

Post-Completion OPT APPLICATION SAMPLE Online application to USCIS

*VISA & IMMIGRATION SERVICE
ADVISING*



OLD DOMINION
UNIVERSITY

October 2021

OPT ONLINE APPLICATION CHECKLIST

1. Create a USCIS Online account at uscis.gov
2. Complete OPT request form & responsibilities page
3. Approval from your GPD (GR) or Academic Advisor (UG)
4. Completed a DRAFT online I-765 form (See slide 23)
5. Attach the following documents:
 - Copies of passport ID page and F-1 visa stamp
 - I-94 arrival record print-out
 - **A copy OPT I-20 received from us and signed with a wet ink. You will receive this I-20 after we review your OPT application.**
 - Copies of CPT and OPT I-20s (if applicable)
 - Copies of any previous EADs (if applicable)
 - JPEG, JPG, or PNG file of a 2 inches by 2 photo taken within 30 days of filing your application.

The photos must be in color with full face, frontal view on a white to off-white background. Your head must be bare unless you are wearing headwear as required by a religious order of which you are member.



OPT Request Form

View your addresses in LeoOnline

Enter your academic program info

Enter your requested OPT EAD start date

Start date can be as early as the day after your program end date and must be no later than 60 days after your program end date

SIGN & DATE HERE

Your Academic Advisor (UG) or Graduate Program Director (GR) must complete this section

REQUEST FOR REGULAR OPT		
Personal Information		
Name	UIN	
Student E-Mail	@odu.edu	Phone SEVIS ID# N
Current U.S. Address		
This should be your current residential address. If using another address to get your EAD, put it on the I-765—not on this form.		
Need a letter to request your VA Driver's License to be extended for 60 days past program end date? <input type="radio"/> Yes <input type="radio"/> No		
Academic Program Information		
Major	Applied Graduation <input type="radio"/> May <input type="radio"/> August <input type="radio"/> December Year	
Level:	<input type="radio"/> Bachelors <input type="radio"/> Masters <input type="radio"/> Ph.D. Expiration Date of Current I-20:	
Is your major on your I-20 correct? <input type="radio"/> Yes <input type="radio"/> No		
PhD Students ONLY: Will your requested OPT start date be BEFORE your dissertation defense? <input type="radio"/> YES <input type="radio"/> NO		
If yes, did you speak with your immigration advisor about your OPT timeline? <input type="radio"/> YES <input type="radio"/> NO		
Requested Dates for Your OPT EAD Card		
Start Date:	(within 60 days of your program end date)	End Date:
I agree to follow the policies and procedures outlined on the Regular OPT Responsibilities Form.		
You may receive an email from Terra Dotta, the software our office uses. PLEASE TAKE NO ACTION.		
Signature	Date	
Graduate Program Director (Graduate)/ Academic Advisor (Undergraduate)		
• When did or will this student complete his/her coursework? Month Year		
• Student's confirmed semester of graduation? <input type="radio"/> May <input type="radio"/> August <input type="radio"/> December 20 OR <input type="radio"/> PhD ABD		
• Student's major:		
Signature	Date	
Name & Title		
Phone	E-Mail	
FOR VISA USE ONLY		
BANNER	TerraDotta	DMV Letter: Yes NA
SOAHOLD: Yes No	OPT Workshop Date:	Shorthen Program: Yes NA
SHATERM: (GPA)	Prior CPT/OPT: Yes No	Major Updated: Yes NA
SHADEGR: Yes No	I-765 Version:	New OPT Added: Yes
SPAIDEN: Yes NA		TD Unintegrated: Yes
SFAREGF: #cr. Less then full-time, RLC on file: Yes No		
Comments:		



OPT Responsibilities Form

Regular OPT Responsibilities Form

All applicants for OPT must ensure they have met all Immigration-mandated requirements and must also show they are aware of the responsibilities to maintain their status. This form will help you be aware of what you must do. Please **INITIAL EACH SECTION** in the space provided to indicate your understanding of the items below. Any changes to the following policies and regulations will be announced on the ISSlist-I listserv, to which all ODU international students must belong. There is a separate F-1 OPT Responsibilities Form for STEM OPT.

While on Regular OPT (12-month authorization), I understand that:

1. I must complete my thesis/project and graduate **before the start date of my OPT**. (This may not apply to Ph.D. students.)
2. **EMPLOYMENT:** I must notify VISA of any information updates while I am on OPT (e.g. name change, address changes, etc.). In addition, I will send VISA a scan of my EAD when I receive it.
3. **TRAVEL:** If I leave and return to the U.S. during my OPT, I must be returning to begin or resume a job upon re-entry and will have proof of my employment, my EAD and my I-20 (with valid travel signature). Travel while my application is pending with USCIS is strongly discouraged.
4. **I-20:** OPT Authorization and dates will be listed on the second page of the I-20. I-20s will not be issued automatically upon OPT approval or employment update, but I may request an updated I-20 if needed.
5. **OPT EMPLOYMENT UPDATES:** I can change employers and/or have multiple jobs as long as all employment is directly related to my major (including volunteer work). If I change my job or become unemployed, I must notify VISA via the OPT Employment Update.
6. **UNEMPLOYMENT:** I have a period of 90 days in which I can be unemployed but remain in the U.S.
7. **CLASS REGISTRATION:** I can register for one or two classes per semester for recreational or professional development reasons but only as a **nondegree** student.
8. **INSURANCE:** Having health insurance is **STRONGLY** recommended when I am doing OPT, and I am still eligible for the ODU health insurance.
9. **SEVIS TRANSFER:** My OPT will be terminated once my I-20 is transferred from ODU to another school or an I-20 for another degree program is issued.
10. **STEM OPT:** If I am eligible for STEM OPT, I will submit my application to VISA between three and four months before my Regular OPT expires.
11. **POLICY UPDATES:** This responsibilities form is valid for current VISA policies and USCIS regulations. I will follow any regulatory updates, which will be announced on the VISA site and/or via the ISSlist.

I have read and agree these regulations.

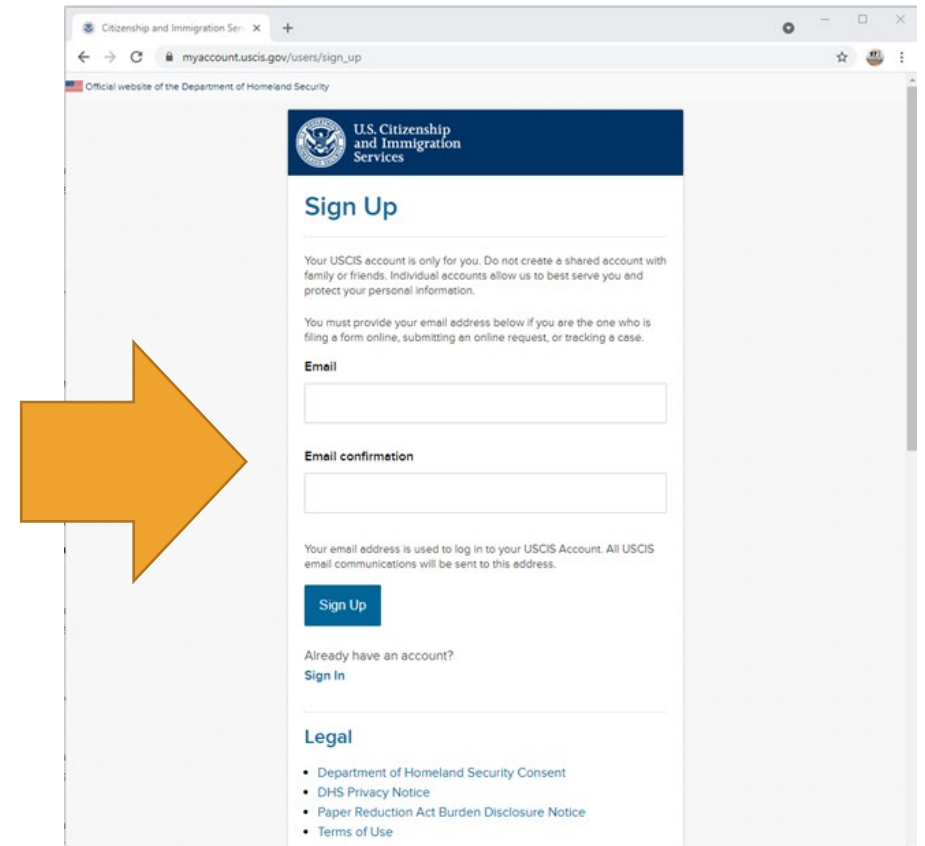
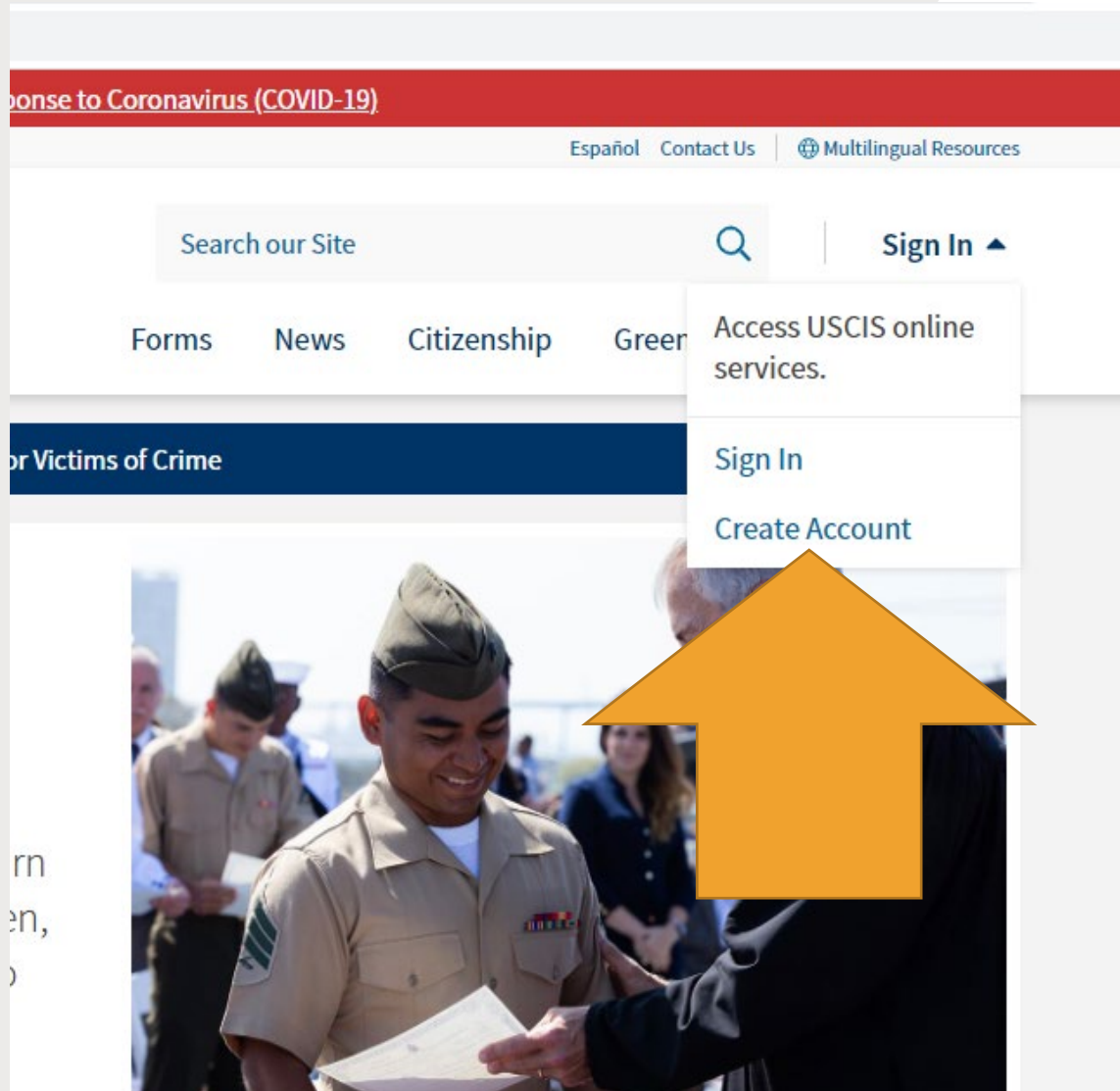
Student Name (Print) & UIN

Student Signature Date

**CAREFULLY READ AND
SIGN THE
RESPONSIBILTIES FORM**



Create your account at USCIS.GOV



Create your account

myaccount.uscis.gov/dashboard

Official website of the Department of Homeland Security

U.S. Citizenship and Immigration Services

You have successfully created your secret questions.

Welcome to your USCIS Account

Select what you want to do

Edit My Profile

Editing your profile includes email, password, phone number, security questions, two-step verification and backup code.

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.

myE-Verify

Confirm your records for employment eligibility, track E-Verify or Self-Check case status, and protect your identity by locking your Social Security

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 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.

Submit

U.S. Citizenship and Immigration Services

Official website of the Department of Homeland Security

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

U.S. Citizenship and Immigration Services

Online I-765 Form – Post Completion Regular OPT



U.S. Citizenship
and Immigration
Services



My Account

My Account ▾

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Sign Out

File a Form

Select the form you want to file online. Once you start, we will automatically save your information for 30 days, or from the last time you worked on the form.

Fee waiver: If you are requesting a fee waiver, you cannot file online. You must file a paper version of both the Form I-912, Request for Fee Waiver and the form for the specific benefit you are requesting. You can review the fee waiver process on the [U.S. Citizenship and Immigration Services website](#).

Select the form you want to file online.

I-765, Application for Employment Authorization ▾

Use this form to request employment authorization and an Employment Authorization Document (EAD) if your immigration status allows you to work in the United States.

- Note:** You may apply online if you are applying for any of the following categories:
- (a)(12) - Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821);
 - (c)(3)(A) - F-1 student, pre-completion OPT;
 - (c)(3)(B) - F-1 student, post-completion OPT;
 - (c)(3)(C) - F-1 student, 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics);
 - (c)(8) - Applicants for Asylum under the ABC Settlement Agreement;
 - (c)(8) - Application for Employment Authorization Based on Pending Form I-589, Application for Asylum or for Withholding of Removal;
 - (c)(11) - Parole;
 - (c)(19) - Temporary Protected Status (You have a pending Form I-821); or
 - (c)(33) - Consideration of Deferred Action for Childhood Arrivals (DACA) (You must have a pending or approved Form I-821D in order to file Form I-765).

All other applicants must submit a paper [Form I-765](#).

Concurrent filing available

You can file Form I-907, Request for Premium Processing Service, if you are filing under one of the eligible categories.

If you request premium processing, we will present Form I-907 for you to complete after you sign Form I-765. This will allow you to pay for and submit both forms at the same time.

Start form



Your application will auto save a draft as you go through. BUT the draft will delete if you do not have any updates within 30 days.

Online I-765 Form – Post Completion Regular OPT

IMPORTANT!!!
C(3)(B) FOR REGULAR OPT
C(3)(C) FOR STEM OPT



An official website of the United States government [Here's how you know](#)

U.S. Citizenship and Immigration Services

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I-765, Application for Employment Authorization

Getting Started ▴

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

About You ▾
Evidence ▾
Additional Information ▾
Review and Submit ▾

What is your eligibility basis?

You can file your application if you are on the list, you meet the requirements, and are not eligible for a denial. Your application may be denied if you are not on the list.

(c)(3)(B) Student Post-Completion OPT ▾

Would you like to request Premium Processing Service?

Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence) on your Form I-765 within 30 days.

The fee for Premium Processing Service for Form I-765 is \$1,500.

If you request premium processing, you will be asked to complete Form I-907 after you sign your Form I-765. You will then be able to pay for and submit both forms at the same time.

☐ Yes
☐ No

Official website of the Department of Homeland Security [Here's how you know](#)

U.S. Citizenship and Immigration Services

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I-765, Application for Employment Authorization

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](#)

STEM OPT students:
Select “YES”
Or if you have files I-765 previously for any reason

Checking 'Yes' allows applicants to expedite the processing of their OPT application. USCIS will adjudicate the OPT request within 30 days. An adjudication means an approval, denial, or request for evidence (RFE.) It is important to note that the premium processing fee of \$1500 is separate from and in addition to the regular filing fee of \$410 for the I-765 form, making the total fee \$1910.

Online I-765 Form – Post Completion Regular OPT

U.S. Citizenship and Immigration Services

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I-765, Application for Employment Authorization

Getting Started ▴

Information ▾

About You ▾

Evidence ▾

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Is someone assisting you with completing this application?

☐ Yes

☒ No


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Select "No"



Online I-765 Form – Post Completion Regular OPT

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 

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

First Name

Family name (last name)

LAST NAME

Have you used any other names since birth?

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

☐ Yes

☒ No


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Select "Yes" if you used other names in any other legal documents.



Online I-765 Form – Post Completion Regular OPT

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

First Name

Family name (last name)

LAST NAME

Have you used any other names since birth?

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

☐ Yes

☒ No

Back Next

- Use name exactly as it is on your Passport
- Type Full Family Name
- Type Full Given Name

Select "Yes" if you used other names in any other legal documents.



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

If you don't have a US cell phone, leave it blank, it does not accept int'l numbers.

IMPORTANT!!! THIS IS THE ADDRESS TO WHICH YOUR EAD CARD WILL BE MAILED

Online I-765 Form – Post Completion Regular OPT

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 city, town, or village of birth?

What is your state or province of birth?

What is your country of birth?

What is your date of birth?

MM/DD/YYYY

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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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Evidence ▾

Additional Information ▾

Review and Submit ▾

What is your gender?

☐ Male

☐ Female

What is your marital status?

☐ Single

☐ Married

☐ Divorced

☐ Widowed

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Online I-765 Form – Post Completion Regular OPT

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

What is your country of citizenship or nationality?

List all countries where you are currently a citizen or national.

+ Add country

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

When did you last arrive in the United States?

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

Date of arrival

MM/DD/YYYY

Place of arrival

Status at last arrival

F1 - F1 - Student, Academic Or Language Program.

Retrieve I-94:
i94.cbp.dhs.gov
I-94 can be retrieved
within 5 years of entry

Name of the Port of
Entry city,
for example:
Washington DC,
Atlanta, New York

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?

What country issued your passport or travel document?

What is your current immigration status or category?

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.

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Your SEVIS # from
your current I-20

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

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

☐ Yes

☐ No

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Next


If you've had an EAD card before, include the USCIS# written on the card here.

If you Select Yes - You'll be asked to include your SSN #

If you Select No, then we recommend you select Yes to the next question.

2x2 Photo Requirement

An official website of the United States government [Here's how you know](#)

 U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ | Sign Out

I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

Evidence ▴

2 x 2 photo of you

Form I-94 or passport

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

Additional Information ▾

Review and Submit ▾

2 X 2 Photo Of You

Upload a recent color photograph of yourself that measures 2 inches by 2 inches, with your face measuring 1 inch to 1 3/8 inch from your chin to the top of your head. Your eyes should be between 1 1/8 inch and 1 3/8 inch from the bottom of the photo.

Make sure your whole face is visible, you are facing the camera directly, and the background is white or off-white. Your head must be bare, unless contrary to your religious beliefs.

If you need help understanding the photo requirements or want to resize, rotate, or crop your photo, you can use the Department of State's [photo composition tools](#). Please note that we cannot approve your application without your photo.

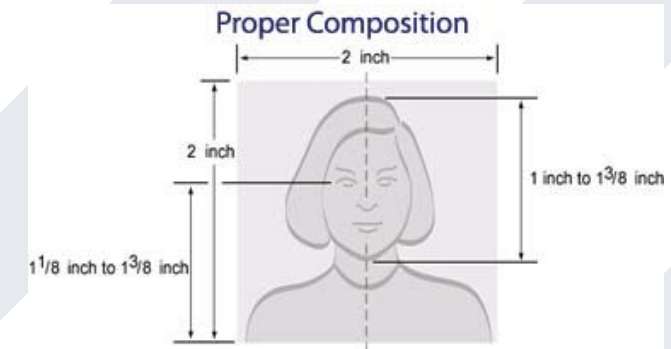
File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than one document at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

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

JPG, JPEG or PNG Only


- 2 identical color passport-style photographs taken recently
- white to off-white background, be printed on thin paper with a glossy finish
- Glasses are not allowed
- Directly facing camera with a neutral expression, eyes are clearly visible
- Head centered and sized between 1" and 1.4" (25 and 35 mm)



I-94 Arrival Record*

*If you changed your status in the US, please upload a copy of the approval notice from USCIS

An official website of the United States government [Here's how you know.](#)

 U.S. Citizenship and Immigration Services

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I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

Evidence ▾

2 x 2 photo of you

Form I-94 or passport

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

Additional Information ▾

Review and Submit ▾

Form I-94, Arrival And Departure Record Or Passport

Upload a copy of one of the following:

- Your Form I-94, Arrival-Departure Record (front and back);
- A printout of your electronic Form I-94; or
- Your passport or other travel document.

If you were admitted to the United States by CBP at an airport or seaport after April 30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form I-94. You may visit the [CBP website](#) to obtain a paper version of an electronic Form I-94. CBP does not charge a fee for this service. Some travelers admitted to the United States at a land border, airport, or seaport, after April 30, 2013, with a passport or travel document, who were issued a paper Form I-94 by CBP, may also be able to obtain a replacement Form I-94 from the CBP website without charge.

If your Form I-94 cannot be obtained from the CBP website, it may be obtained by filing [Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record](#), with USCIS. USCIS does charge a fee for this service.

If you do not have and cannot get a required document, you must demonstrate this and provide secondary evidence. If secondary evidence does not exist or is unavailable, you must demonstrate both the unavailability of the required document and the relevant secondary evidence and submit two or more sworn affidavits by people not named on this application who have direct knowledge of the event and circumstances.

[Learn more about Primary and Secondary evidences.](#)

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files

- Retrieve I-94: i94.cbp.dhs.gov
- I-94 can be retrieved within 5 years of entry
- The electronic I-94 record is only one page
- The paper I-94 issued before May 2013 has front and back side

 U.S. Customs and Border Protection
Securing America's Borders

Get I-94 Number I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 69000888062

Admit Until Date (MM/DD/YYYY): 10/10/2012

Details provided on Admission(I-94) form:

Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1

Departure Number
813106b3b 11

Department of Homeland Security
CBP I-94A (11/04)
Departure Record

L1
12345
09/17/2007
Class
Unit

Family Name
SAMPLE

First (Given) Name
AHMET

Country of Citizenship
PAKISTAN

Birth Date (Day Mo. Yr)
22 12 50

20041122 US-VISIT 20050207 MULTIPLE


See Other Side

STAPLE HERE



Employment Authorization Document or Government ID

Prepare to upload your saved docs, pay attention to type, size & naming requirements listed under “File Requirement”.

 U.S. Citizenship and Immigration Services

An official website of the United States government [Here's how you know.](#)

My Account ▾ Resources ▾ | Sign Out

I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

Evidence ^

2 x 2 photo of you

Form I-94 or passport

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

Additional Information ▾

Review and Submit ▾

Employment Authorization Document Or Government ID

Upload a copy of your last Employment Authorization document (EAD) (front and back). If you were not previously issued an EAD, you must upload a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/or fingerprint. The identity document photocopy must clearly show your facial features and contain your biographical information.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

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

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

Documents to upload in this section:


- Passport Biographical Page
- Visa stamp page
- EAD card (if you received one before)



Previously Authorized CPT and OPT I-20s

Prepare to upload your saved docs, pay attention to type, size & naming requirements listed under “File Requirement”.

An official website of the United States government [Here's how you know.](#)

 U.S. Citizenship and Immigration Services

[My Account](#) | [Resources](#) | [Sign Out](#)

I-765, Application for Employment Authorization

[Getting Started](#) | [About You](#) | **Evidence** | [Previously authorized CPT or OPT](#) | [Additional Information](#) | [Review and Submit](#)

Previously Authorized CPT Or OPT

Upload evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

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

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

- Make sure to include all previous CPT I- 20's.
- Upload any previous OPT I-20.



OPT I-20



U.S. Citizenship
and Immigration
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I-765, Application for Employment Authorization

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2 x 2 photo of you

Form I-94 or passport

Employment Authorization
Document

Previously authorized CPT
or OPT

Form I-20

Additional Information ▾

Review and Submit ▾

I-20, Certificate Of Eligibility For Nonimmigrant Student Status

⚠ Important information regarding your Form I-20

Do **NOT** submit this form until you receive a Form I-20 recommendation from your DSO. We will deny your application if you do not include your Form I-20 recommendation when you submit Form I-765. If you need to provide Form I-765 to your DSO, print or download this draft before you submit.

Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status endorsed by the Designated School Official (DSO). For the (c)(3)(B) eligibility category, your DSO must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so, we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

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

Upload your New OPT Request I-20 in this section.
Please ensure that the OPT /STEM OPT requested
dates are correct on page 2 of the OPT I-20

You **CANNOT** submit OPT application to USCIS
without an OPT I-20 from our office



Application Submission to USCIS

- Review your entire I-20 but especially OPT information on the second page of the new I-20. Should there be any errors, VISA must be notified immediately.

- OPT Endorsement on I-20

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	REQUESTED	02 SEPTEMBER 2021	01 SEPTEMBER 2022

- STEM OPT Endorsement on I-20

EMPLOYMENT AUTHORIZATIONS


TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	APPROVED	01 JULY 2020	30 JUNE 2021
STEM OPT	FULL TIME	REQUESTED	01 JULY 2021	30 JUNE 2023

- Remember, your application must be submitted to USCIS no later than:
 - 30 days after your I-20 has been issued OR
 - before your 60-day grace period end date OR
 - Regular OPT EAD card end date (for STEM OPT)



Additional Information

Official website of the Department of Homeland Security [Here's how you know](#) ▾

 U.S. Citizenship and Immigration Services

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I-765, Application for Employment Authorization

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Additional Information ^

Additional information

Review and Submit ▾

Additional Information

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

[+ Add a response](#)

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


You can submit additional information in this section. Such as:

- Changed status to F1 in the US. Date of approval and previous visa status
- Have had a different SEVIS number before



PRINT A COPY OF YOUR I-765

An official website of the United States government [Here's how you know](#)

 U.S. Citizenship and Immigration Services

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I-765, Application for Employment Authorization

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Review and Submit ▴
Review your application
Your application summary
Your statement

Review the I-765 form information

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 the [Application section](#) using the site navigation.

We also prepared a draft case snapshot with your information.

[View draft snapshot](#) [Print](#)

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?

Are you a Salvadoran or Guatemalan national eligible for benefits under the ABC settlement agreement?

Would you like to request Premium Processing Service?

Reason for applying

What is your reason for applying? Initial permission to accept employment


VERY IMPORTANT!!!!
Please print the draft version of the I-765 form to email us for a review.

Do not submit your I-765 form without an OPT I-20 from our office. Your application will be denied.



Review and Applicant's statements

Official website of the Department of Homeland Security



U.S. Citizenship
and Immigration
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Review your application

Your application summary

Your statement

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

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I-765, Application for
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Getting Started

About You

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Your signature

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.

Applicant's signature

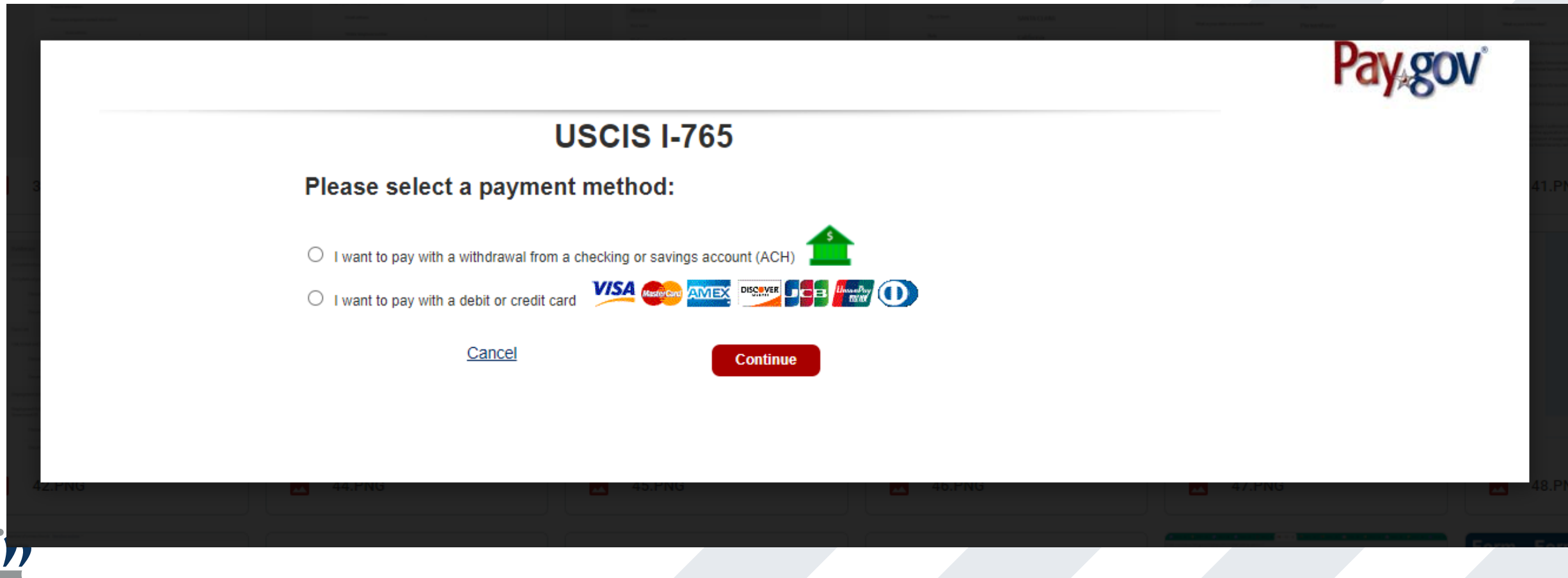
You must provide your digital signature below by typing your full legal name. We may deny your application if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your application.

PLEASE SIGN!



\$410 Payment


Once you submit the application, you will be redirected to Pay.Gov for payment.




The screenshot shows the Pay.gov interface for USCIS I-765 payment. The title "USCIS I-765" is centered at the top. Below it, the instruction "Please select a payment method:" is displayed. There are two radio button options: "I want to pay with a withdrawal from a checking or savings account (ACH)" and "I want to pay with a debit or credit card". The ACH option is accompanied by a green house icon with a dollar sign. The credit card option is accompanied by logos for VISA, MasterCard, AMEX, DISCOVER, JCB, UnionPay, and American Express. At the bottom, there are two buttons: "Cancel" (a blue text link) and "Continue" (a red button).

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](#)