

*Last updated 09/2022*

☑ This guide should only be used for **12-Month Post-Completion OPT applications <span style="color:red">filed online</span>, not any other type of USCIS application**. If you are replacing a lost, stolen, or incorrect EAD card, please consult an ISO advisor.

☑ This document, as well as any other application review support from ISO, should not be considered legal advice. **We highly recommend having your application materials reviewed by an ISO advisor before sending your application to USCIS**, but please be aware that ISO advisors are not legal professionals and any recommended changes are only suggestions based on experience. You are responsible for accurately completing your forms and timely submitting your application!

☑ The information in this guide is updated regularly. We advise that you check the most updated version of this guide on our website.

# I-765 Online Filing Steps: Overview

- **Step 1**: Create a USCIS online account or sign into an already existing account on the [USCIS website](). Details on [how to create an account]() are available on the USCIS website.

- **Step 2**: Select "File a Form Online"

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

- **Step 3**: Complete all sections of the I-765 online (as outlined in this guide).

     Note: You can save a draft of your application and finish at your own pace

- **Step 4**: Monitor your case status and respond to any requests for evidence.

     For additional support, see [USCIS' Tips for Filing Forms Online]()

# Getting Started

U.S. Citizenship and Immigration Services

I-765, Application for Employment Authorization

Getting Started
- Basis of eligibility
- Reason for applying
- Preparer and interpreter information

About You

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## Basis of Eligibility

- **What is your eligibility category?**
  - ❑ Select "Post-completion OPT, (c)(3)(B)"

## Reason for Applying

- **What is your reason for applying?**
  - ❑ Select *Initial permission to accept employment*

- **Have you previously filed Form I-765?**
  - ❑ Select No if you have not previously applied for work authorization with an I-765
  - ❑ Select Yes if you have previously filed an I-765 (provide proof in the "Evidence" section)

## Preparer and Interpreter Information

- **Is someone assisting you with completing this application?**
  - ❑ Select No

# About You

**U.S. Citizenship and Immigration Services**

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 ⌄

## Your Name
- **What is your current legal name?** Enter your full name as it appears on your **passport**. If your full name does not fit in the spaces provided, use the *Additional Information* ⭐ section to list your full name.
- **Have you used any other names since birth:** You can use this section if you have ever changed your name OR if your name appears differently on different legal documents. If this does not apply to you, select "No".

## Your Contact Information
- **How may we contact you?**
  - ❑ Daytime telephone number
  - ❑ Email address (do not use a "u.rochester.edu" email address; it is invalid in the online form)
  - ❑ What is your current U.S. mailing address? (see next page)
  - ❑ Is your current mailing address the same as your physical address? (see next page)

## Describe Yourself
- **What is your gender?** Mark the box that best describes you.
- **What is your marital status?** Mark the box that best describes you.

# About You

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

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**US Mailing Address**: The address you enter here is where your EAD card and any other notices from USCIS will be mailed. **This should be an address where you can securely receive mail for the next 6 months.**

**If the mailing address you are using is different from where you live, select "No".** You will be prompted to list your current residential address. If the mailing address you are using is the same as your physical address, select "Yes".

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

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# About You

U.S. Citizenship and Immigration Services

I-765, Application for Employment Authorization

Getting Started ⌄

About You ⌃

Your name

Your contact information

**Describe yourself**

When and where you were born

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## When and Where You Were Born

- What is your **city/town/village, state/province, and country of birth?**
- What is your **date of birth?** Enter your date of birth in MONTH/DAY/YEAR format.

## Your Immigration Information

- What is your **country of citizenship or nationality?** If you are a citizen or national of more than one country, select *+ Add Country* to add all the countries where you hold citizenship.
- What is your **Form I-94 Arrival-Departure Record Number?** You can find this on your I-94 record, when you select Get Most Recent I-94.

- **When did you last arrive in the United States?**
  - ❑ **Date of Arrival:** You can find this on your I-94 record.
  - ❑ **Place of arrival** (Port of Entry): Click on the Travel History button on your I-94 record to access this information.
  - ❑ **Status at last arrival**: Select **F-1 Student**

- What is the **passport number** of your most recently issued passport?
- What is your **travel document number** (if any)? You can leave this blank unless you have a travel document other than a passport.
- What is the **expiration date of your passport** or travel document?
- What **country issued your passport** or travel document?
- What is your **current immigration status** or category? Select **F-1 Student**
- What is your **Student and Exchange Visitor Information System (SEVIS) Number?** You can find your SEVIS ID number on your I-20.

# About You

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

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## Other Information

- **What is your A-number?**
  - ❑ If you have previously applied for OPT, you can enter the 9 -digit "USCIS #" on your current EAD card as your "A - Number".
  - ❑ Otherwise, select "I do not have or know my A-Number."

- **What is your USCIS Online Account Number?**
  - ❑ Select "I do not have or know my USCIS Online Account Number" if applicable.

- **Has the Social Security Administration (SSA) ever officially issued a Social Security Card to you?**
  - ❑ Select Yes or No.

- **Do you want the SSA to issue you a Social Security card?**
  - ❑ Select No IF you already have an SSN card.

  - ❑ Select Yes IF you do <u>not</u> have an SSN or have lost your card. You will be prompted to complete additional information so SSA can issue you a social security card.

*[Being approved for OPT automatically makes you eligible for a Social Security Number, so you can apply for one along with your OPT application. Your Social Security Card will be sent to the mailing address used for this application.]*

# Evidence

**U.S. Citizenship and Immigration Services**

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 ˅

## 2x2 Photo of you:
- Upload a passport photo that meets USCIS specifications. Local convenience stores (such as CVS) may provide digital passport photos. Use the photo tool to upload your photo and ensure it meets the photo requirements.

## Form I-94:
- Upload a COPY of your I-94 record. You can look up your most recent I-94 online.

## Employment Authorization Document:
- Upload a COPY of your **Passport ID page**
- Upload a front-and-back COPY of any previous/current EAD(s) (if applicable)

## Previously authorized CPT or OPT:
- Upload a COPY of previous I-20s with CPT or OPT information (if applicable)

## Form I-20:
- Upload a COPY of your OPT Recommendation I-20 (after you have printed and signed/dated the I-20 in blue ink)

# Additional Information

*(as applicable to your situation)*



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  - Additional information
- Review and Submit ⌄

**USE THIS SECTION IF:**

- Your full name could not fit in the *About You* section.
  - Example: **Complete legal name: Last name:_____, First name: _____, Middle Name: _____**

- Your I-94 record does not list your most recent entry.
  - Example explanation: **Public I-94 record system was not updated after most recent travel to Canada. The I-94 record uploaded in the "Evidence" section does not reflect my most recent entry to the United States referenced in the "About You-Your Immigration Information" section.**

- You've had any previous SEVIS ID Numbers:
  - **Section**: About You, **Page**: Your Immigration Information
  **Additional Information:** List your previous SEVIS ID number and the degree level (High School, Bachelor's Master's, etc.) associated with that SEVIS ID.

- You've had previously authorized CPT or OPT and do not have former I-20s with these details:
  - **Section**: Evidence, **Page**: Previously authorized CPT or OPT
  **Additional Information:** List the type of previously authorized practical training (CPT, OPT, etc.), the dates of previously authorized practical training, the degree Level (Bachelor's, Master's, PhD, etc.), the application status (approved, denied, or withdrawn), and the Receipt or Card Number (if applicable and known).

# Review & Submit

I-765, Application for Employment Authorization

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- **Review and Submit** ⌃
  - **Review your application**

- **Review your application**:

  *ISO recommends having your application materials reviewed **before** submitting them to USCIS.*
  - Go to "Your application summary" and click on "View draft snapshot" to generate a PDF of your application. Upload your application and any supporting documents to our USCIS Application Review for OPT/STEM form, for review by an ISO advisor.

- **Read and agree to the "Applicant's Statement".**

- **Digitally sign**

- **Pay the application fee:** The system will direct you to Pay.gov, a US government payment site, to pay the required I-765 application fee. You will be able to pay using a US credit / debit card or through an ACH transfer (direct withdrawal) from your US checking account.

- **Submit your application!** After submission, your application will automatically be assigned a USCIS receipt number. You can print out an electronic receipt from your myUSCIS account portal. A paper receipt notice will follow in the mail a few weeks later.

*IMPORTANT: Once you submit your payment information and the payment is successfully received, USCIS considers your application OFFICIALLY SUBMITTED. You cannot change or edit your I-765 application responses after payment has been submitted.*

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