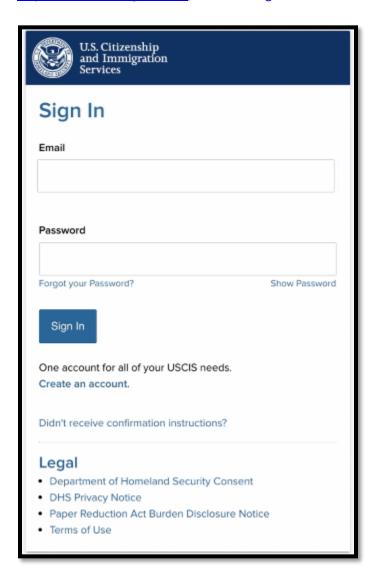
Apply for Optional Practical Training (OPT) Online in your myUSCIS Account

If you have not yet created your myUSCIS account, click here to follow these instructions in order to create your myUSCIS account.

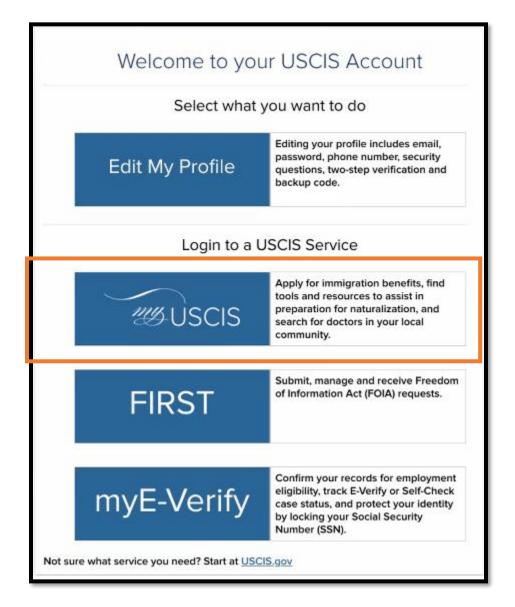
1. Go to https://www.uscis.gov/i-765, then click Sign In.



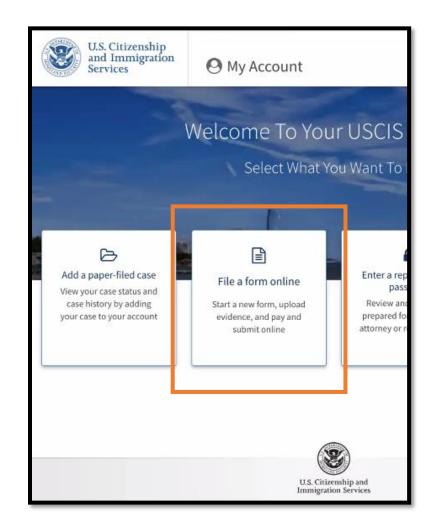
2. You will receive a verification code via the method you chose when you created your myUSCIS account. Enter your verification code to authenticate your login, then click submit.

U.S. Citizenship and Immigration Services	
Please enter your verification code to continue.	j
Enter your verification code	
A verification code has been sent to mikaelafberza@gmail.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 mikaelafberza@gmail.com, enter your backup code instead, or <u>Contact Us</u> .	
Secure verification code *	
Submit	

3. Click on myUSCIS.



4. Click on File a Form Online.



5. To apply for OPT, select "Application for Employment Authorization (I-765)," then click Start Form.

File a Form	
Once you start your form, we will automatically save your information for 30 days, or fitthe last time you worked on the form.	rom
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 Proceedi (N-336) 	ngs
Application for Naturalization (N-400)	
 Application for Replacement Naturalization/Citizenship Document (N-565) 	nent
O 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 online. This includes:	765
 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 scients) 	nce
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)	
O Application To Extend/Change Nonimmigrant Status (I-539)	
Start form	
Cancel	

6. Prepare to complete the I-765 application (screenshots on next pages). Click Next when ready.

Regarding *Eligibility*, note:

- (c)(3)(A) Pre-completion OPT: This option is typically for undergraduate and non-thesis Master's who wish to engage in OPT during their degree program, before they graduate, while they still have coursework to complete. This option is rarely used and is not recommended. As an undergraduate or graduate student, do not select this option if you are applying for OPT to work after you graduate. If you are a thesis-Master's student or Doctorate student who has completed all coursework and have only research/thesis/dissertation remaining towards your degree requirements, this may not necessarily be the option for you, either. Pre-completion OPT is limited to 20 hours per week during the Fall and Spring semesters. Pay close attention to the OPT recommendation on your I-20 to determine which option applies to you; 99% of the time, the correct option is NOT pre-completion OPT. Discuss with your F1 advisor.
- (c)(3)(B) Post-completion OPT: If you are currently enrolled as an F1 student and would like to apply for the ability to train/work/volunteer based on completion of program/graduation, you will apply for the 12-Month Full-Time standard Post-completion OPT (c)(3)(B) eligibility category, regardless of whether your major is STEM Extension OPT eligible.
- (c)(3)(C) STEM Extension OPT: If you are currently working as an F1 student on the 12-Month Full-Time standard Post-completion OPT, and have a STEM Extension OPT eligible CIP code and would like to extend your current post-completion OPT, you will apply for the 24-Month Full-Time STEM Extension OPT (c)(3)(C) eligibility category.

Regarding *Fee*, note:

• You will be able to pay via ACH, debit, or credit. Have your checkbook or debit/credit card ready.

Regarding **Documents You May Need**, note:

- a) I-94: Download your I-94 from https://i94.cbp.dhs.gov/194/#/home and save it as a PDF. Make sure the I-94 shows your most recent date of entry, "F1" and "D/S", and your specific details (name, DOB, passport number, etc.)
- b) **EAD:** If you've had an EAD before, scan and save a copy of the front and back of the card as JPG/JPEG. If you have not had an EAD before, upload a copy of your valid passport
- c) A color, passport-style photograph: Must be taken within 30 days of when you will submit your application, 2x2 inches (51 x 51 mm) in size, a resolution of 300 pixels per inch (12 pixels per millimeter), no more than 6MB

Regarding *Biometrics*, note:

Currently, biometrics are not required to apply for OPT or STEM OPT.

NOTE:

- If you submit an application online, do not mail a paper application to USCIS. Likewise, if you already mailed a paper application to USCIS, do not file a second application online while the mailed-in application is pending.
- Once you start your online application, you will have 30 days to complete and submit it. If you do not submit it within 30 days, you will be required to start the application over.
- The online I-765 form is intuitive. You will not see all of the same
 questions on the online form as are visible on the paper form. Based
 on how you respond to questions, the online form will direct you
 regarding additional questions which require a response from you.

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 1-765.

(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 Visitory Information System (SEVIS) record. If you fail to do so, we will deny your OPT request.

(c)(3)(C) eligibility category: Submit your application up to 90 days before your current OPT expires, but you must submit within 60 days of the DSO's approval of

Note: If you are an F-1 student filing for initial or extension of OPT, your OPT and your employment authorization will be automatically terminated if you change educational program levels or transfer to another school. Working in the United States without authorization may result in your removal from the United States or denial of re-entry. Consult your DSO for additional details.

• Fee

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.

Please refer to the instructions for the form(s) you are filing for additional information or you may call the USCIS Contact Center at 800-375-5283. For TTY (deaf or hard of hearing) 800-767-1833.

Documents you may need

Most applicants must upload:

- · A copy of your Form I-94, Nonimmigrant Arrival-Departure Record (front and back), a printout of your electronic Form I-94 from www.cbp.gov/i94, passport, or other travel document.
- · A copy of your last EAD (front and back). If you were not previously issued an EAD, you must submit 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 our facial features and contain your biographical information.
- · A color passport-style photograph of yourself taken recently.

We will automatically inform you which documents and additional evidence you may need to provide as you fill out your application. These recommendations fo additional information will be based on the information you provide in the application, such as your personal history and circumstances

Any document containing foreign language submitted to USCIS must be accompanied by a full English language translation that the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

@ Biometric services appointment

USCIS may require that you appear for an interview or provide biometrics (fingerprints, photograph, and/or signature) at any time to verify your identity, obtain additional information, and conduct background and security checks, including a check of criminal history records maintained by the Federal Bureau of Investigation (FBI), before making a decision on your application or petition. After USCIS receives your application and ensures it is complete, we will inform you in writing if you need to attend a biometric services appointment.

After You Submit Your Form

Track your case online

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

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 online 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 ou 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

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.

A 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 stopped last time

DHS Privacy Notice

AUTHORITIES: The information requested on this application, and the associated evidence, is collected under the Immigration and Nationality Act, 8 U.S.C. § 1324a; 8 CFR 274a.12, and 8

PURPOSE: The primary purpose for providing the requested information on this application is to determine eligibility for certain aliens who are temporarily in the United States requesting an Employment Authorization Document. DHS uses the information you provide to grant or deny the benefit you are seeking.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information, including your Social Security number, and any requested evidence may delay a final decision or result in a rejection or denial of your application.

ROUTINE USES: DHS may, where allowable under relevant confidentiality provisions, share the information you provide on this application and any additional requested evidence with other Federal, state, local, and foreign government agencies and authorized organizations. DHS follows approved routine uses, as described in the associated published system of records notices [DHS/USCIS/ICE/CBP-001 Alien File, Index, and National File Tracking System of Records; DHS/USCIS-007 Benefits Information System; DHS/USCIS-010 Asylum Information and Pre-Screening System of Records; DHS/USCIS-017 Refugee Case Processing and Security Screening Information System of Records; and DHS/USCIS-018 Immigration Biometric and Background Check (IBBC) System of Records], and the published privacy impact assessments [DHS/USCIS/PIA-016(a) Computer Linked Application Information Management System (CLAIMS 3) and Associated Systems; DHS/USCIS/PIA-027 USCIS Asylum Division; DHS/USCIS/PIA-056 USCIS Electronic Immigration System (USCIS ELIS); and DHS/USCIS/PIA-068 Refugee Case Processing and Security Vetting), which can be found at www.dhs.gov/privacy. DHS may also share this information as appropriate for law enforcement purposes or in the interest of national security.

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



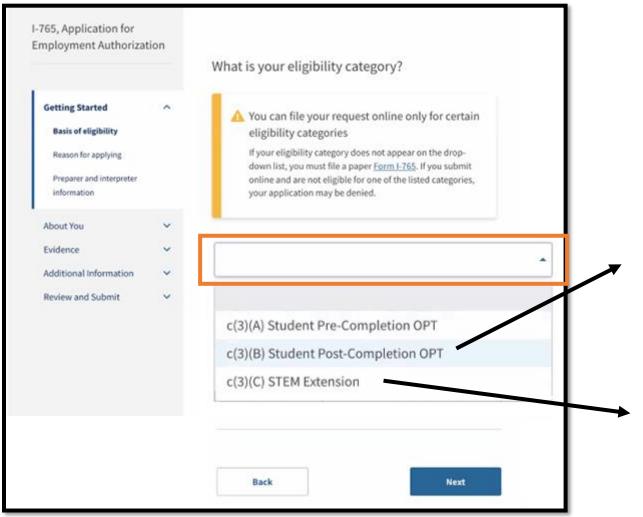
Security Reminder

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

Back

Start

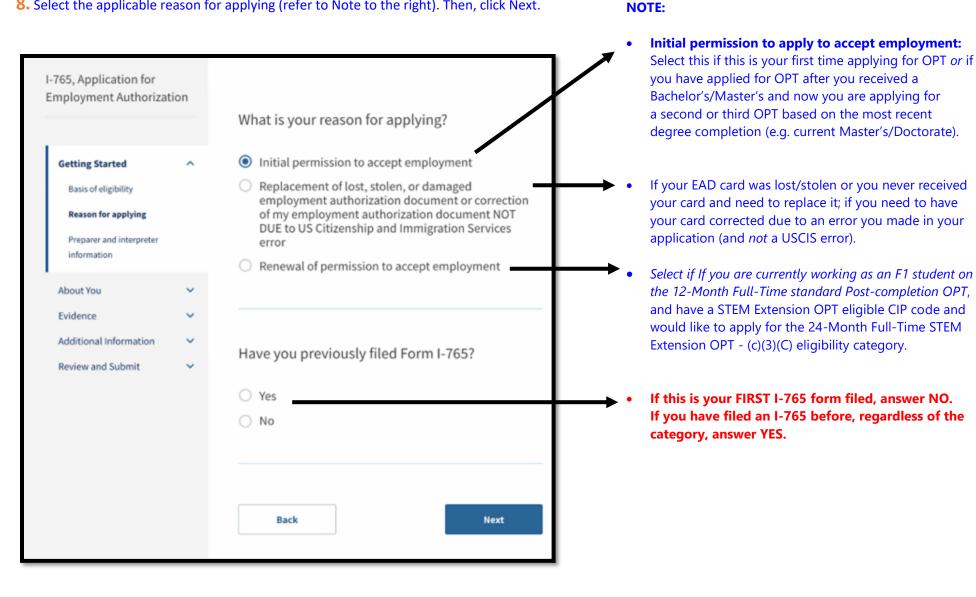
7. Complete the Form I-765:



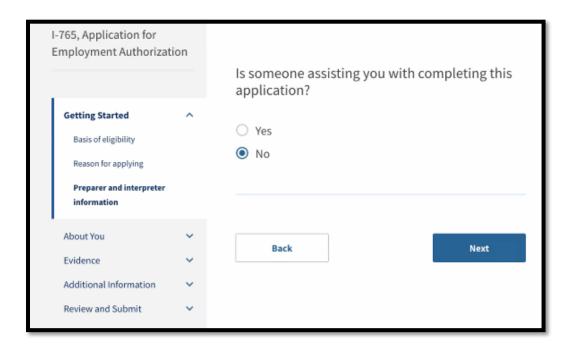
Regarding *Eligibility*, note:

- (c)(3)(B) Post-completion OPT: If you are currently enrolled as an F1 student and would like to apply for the ability to train/work/volunteer based on completion of program/graduation, you will apply for the 12-Month Full-Time standard Post-completion OPT - (c)(3)(B) eligibility category, regardless of whether your major is STEM Extension OPT eligible.
- (c)(3)(C) STEM Extension OPT: If you are currently working as an F1 student on the 12-Month Full-Time standard Post-completion OPT, and have a STEM Extension OPT eligible CIP code and would like to extend your current post-completion OPT, you will apply for the 24-Month Full-Time STEM Extension OPT - (c)(3)(C) eligibility category.

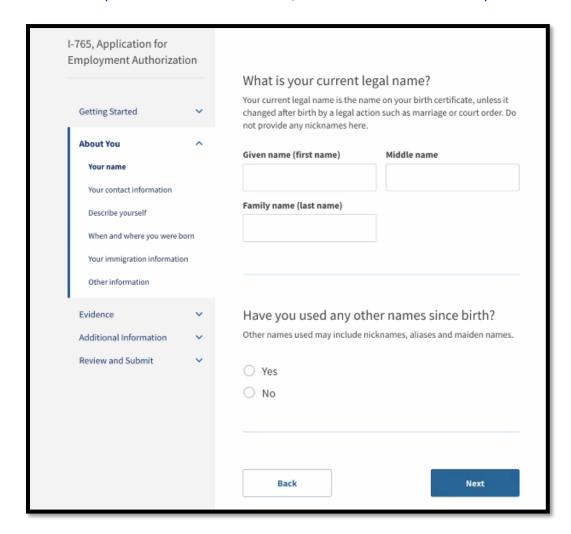




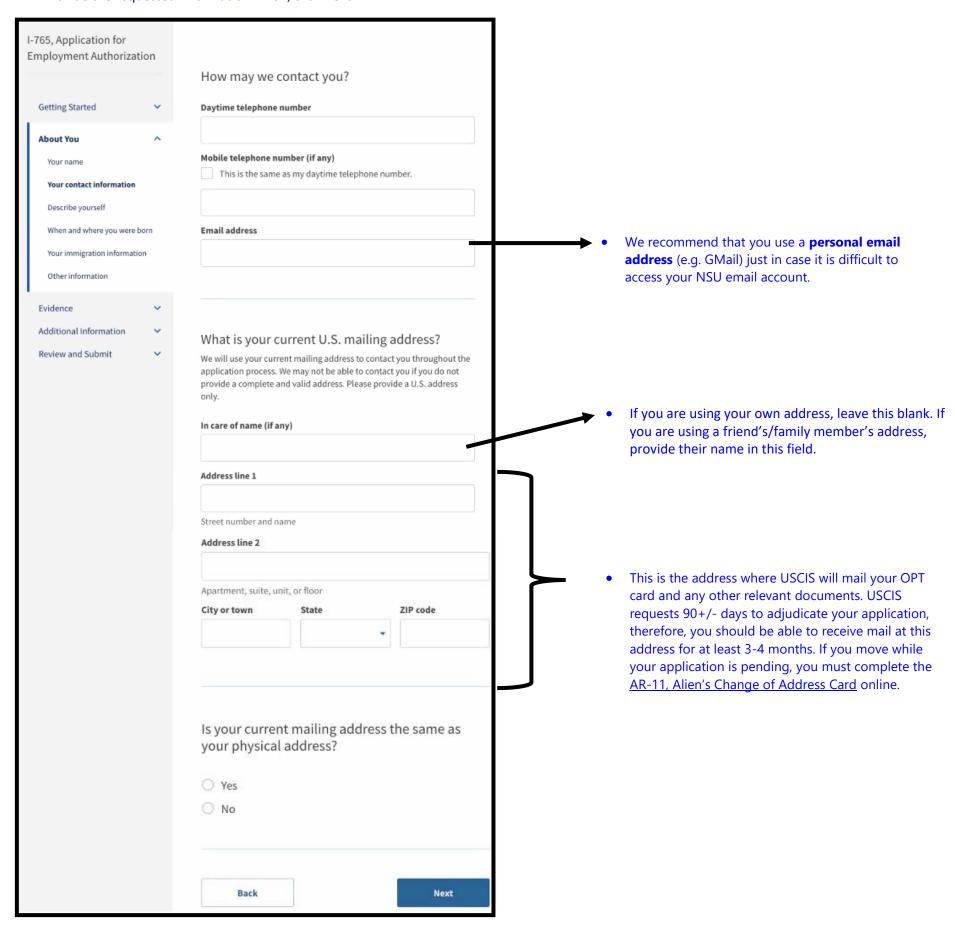
9. If you have a legal representative assisting you with completing this application, answer Yes. Otherwise, answer No. Then, click Next.



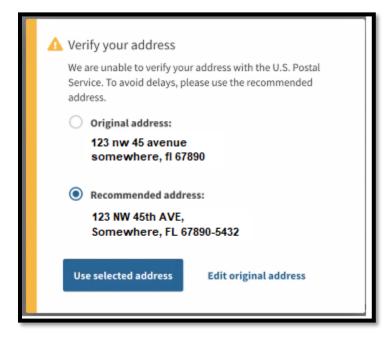
10. Current Legal Name: Provide your name exactly as it appears in your passport. If you only have one name, you may be required to place it in the family/last name field. If you do not have a middle name, leave it blank. Other Names: If you have never had your name legally changed, answer No. Then, click Next.



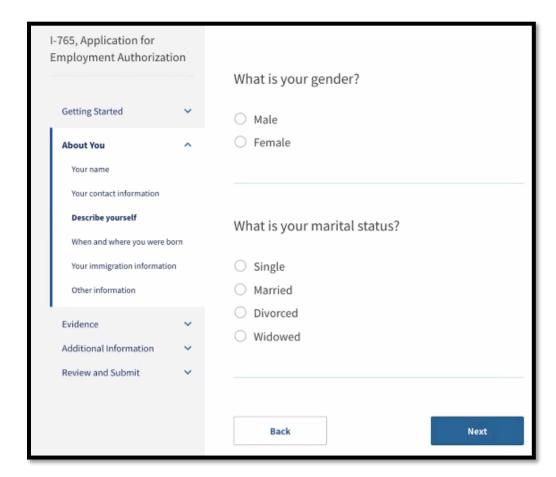
11. Provide the requested information. Then, click Next.



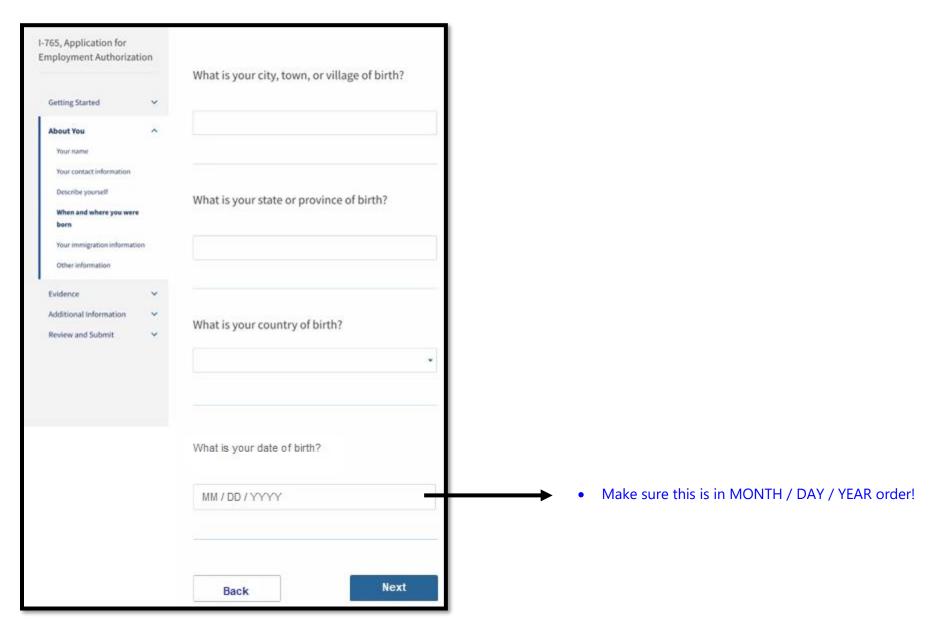
12. myUSCIS will ask you to verify the address. The Recommended Address is formated for USPS mailing. *If the recommended address looks correct,* select the Recommended Address to avoid delays.

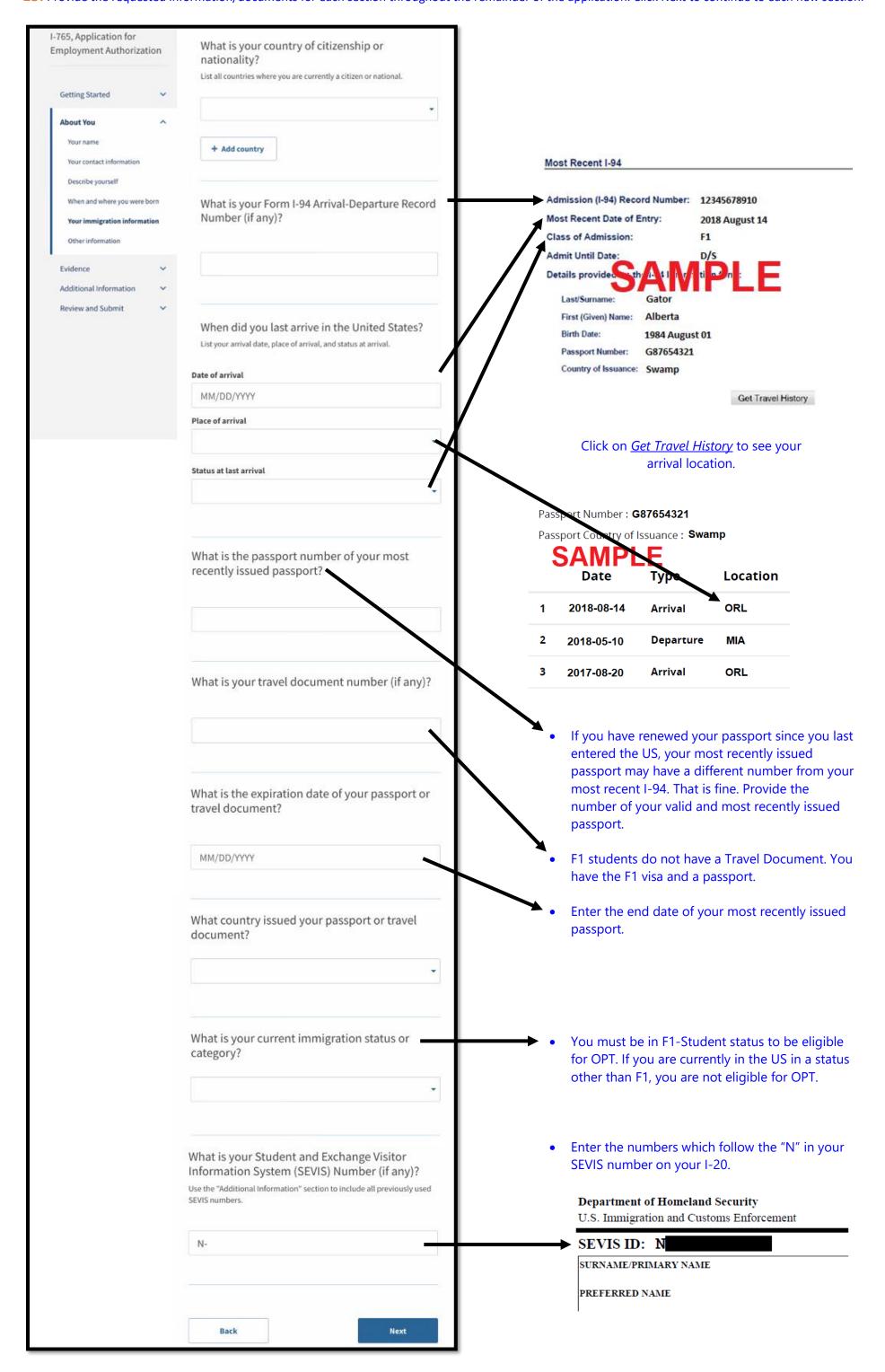


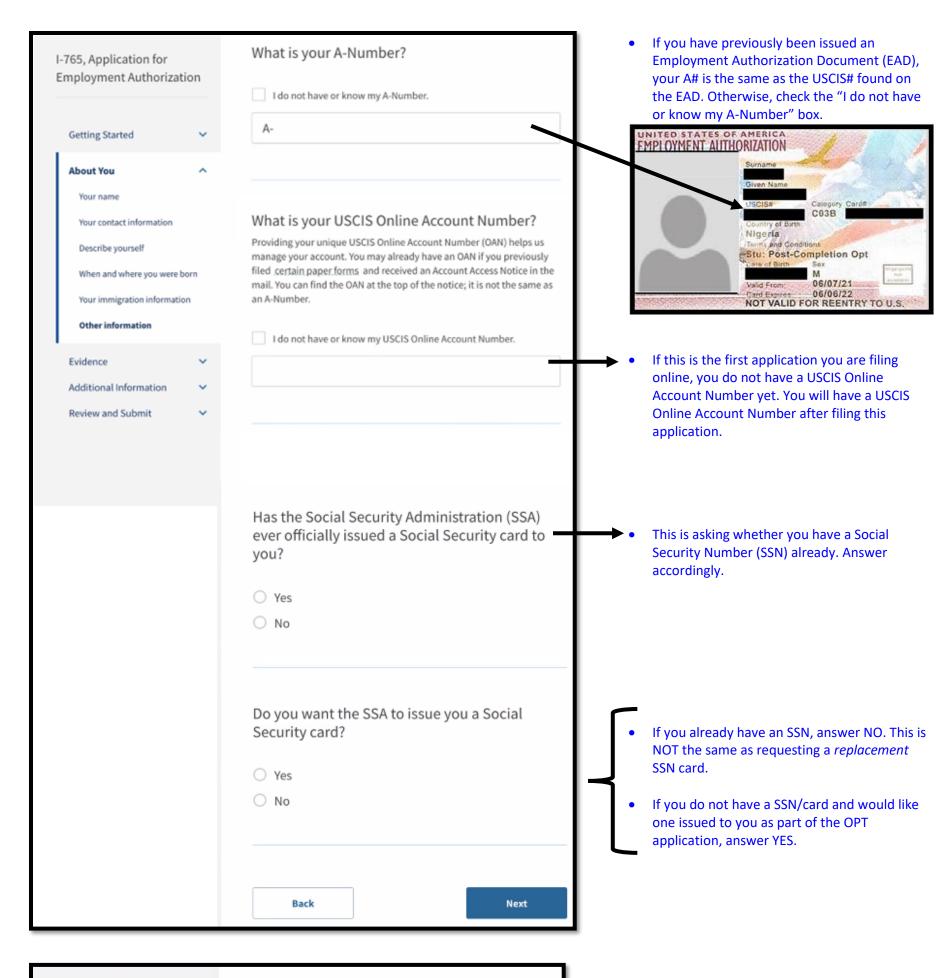
13. Provide the requested information. Then, click Next.

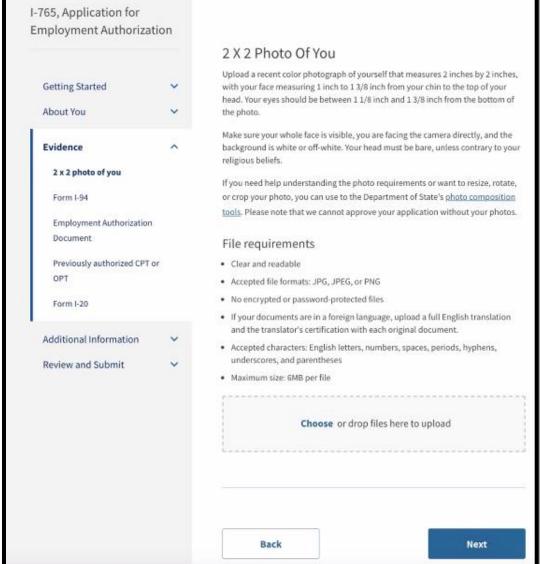


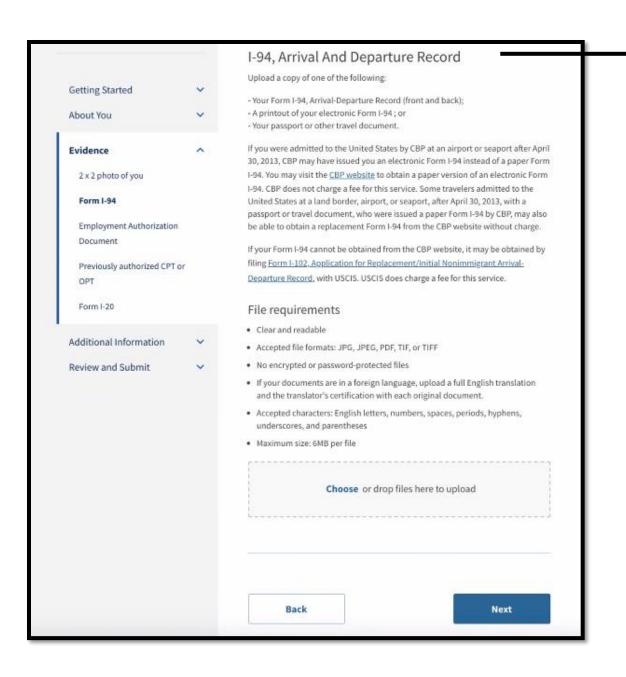
14. Provide the requested information. Then, click Next.









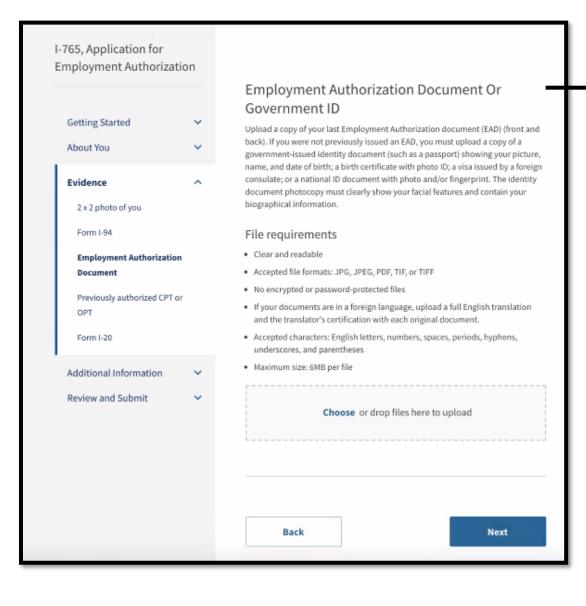


• You may obtain your most recent electronic I-94 at https://i94.cbp.dhs.gov/194/#/home.

Click on "Get Most Recent I-94."

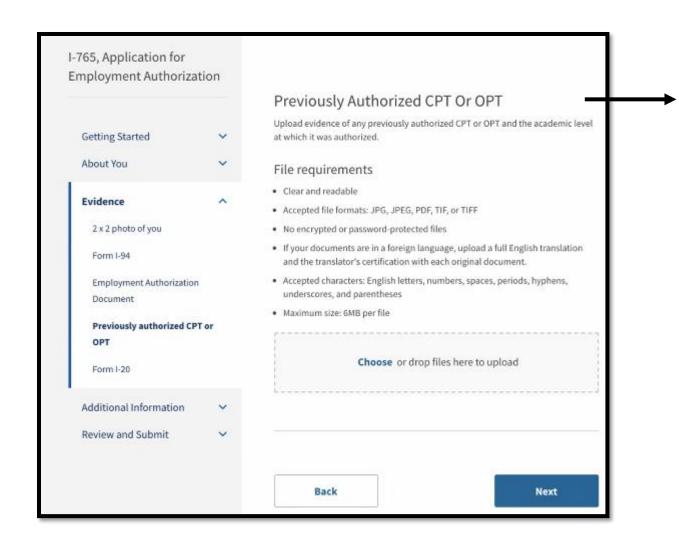
NOTE: If you upload the electronic I-94, there is no "back." If you have not travelled since the electronic I-94 system was established and you still have the 3x5 paper I-94 card, then a copy of the front and back is required.

You may also upload a copy of your passport identification pages(s) in this section as an additional document, however, the next section also allows for uploading your passport, if you have never been issued an Employment Authorization Document, previously.



If you have been issued an Employment Authorization Document by USCIS in the past (such as for OPT after a previous degree program), upload a copy, in this section.

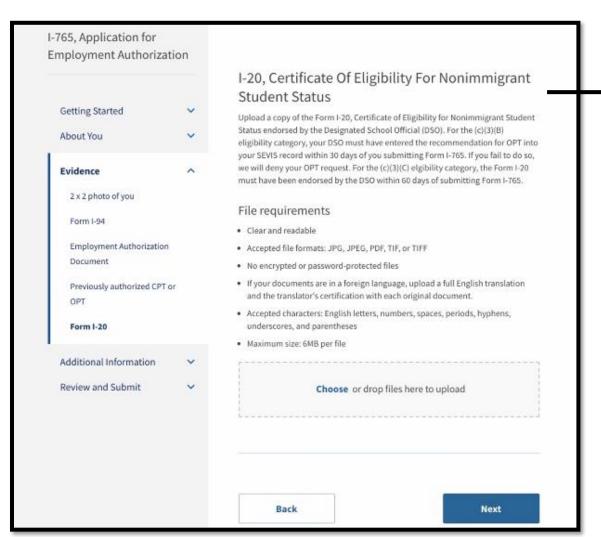
If you have **not** been issued an Employment Authorization Document by USCIS in the past, upload a copy of your passport identification page(s) in this section.



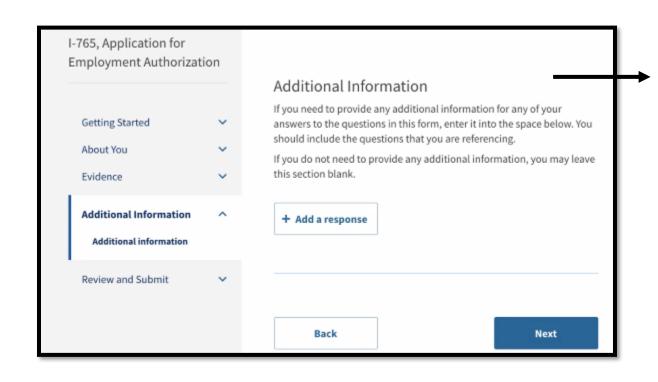
If you have had CPT or OPT before:

- CPT: upload a copy of the I-20 you received with the CPT authorization.
- OPT/STEM OPT: Upload a copy of the Employment Authorization Document you received from USCIS.

If you have not had either CPT or OPT, click Next to continue.

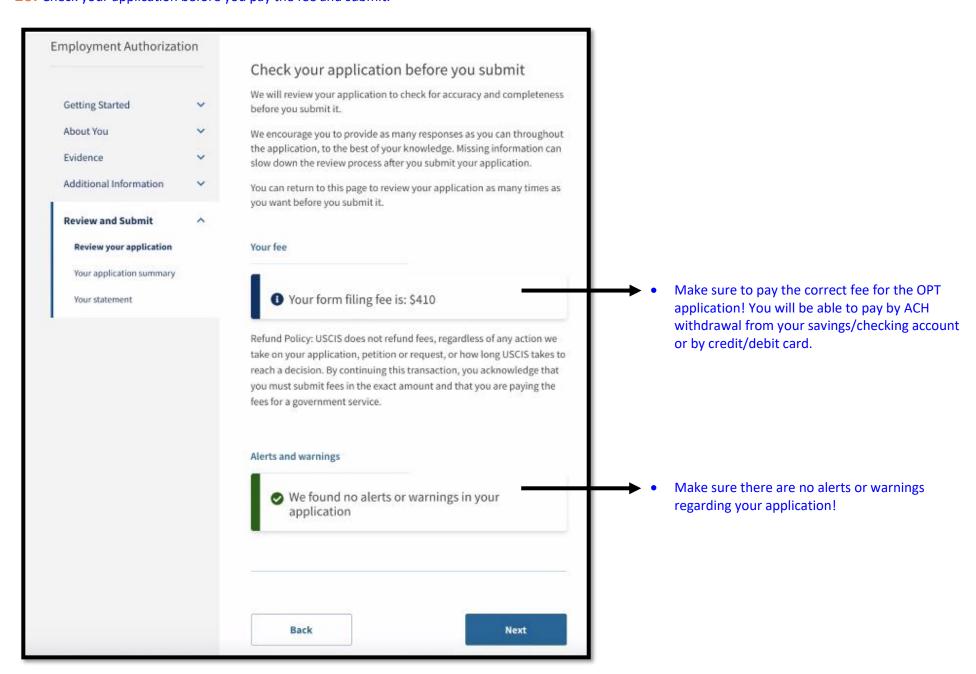


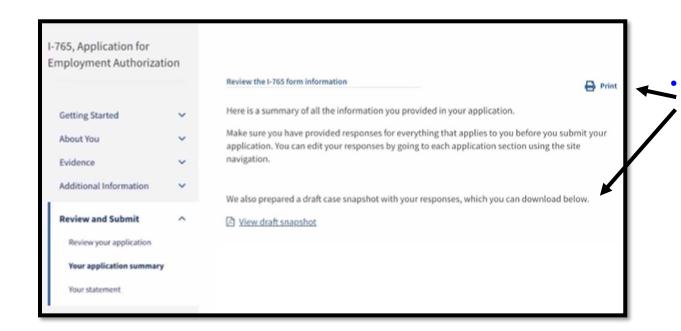
• Upload the I-20 which your F-1 Advisor/DSO issued to you with the OPT recommendation on page 2 of the I-20. Make sure the I-20 is signed and dated by both you (on page 1) and the advisor (on pages 1 and 2).



Add a response only if you need to add clarification for any of the sections in the form, such as change of names.

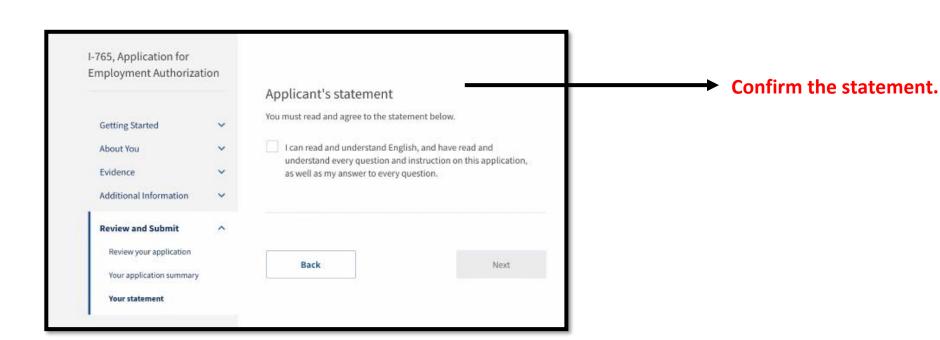
16. Check your application before you pay the fee and submit.

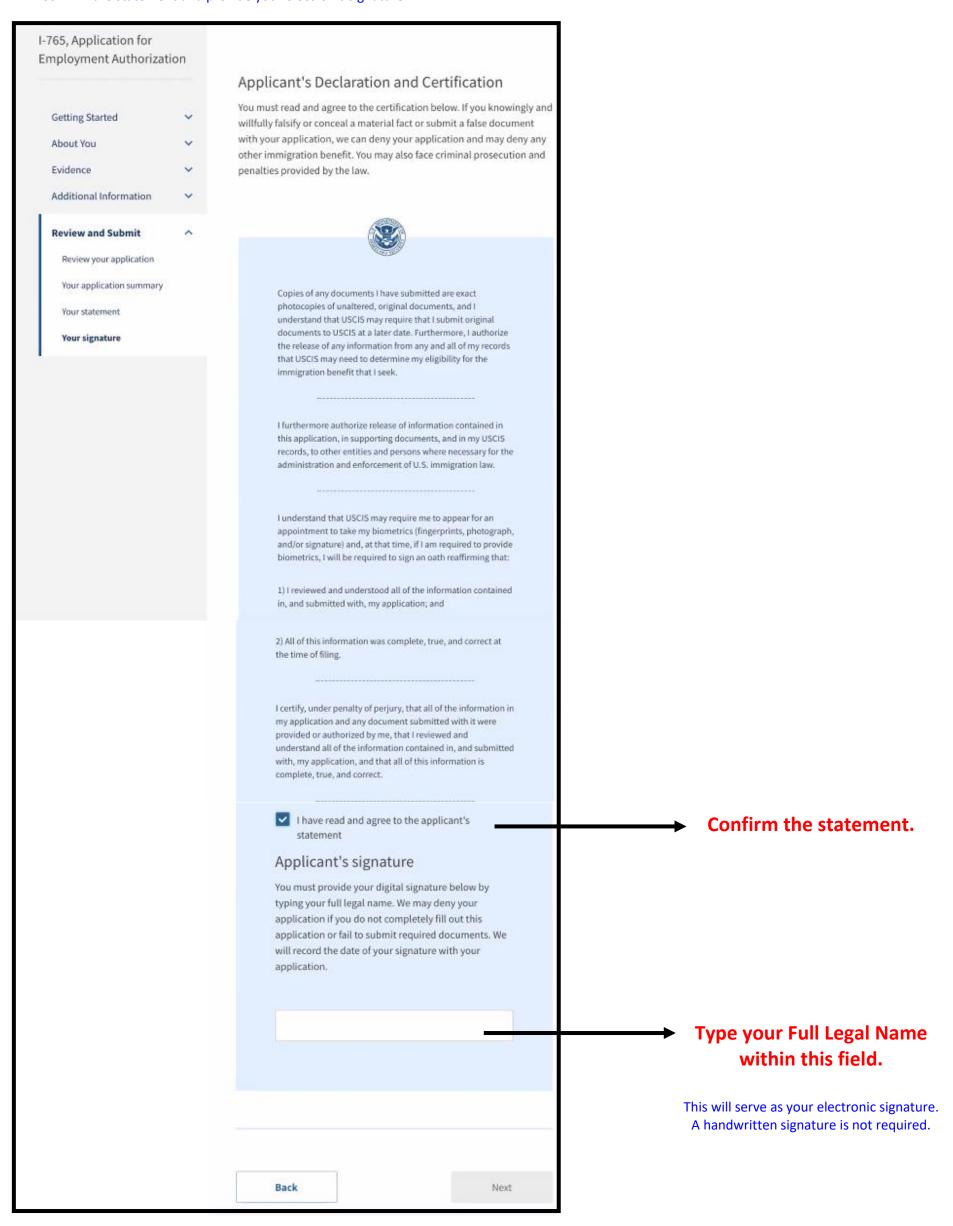




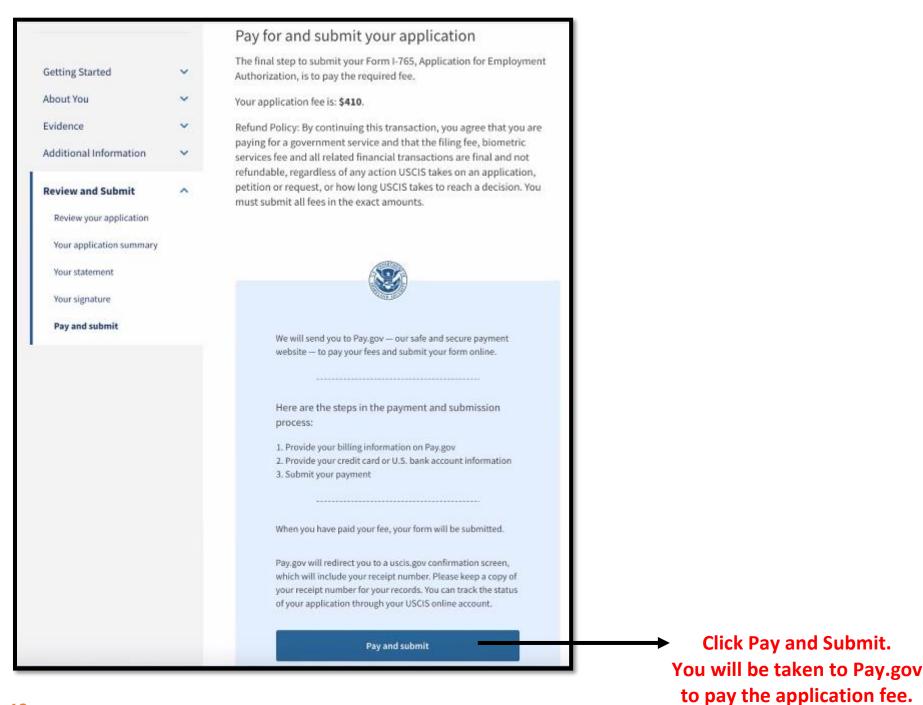
REVIEW YOUR APPLICATION RESPONSES CAREFULLY!!

After careful review, you may click on PRINT to save a copy, if you'd like. You will not be able to change your responses after you submit the application.





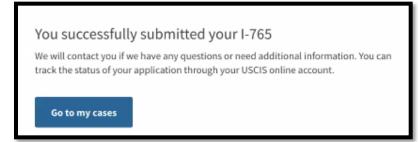
18. Pay the fee to then submit your application.



19. Choose your payment method.

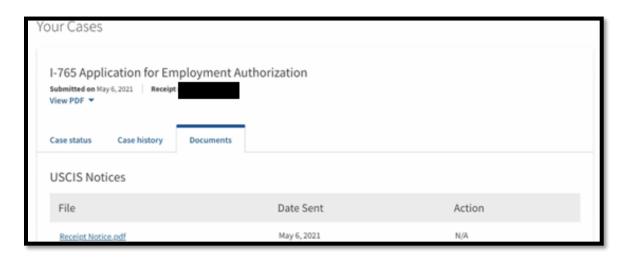


20. You will go through a series of Pay.gov sections to pay according to your chosen method. Once you have completed the Pay.gov sections, you shoulda) see a screen which confirms "You successfully submitted yourb) receive an email from Pay.gov with your payment confirmation.I-765" application, and





Congratulations! You have submitted your OPT application! You may follow the progress of the application by viewing "Your Cases" in your myUSCIS account and clicking on Case Status, Case History, or Documents for application history/receipt.



Frequently Asked Questions

A. Can I complete the online Form I-765 and apply for OPT while I am abroad?

o NO, you must be in the US to apply for OPT.

B. Can I send two applications, one online and one by mail?

- o NO; only submit ONE application.
- o If you filed by mail, USCIS will mail the I-797C receipt notice to you. The notice should contain your online access code. Once you have the receipt and online access code, you will be able to link your paper application to your myUSCIS account. The access code is valid for 90 days. Enter the access code into your USCIS account to link your OPT application to your myUSCIS account. If you do not link the application within 90 days, the access code is no longer valid. You will need to contact <u>USCIS Customer Service</u> for assistance.

C. If I file online, will my application be processed faster?

o NO; USCIS requires +/- 90 days to adjudicate the application, regardless of filing method.

D. What are the benefits of filing Form I-765 online?

- The myUSCIS system is designed to alert you if there is an incomplete field, thereby decreasing the chances you did not submit a complete application.
- o Your application is immediately delivered to USCIS when you pay and submit the application.
- o You immediately receive the receipt number.
- If you receive a Request for Evidence/Request for Information (RFE/RFI), you can submit the additional evidence/information in your myUSCIS account to respond to the RFE/RFI.

E. I found a typo in my application after I clicked the pay and submit button. How do I address that?

• You are not able to edit your application once you pay the fee and submit the application. If you notice any typos, you can upload a letter under "unsolicited evidence" to clarify the typo.