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Optional Practical Training: How to File Online and Complete the I-765

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KEEP IN MIND THE FOLLOWING WHILE COMPLETING YOUR I-765 ONLINE:

- The I-765 form online is dynamic
- Your progress is automatically saved
- Your application draft is deleted after 30 days of inactivity
- Do NOT enter “N/A”, simply leave fields that don’t apply to you blank
- Have all your OPT documents, including your OPT I-20, readily available in digital format
- Once you make your payment, your application is SUBMITTED!

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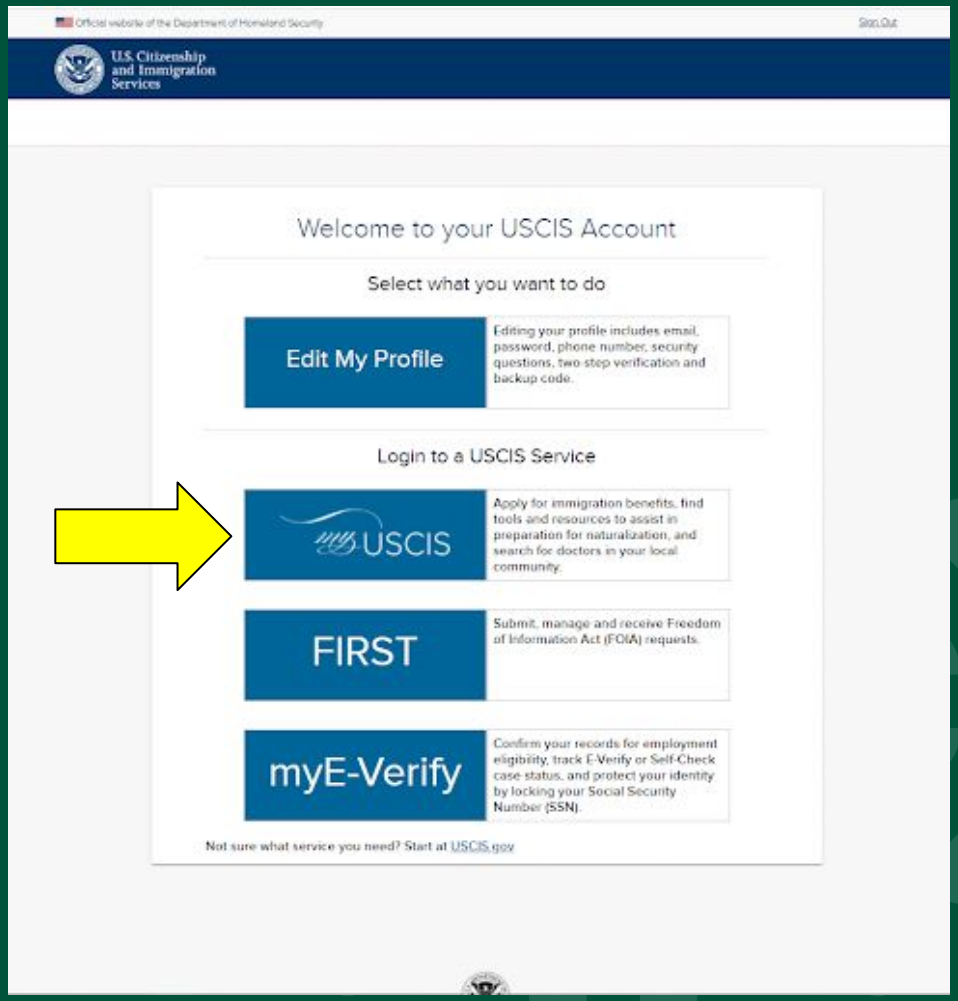
Create your USCIS Account:

https://myaccount.uscis.gov/

- You may use any email address to create your account, but you will want to use an email that you will have access to permanently. If you are working for USF after graduation, you may lose access to your USF email once your employment with USF ends.

Once you have created your account

- Log back into https://myaccount.uscis.gov/ and select: myUSCIS
- Select Account Type: “I am an applicant, petitioner, or requestor” and click submit to enter your account and start your I-765 application.



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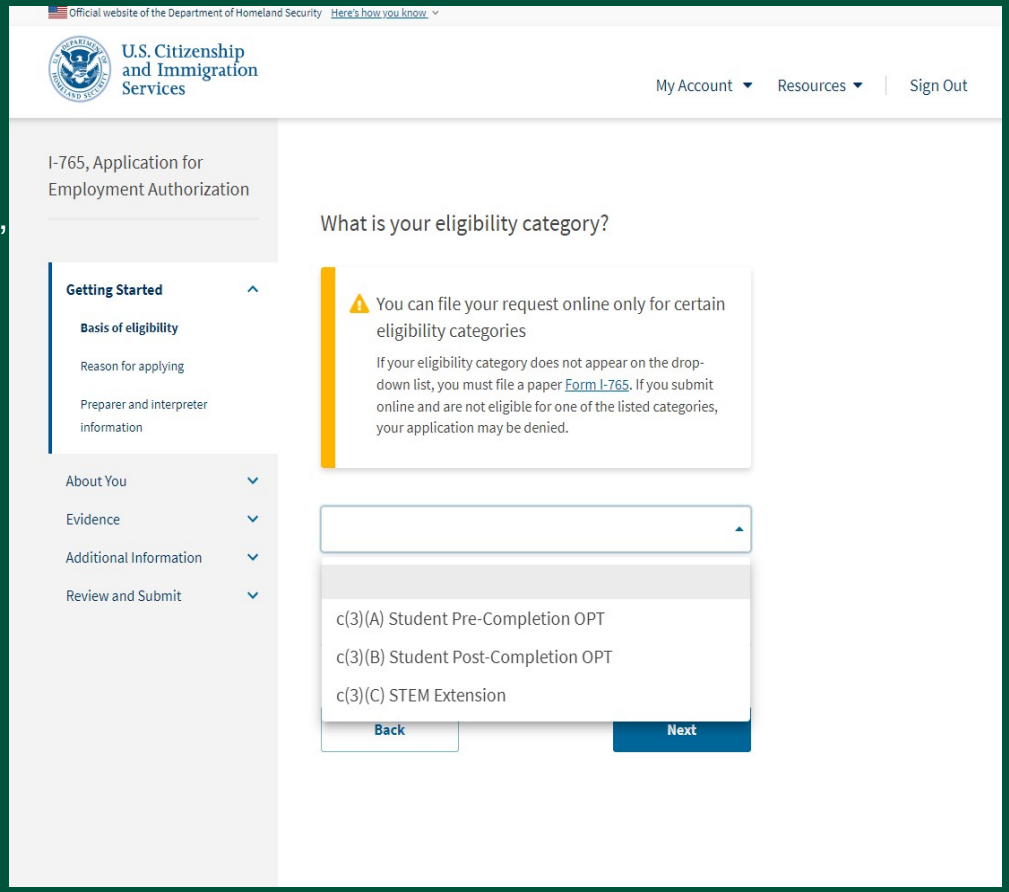
GETTING STARTED

What is your eligibility category?

If you are applying for regular post-completion OPT, select from the pull-down menu:

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

Note: Even if you are in a degree program that is eligible for STEM OPT, you first have to apply for 12-month Post-Completion OPT. You will need to apply for the STEM Extension about 90 days before your 12-month Post-Completion OPT expires.



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STEM Extension

What is your eligibility category?

If applying for STEM OPT extension, select from the pull-down menu:

- **c(3)(C) STEM Extension**
- **Only for students who are on post-completion OPT and applying for the STEM OPT extension**

What is your degree?

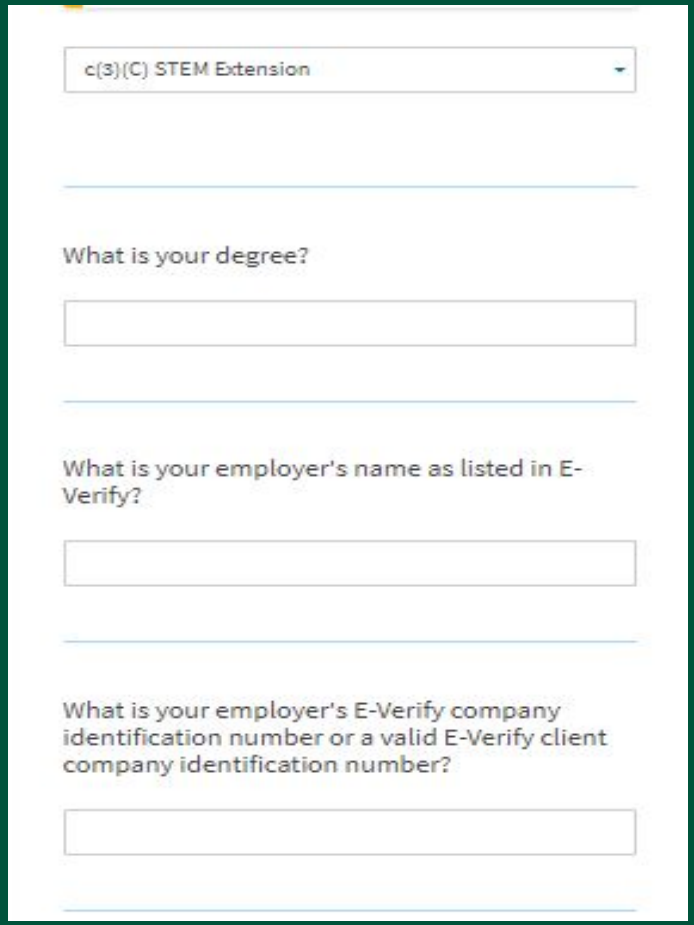
- Fill out your degree name
- *Example:* MS Computer Science

What is your employer's name as listed in E-Verify?

- Enter employer name listed in E-Verify system

What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?

- Enter E-Verify number for your STEM OPT Employer
- Do not enter the EIN (Employer Identification Number), this is a tax number not an E-Verify number.



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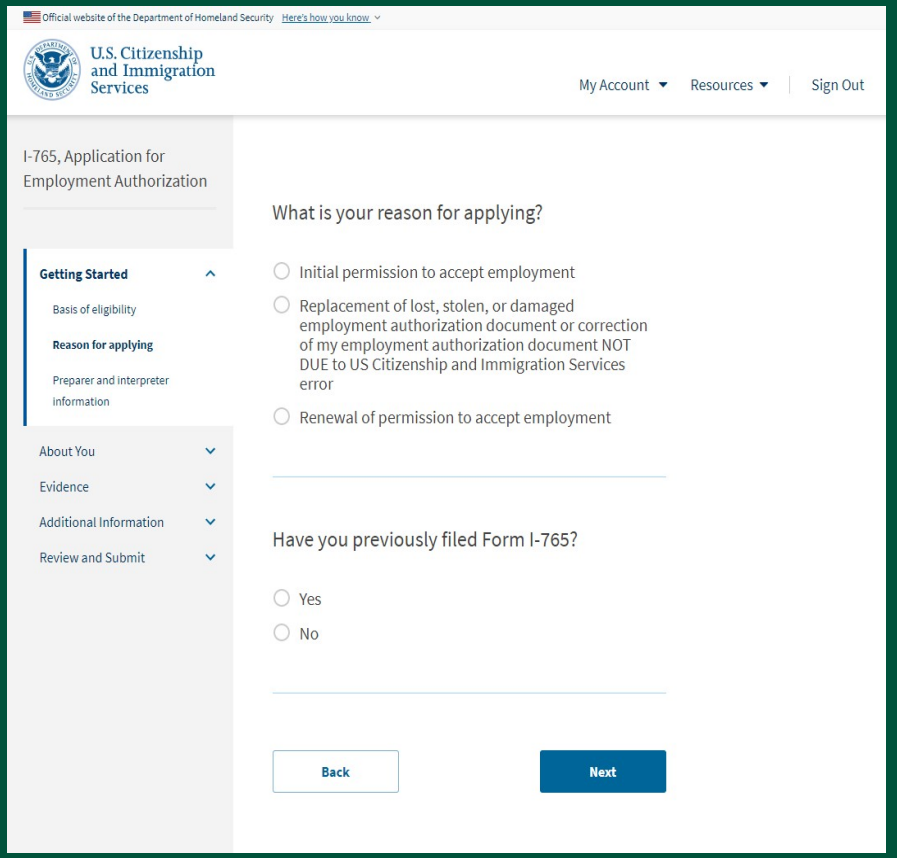
What is your reason for applying?

- If you are applying for regular post-completion OPT, select *Initial permission to accept employment*
- **If you are applying for STEM OPT extension, select *Renewal of permission to accept employment***

Have you previously filed Form I-765?

- YES: If you have previously applied for an EAD and were either Approved (regular OPT), Denied, or Rejected. If Approved, you will need to upload copies of your previous EADs under Evidence. If you were Rejected or Denied, upload a copy of the Rejection or Denial notice under Evidence.
- NO: If you have never applied for an EAD



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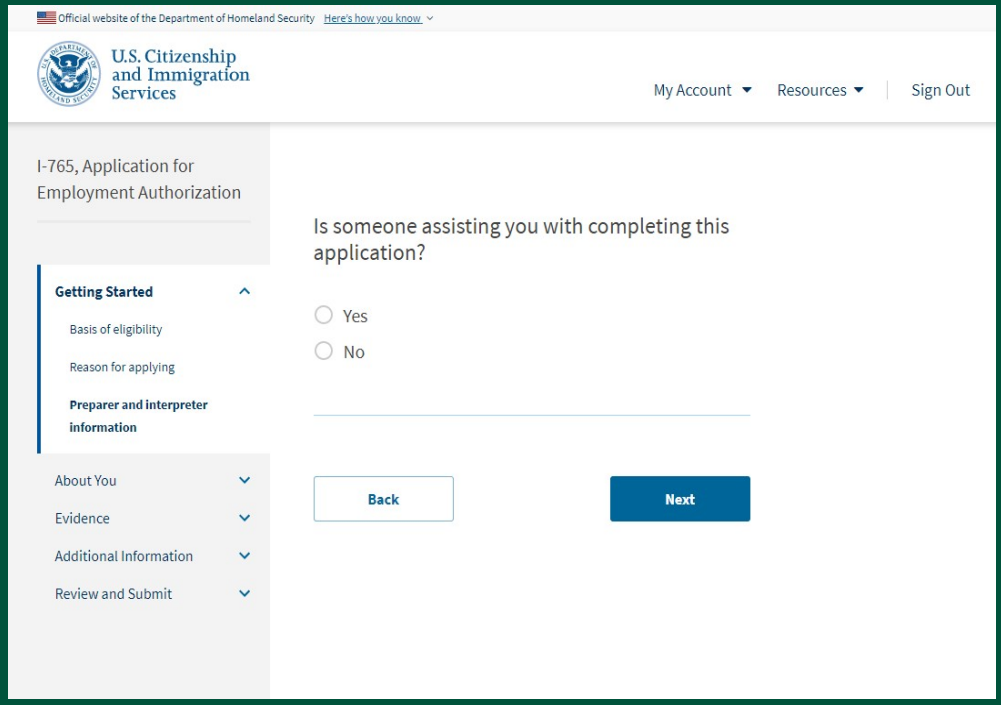
Is someone assisting you with completing this application?

Select NO



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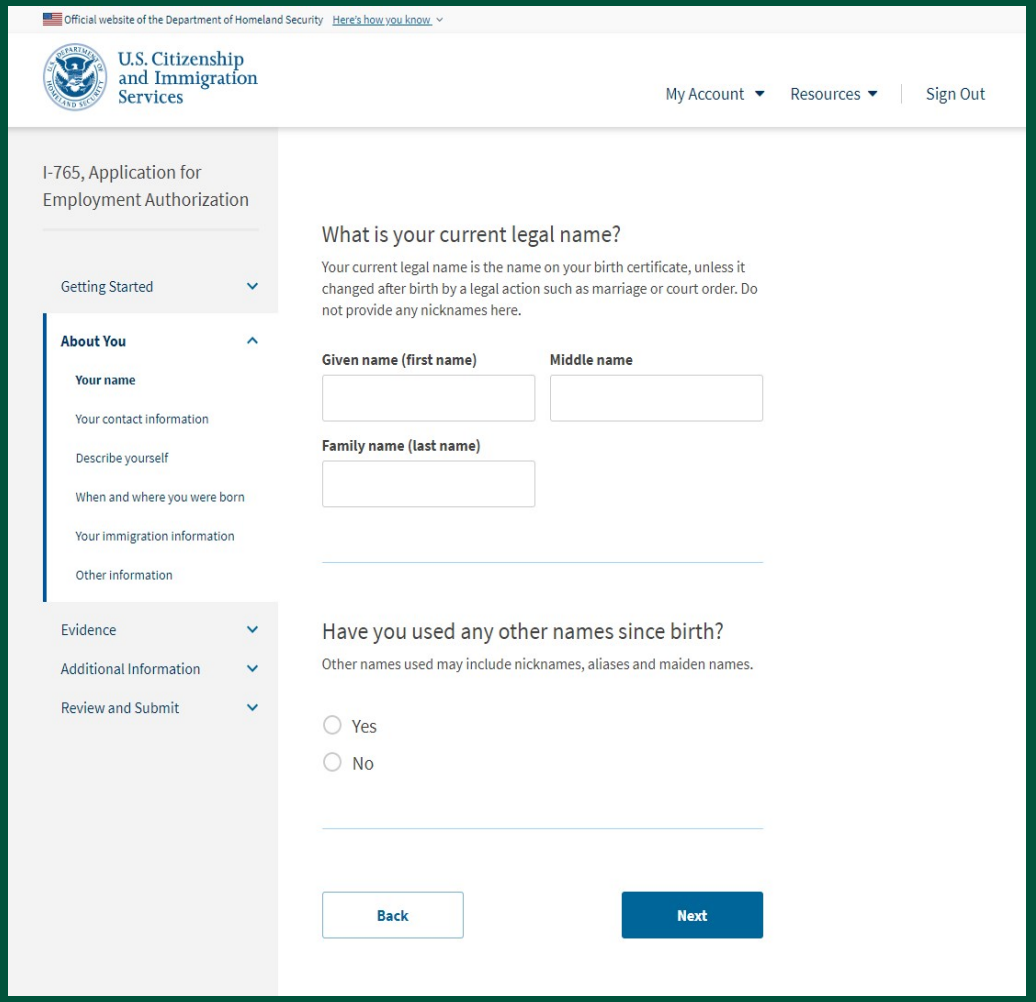
ABOUT YOU

What is your current legal name?

- Enter your Last name and First name matching your name as it is listed in the machine readable zone at the bottom of your passport.
- Middle are not shown on the Form I-20. Therefore, your Middle name should be listed with your First name. Leave the Middle Name field blank.

Have you used any other names since birth?

- Select NO



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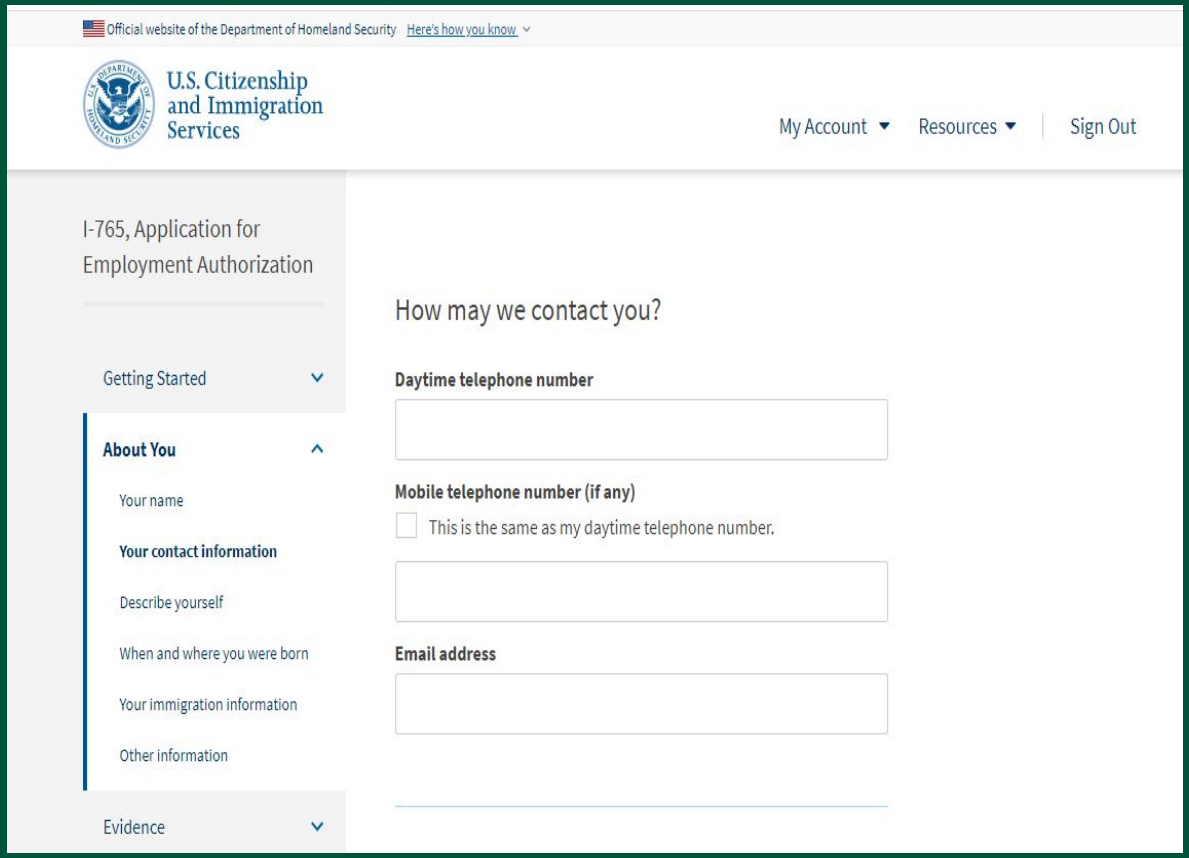
How may we contact you?

- Provide your information as requested in this section
- Enter your USF email address without the “dons”



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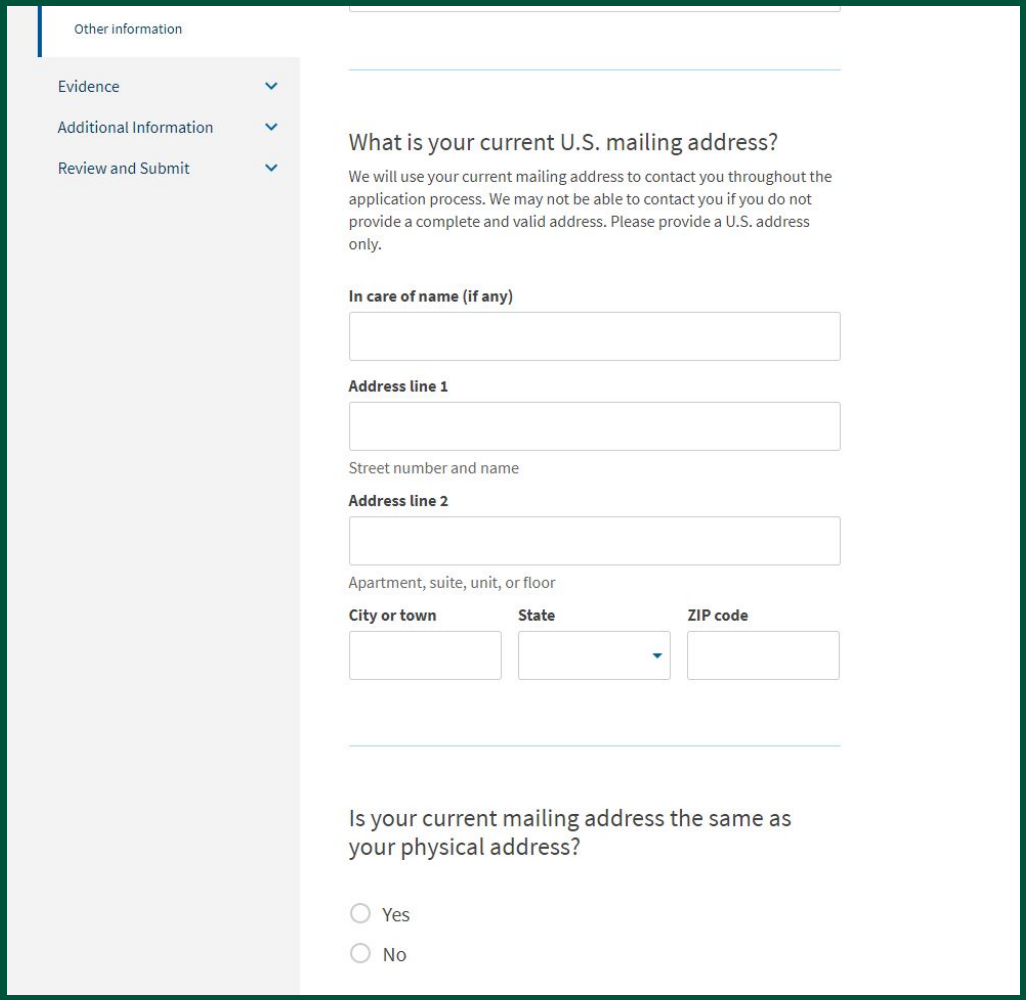
What is your current U.S. mailing address?

- Enter your current U.S. mailing address
- Leave “In care of name (if any)” blank unless you are using someone else’s U.S. mailing address
- If you need other people to receive your receipt and EAD card, please enter that person’s name in the “In care of name (if any)” field and enter their address

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

- If you are entered a P.O. Box or someone else’s address as your current U.S. mailing address, select NO and enter your U.S. physical address



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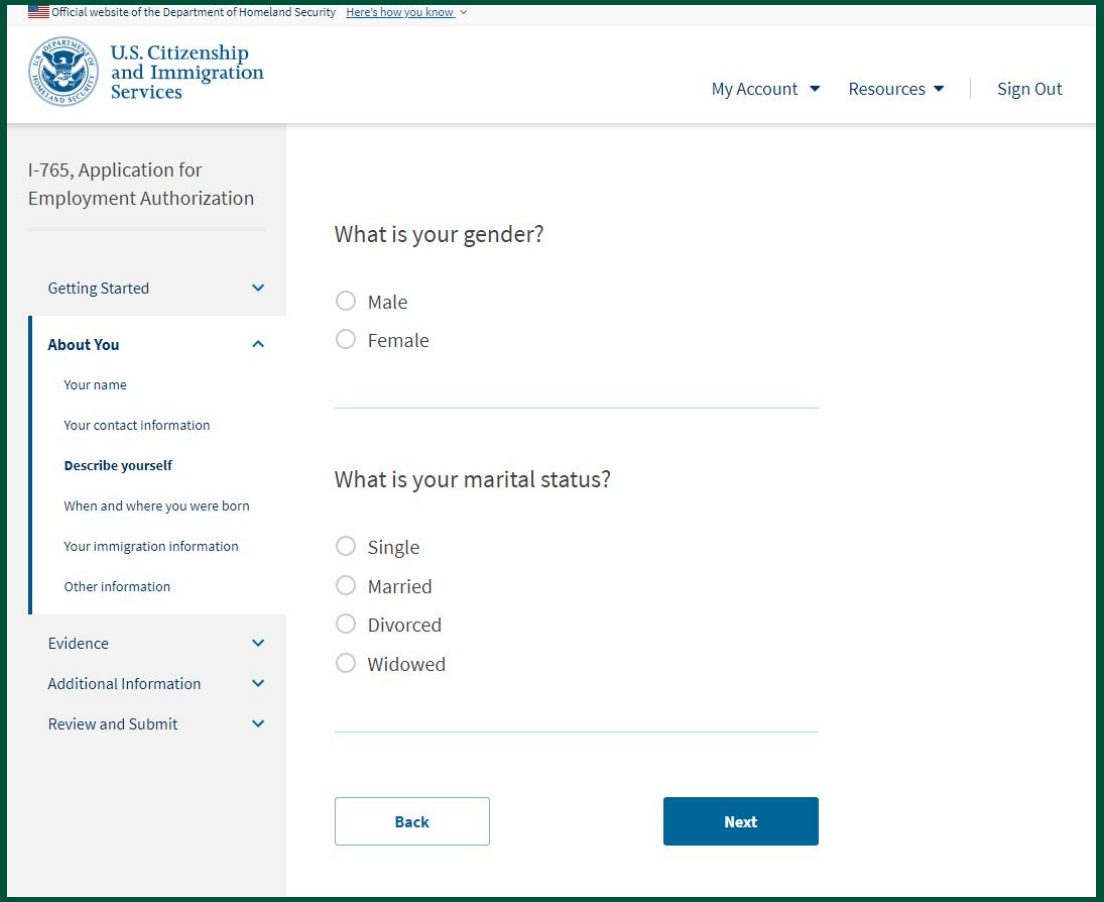
What is your gender?

- Select one option

What is your marital status?

- Select one option



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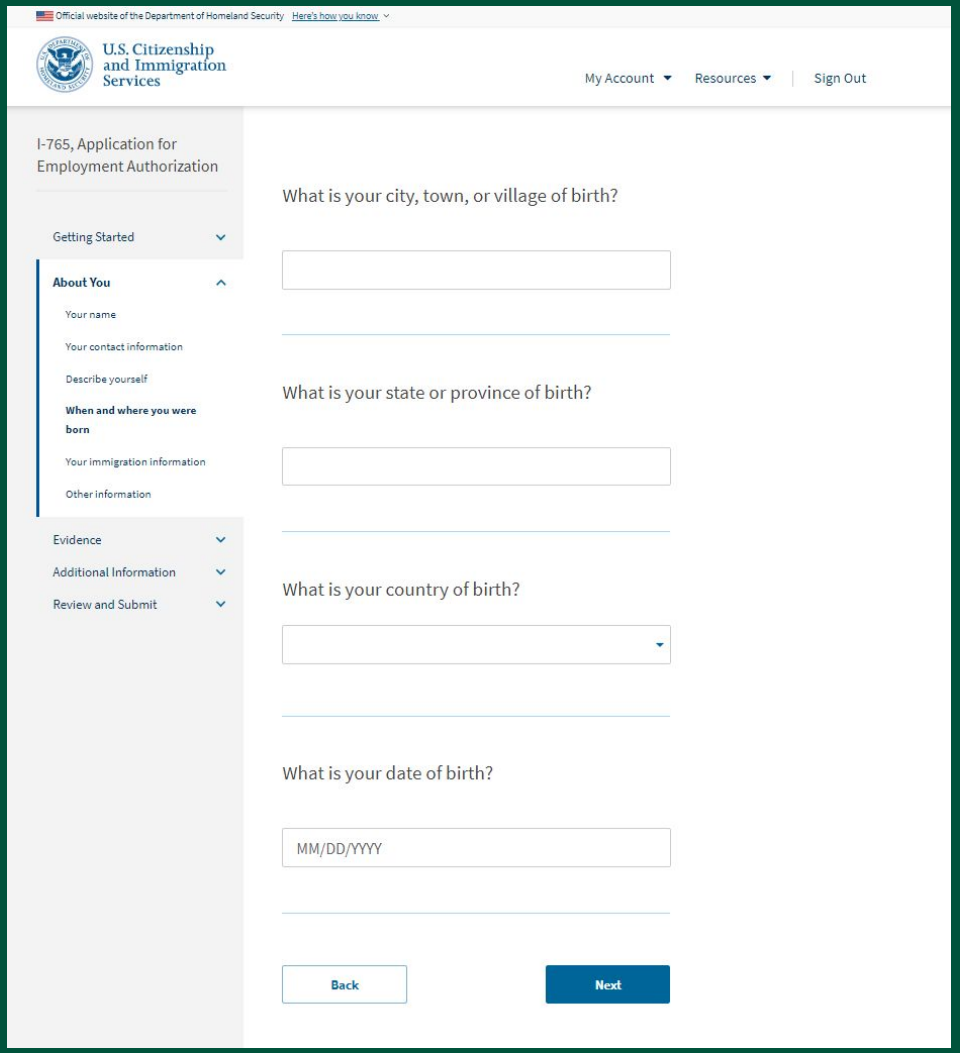
For the following questions, enter your information as it is listed in your passport.

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?

- Enter your birth date as MM/DD/YYY
- For example, if your birthday is July 1, 1999 you would enter your birth date as 07/01/1999.



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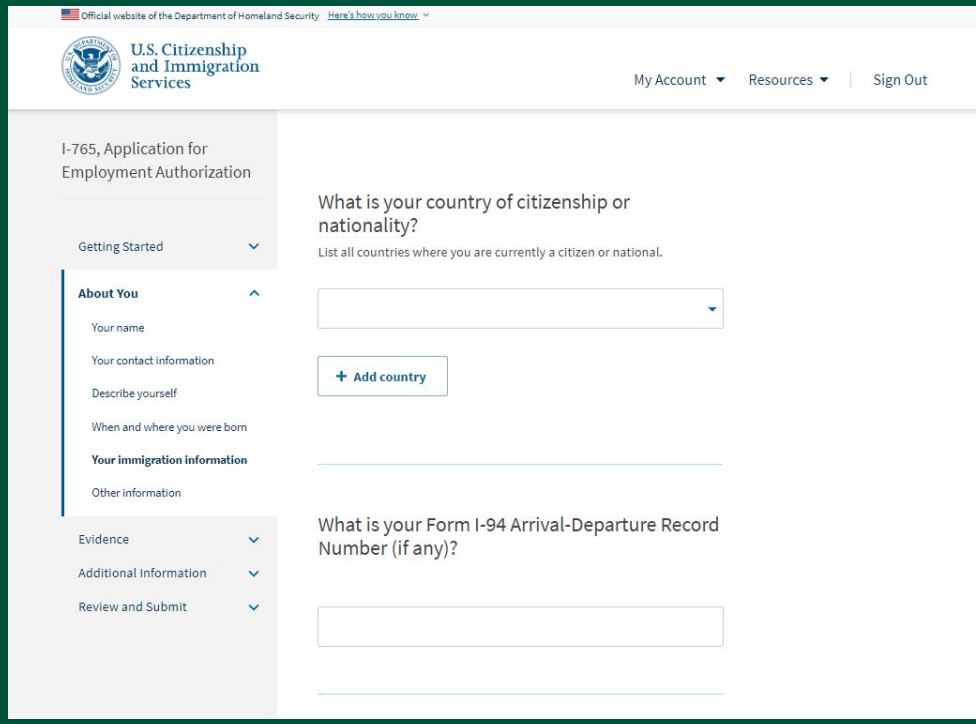
What is your country of citizenship or nationality?

- Select your country from the pull-down menu
- If your country is not listed, select *+Add country*. A new field will open for your to enter in your country.
- Make sure the country you list matches the country on your I-20 and your passport copy.

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

- Enter your current I-94 number
- This number can be found on your electronic I-94 record or on the top left corner of the paper Form I-94 card



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When did you last arrive in the United States?

- Your most recent entry date can be found on your passport admission stamp or on your I-94 record.

What is the passport number of your most recently issued passport?

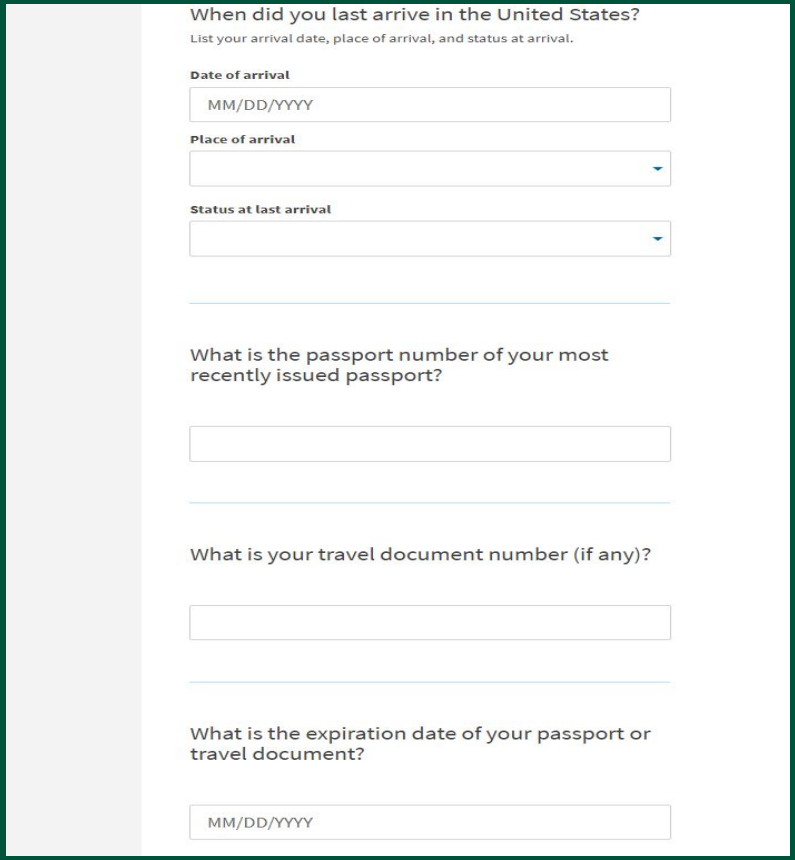
- Enter it exactly as it written in your passport
- If you had an old passport, only enter the information of your current passport, even if the old passport holds your visa or you used it to last enter the US.

What is your travel document number (if any)?

- Leave blank

What is the expiration date of your passport or travel document?

- Enter the date in the MM/DD/YYYY format



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What country issued your passport or travel document?

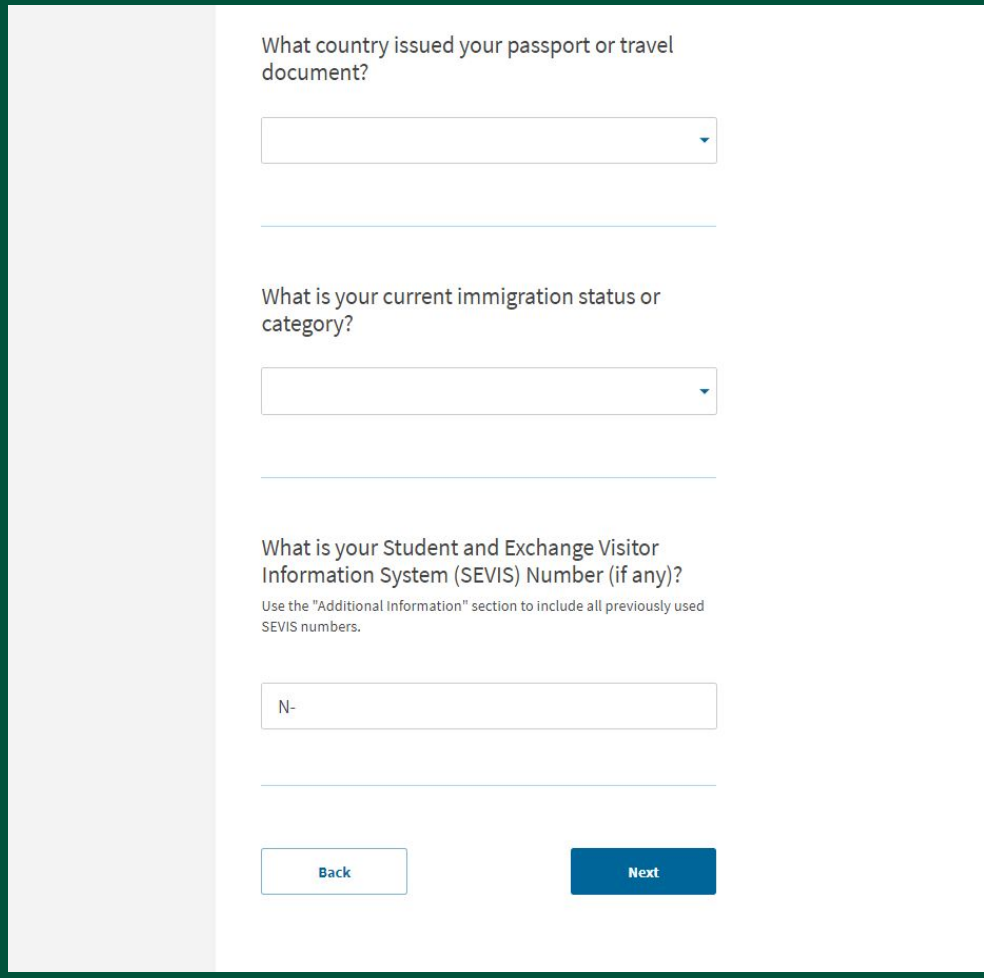
- Select your country from the pull-down menu

What is your current immigration status or category?

- Select “F1-Student, Academic or Language Program”
- If you didn’t enter the U.S. under F1 status, check-in with your ISSS advisor.

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

- Enter your SEVIS ID number that is located at the top right corner of your most recent USF I-20



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What is your A-Number?

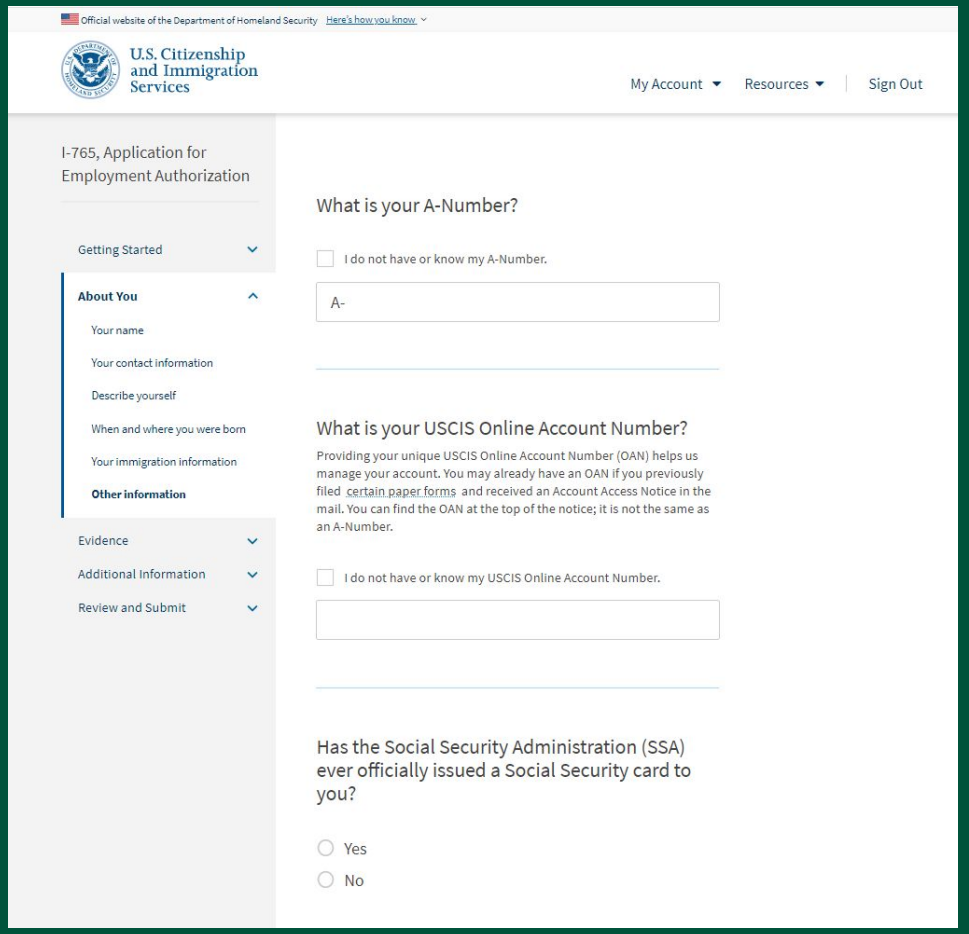
- If you have a previous EAD, you will find this number listed as "USCIS #". If none, check the box

What is your USCIS Online Account Number?

- Enter if previously received. If not, check the box.

Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

- Select YES if you have been issued an SSN. You will be asked to enter your SSN if known.
- Select NO if you do not already have a SSN



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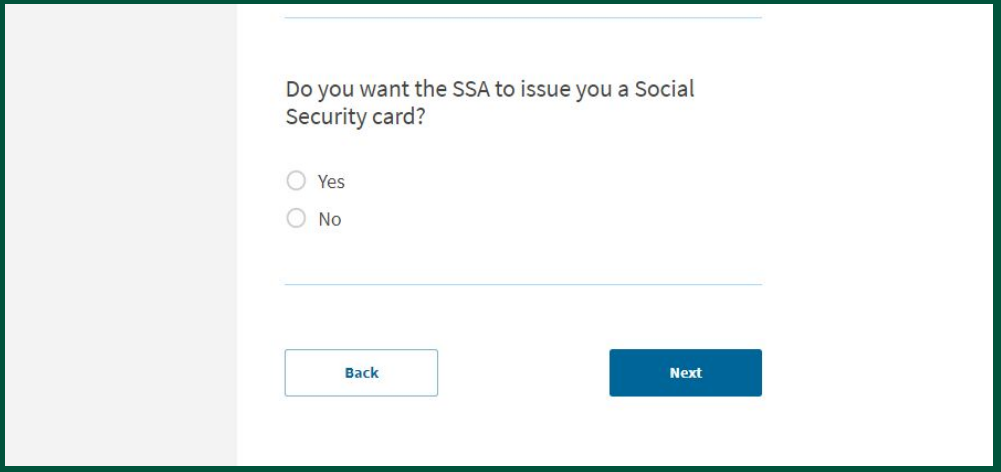
Do you want the SSA to issue you a Social Security card?

- Select YES if you do not have SSN card
- You will be prompted to agree to the Consent for Disclosure to be issued a SSN card; select YES.



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UPLOADING EVIDENCE!!

Have you prepared your digital files in the correct formats?

Refer to the ISSS OPT webpage to ensure you have saved all your digital files in the correct format for uploading to your I-765 form online.

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UPLOADING EVIDENCE

Choose files to upload from your computer or drag/drop files to upload at the bottom of each page in this section *(Post-Completion OPT)*

- 2 x 2 photo of you
  - Review the Dept. of State Digital Image Requirements for details
- Form I-94
  - Obtain your most current I-94 at https://i94.cbp.dhs.gov/I94
- Employment Authorization Document (or Government ID)
  - If you were previously issued an EAD card, upload a copy of the front and back of your EAD card if applicable
  - If you were never issued an EAD card, upload a copy of your passport biographical page
- Previously authorized CPT or OPT
  - Ensure to upload ALL pages of your previously issued I-20 showing CPT or OPT authorizations
- Form I-20
  - Ensure to upload ALL pages of your OPT I-20 with OPT Endorsement on page 2 from ISSS

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(STEM Extension)
UPLOADING EVIDENCE

Choose files to upload from your computer or drag/drop files to upload at the bottom of each page in this section

- 2 x 2 photo of you
  - Review the Dept. of State Digital Image Requirements for details
- Form I-94
  - Obtain your most current I-94 at https://i94.cbp.dhs.gov/I94
- Employment Authorization Document
  - Upload a copy of the front and back of your EAD card
  - If you do not have a copy of your EAD card, upload a copy of your passport biographical page
    - You will need to a letter regarding your lost EAD card under *Additional Evidence*

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(STEM Extension)
UPLOADING EVIDENCE

Choose files to upload from your computer or drag/drop files to upload at the bottom of each page in this section

- Form I-20
  - Ensure to upload ALL pages of your OPT I-20 with OPT Endorsement on page 2 from ISSS
- College Degree
  - A copy of your diploma on which your STEM OPT application is based
  - You can obtain a digital copy of your diploma through the Graduation Center
- Institutional Accreditation
  - Proof of accreditation is needed only if you are applying based on a prior degree. A prior degree means a degree that you completed previously and is not the degree that your current Post-Completion OPT is based on.

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ADDITIONAL INFORMATION

Choose files to upload from your computer or drag/drop files to upload at the bottom of each page in this section

- In this section, you can upload IF APPLICABLE:
  - Missing I-20 letter
    - If you are missing any previous I-20s, use the sample missing I-20 letter to write a letter explaining your F1 student history
    - If you are missing your EAD card, the missing I-20 letter sample above as a reference to write a letter to explain your lost EAD card
- Do NOT upload any “extra” documents
  - Documents, such as resumes or recommendation letters, are not required and do not affect the decision made on your OPT application.
- If you do not have any additional documentation to upload, click NEXT to skip this section

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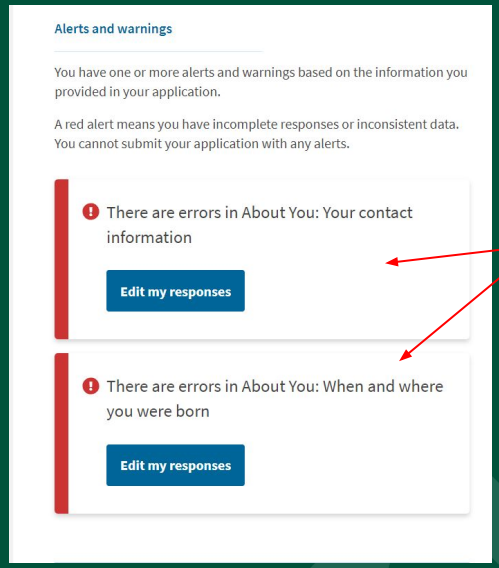
REVIEW AND SUBMIT

Review your application

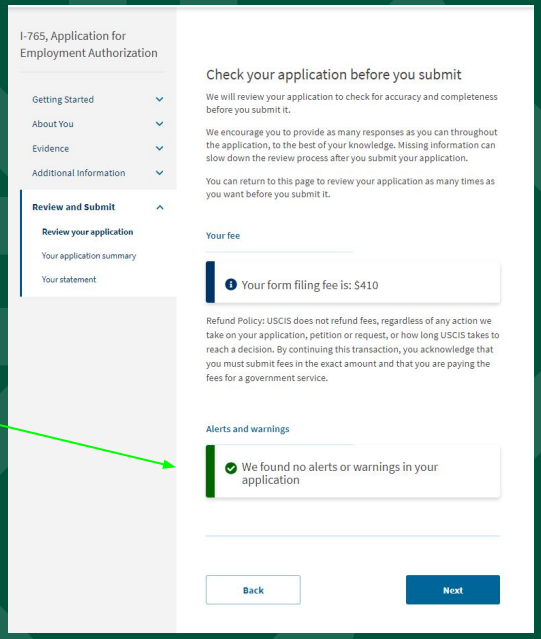
Alerts and Warnings

- Edit your responses for **RED** alerts
- You can only click NEXT once you the Alerts and Warnings is **GREEN** and no alerts or warnings are found in your application
- A **YELLOW** alert means that your response needs attention and should be reviewed for correctness before submitting but no edit action may be required. A yellow alert can also appear while entering your responses throughout your form.



RED alerts

GREEN alert



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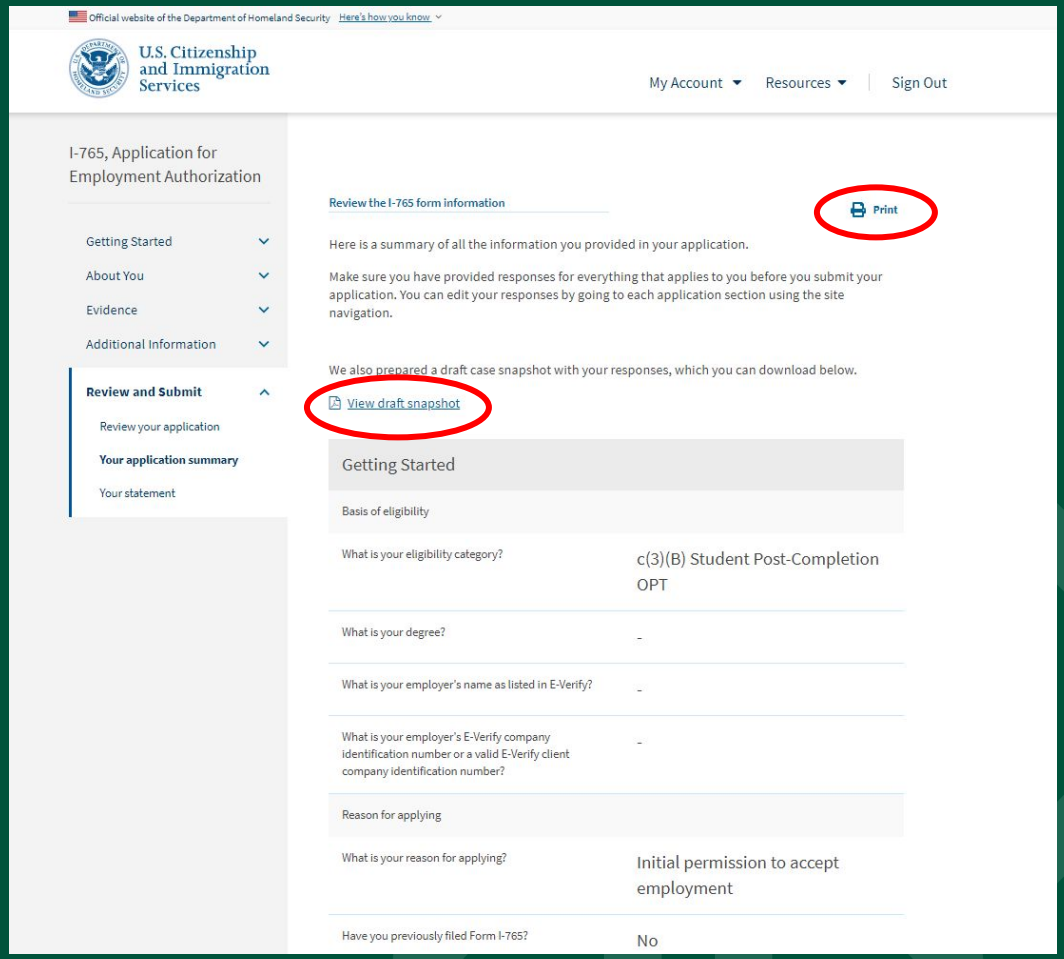
REVIEW AND SUBMIT

Application Summary

- Review all the information on your I-765 form is correct
- ISSS recommends to View draft snapshot and Print to PDF a copy of your I-765 and save it on your computer
  - This is for your records ONLY
  - Do NOT mail this to USCIS!
- **Once you make your payment, your application is submitted and NO changes can be made!**



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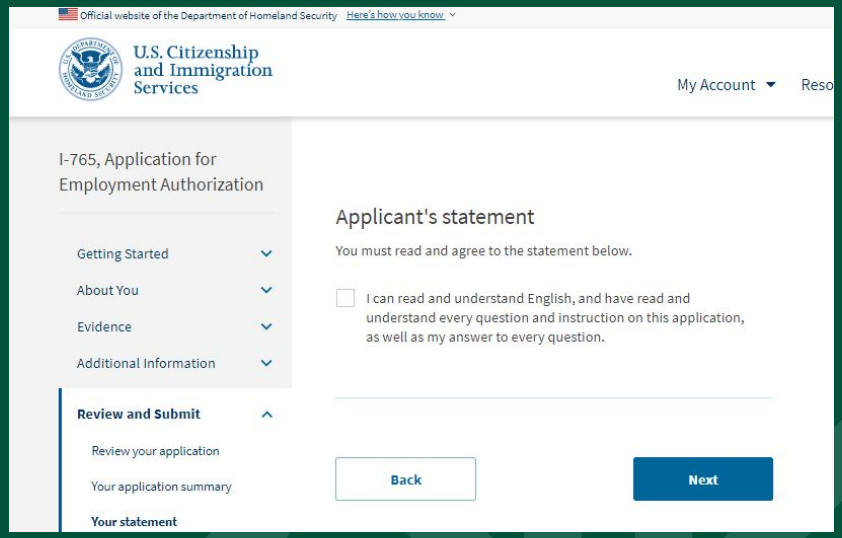
REVIEW AND SUBMIT

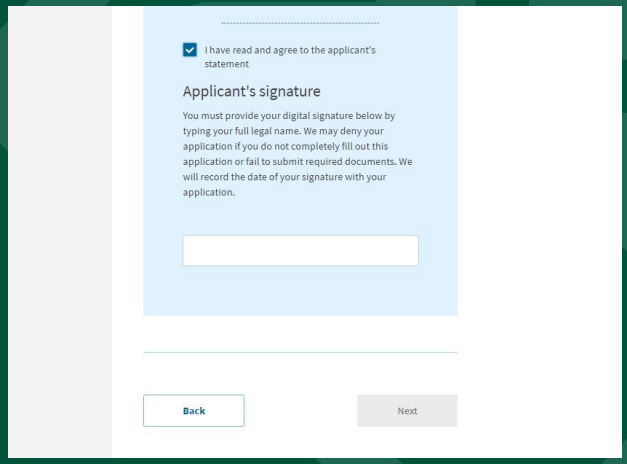
Your Statement

- Click on the box to agree to the statement



Your Signature

- Click on the box to agree to the statement
- Type in your full name (first and last name)



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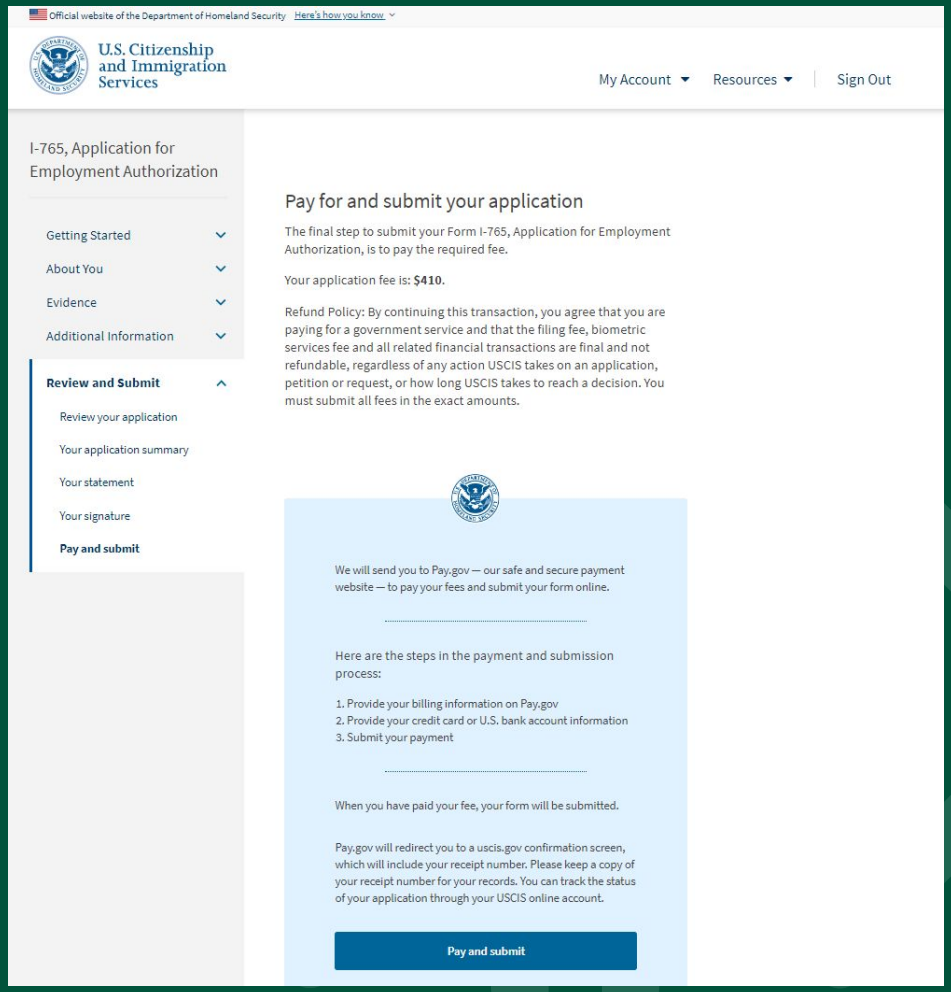
REVIEW AND SUBMIT

Pay and Submit

- Your application fee is $410
- Once you click on Pay and Submit, you will be redirected to Pay.gov to make your application fee payment
- The application fee is non-refundable



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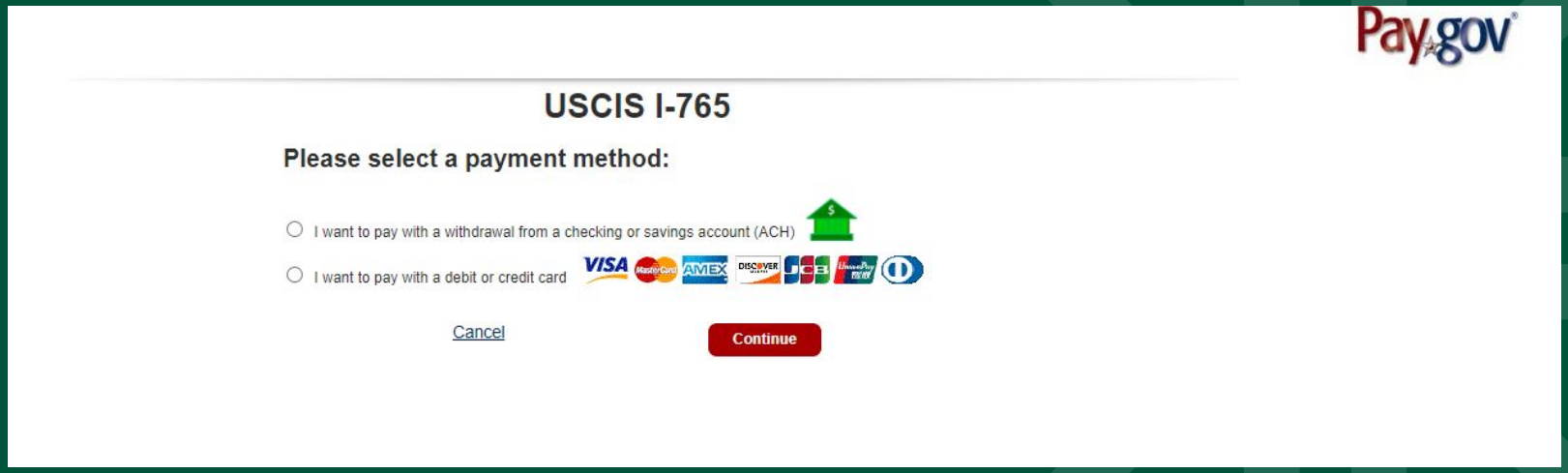
REVIEW AND SUBMIT

Pay.gov Payment Method

- Two types of payment are accepted
  - Checking/Savings electronic transfer
  - Debit/Credit Card
- Select the form of payment you will make



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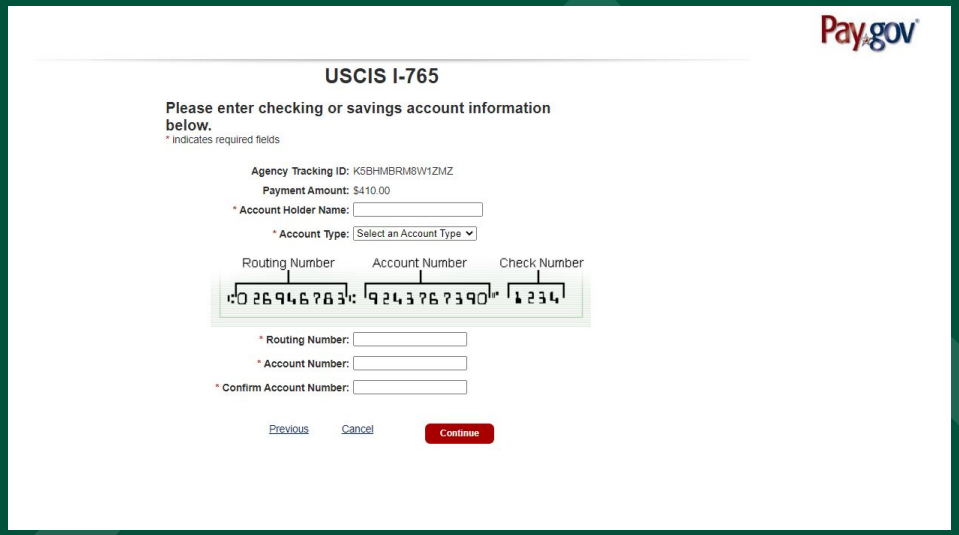
REVIEW AND SUBMIT

Checking/Savings electronic transfer

- You must have:
  - Account Holder Name
  - Account Type
  - Routing Number
  - Account Number
- Enter the required information
- **Once you click 'Continue', your payment will be processed and your application is submitted!**



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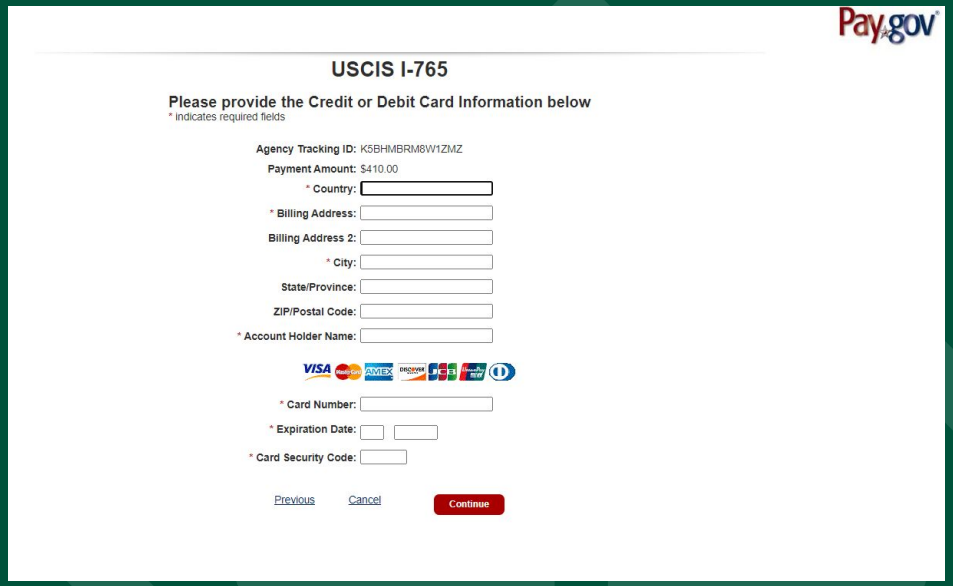
REVIEW AND SUBMIT

Debit or Credit Card

- Only the following card types are accepted:
  - Visa, Mastercard, American Express, Discover JCB, Union Pay, Diners Club International
- Enter the required information
- **Once you click 'Continue', your payment will be processed and your application is submitted!**



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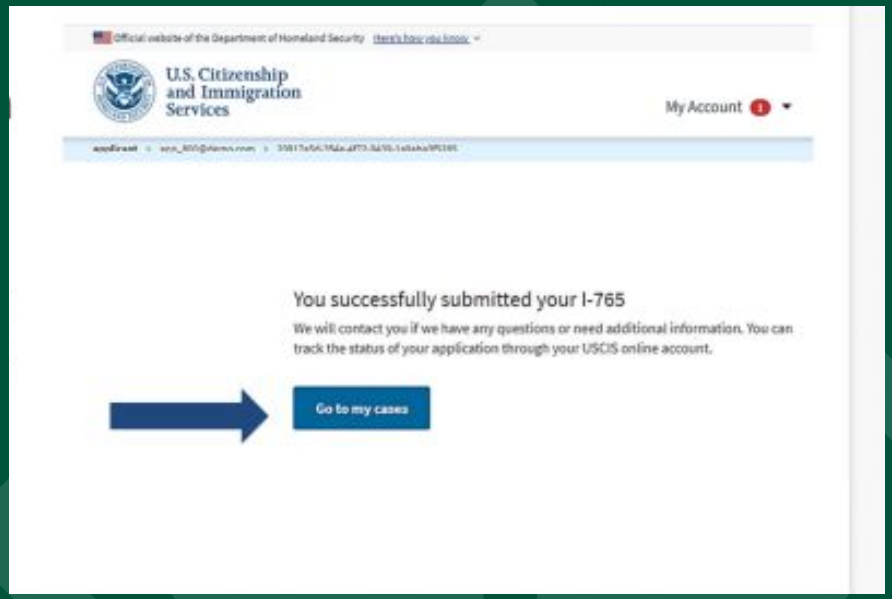
REVIEW AND SUBMIT

SUCCESSFULLY SUBMITTED

- After you make your payment, your application will be submitted.
  - Changes can NO longer be made
- Click on ‘Go to my cases’ to retrieve your receipt number
  - Your receipt notice and receipt number will be available immediately
  - Save your receipt notice and receipt number for future reference
  - A paper receipt notice will still be mailed to your mailing address



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AFTER SUBMITTING YOUR OPT APPLICATION, VISIT THE ISSS OPT WEBSITE FOR MORE INFORMATION

- If you have made an error on your application, contact your ISSS advisor immediately
- If you have any questions, contact ISSS@usfca.edu