



UNIVERSITY OF SAN FRANCISCO
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Optional Practical Training: How to File Online and Complete the I-765



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!



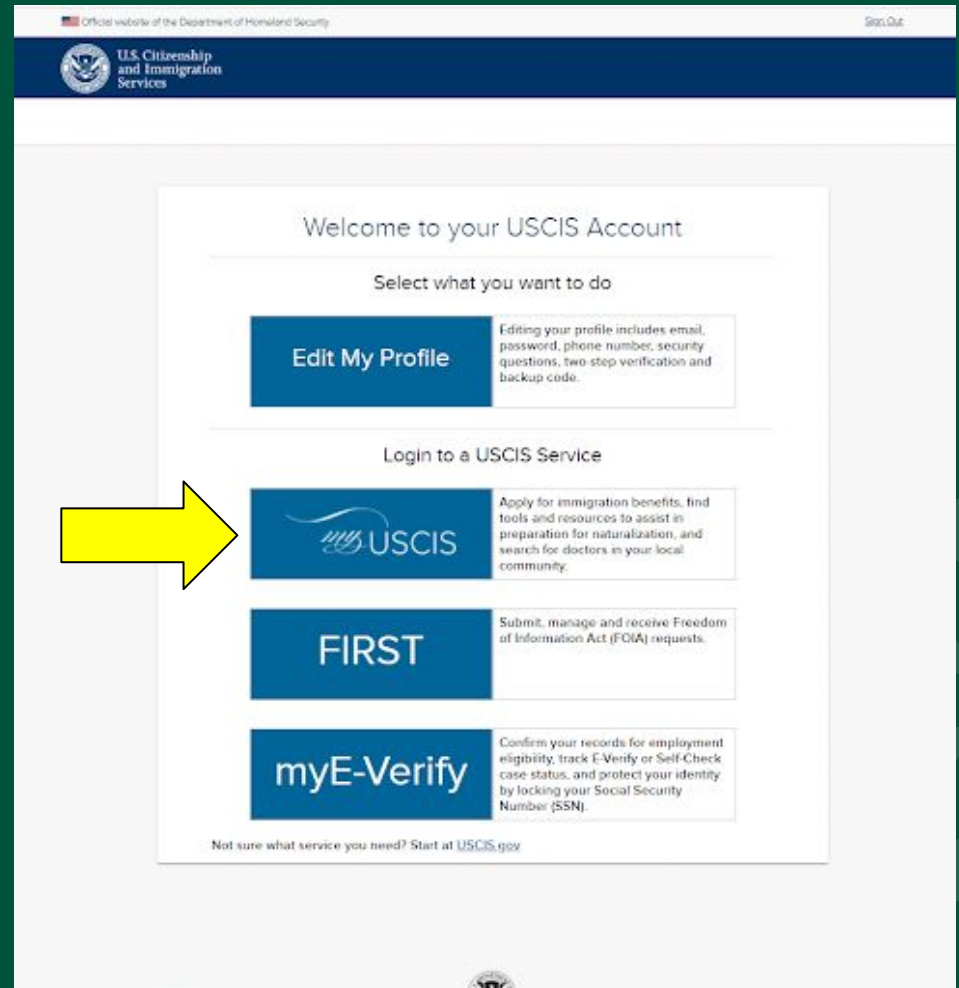
Create your USCIS Account:

<https://myaccount.uscis.gov/>

- USF recommends that you use your USF email address (without the “dons”) to create your USCIS account to match your email address already listed in SEVIS

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.





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.

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

U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ Sign Out

I-765, Application for Employment Authorization

What is your eligibility category?

Getting Started ^

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

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

⚠ You can file your request online only for certain eligibility categories

If your eligibility category does not appear on the drop-down list, you must file a paper [Form I-765](#). If you submit online and are not eligible for one of the listed categories, your application may be denied.

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

Back Next



UNIVERSITY OF SAN FRANCISCO
CHANGE THE WORLD FROM HERE

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.

A screenshot of the STEM OPT extension application form. The form is white with a light blue border. It contains several sections with labels and input fields. The first section is a pull-down menu labeled 'c(3)(C) STEM Extension'. Below it is a horizontal line. The next section is labeled 'What is your degree?' and has a text input field. Below that is another horizontal line. The next section is labeled 'What is your employer's name as listed in E-Verify?' and has a text input field. Below that is another horizontal line. The final section is labeled 'What is your employer's E-Verify company identification number or a valid E-Verify client company identification number?' and has a text input field. Below that is another horizontal line.



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

The screenshot shows the USCIS I-765 application form. The header includes the USCIS logo and the text "U.S. Citizenship and Immigration Services". The main title is "I-765, Application for Employment Authorization". The left sidebar contains a navigation menu with the following items: "Getting Started", "Basis of eligibility", "Reason for applying", "Preparer and interpreter information", "About You", "Evidence", "Additional Information", and "Review and Submit". The "Reason for applying" section is currently selected. It contains three radio button options: "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", and "Renewal of permission to accept employment". Below this section is a question "Have you previously filed Form I-765?" with two radio button options: "Yes" and "No". At the bottom of the form are two buttons: "Back" and "Next".




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Is someone assisting you with
completing this application?

Select NO

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

 U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ | Sign Out

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 ▾

Is someone assisting you with completing this application?

☐ Yes

☐ 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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 U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ Sign Out

I-765, Application for Employment Authorization

Getting Started ▾

About You ▲

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence ▾

Additional Information ▾

Review and Submit ▾

What is your current legal name?

Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.

Given name (first name) Middle name

Family name (last name)

Have you used any other names since birth?

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

☐ Yes

☐ No

Back Next




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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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 U.S. Citizenship and Immigration Services

My Account ▼ Resources ▼ Sign Out

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 ▼

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?

- 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

Other information

Evidence

Additional Information

Review and Submit

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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What is your gender?

- Select one option

What is your marital status?

- Select one option

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 U.S. Citizenship and Immigration Services

My Account ▼ Resources ▼ | Sign Out

I-765, Application for Employment Authorization

Getting Started ▼

About You ▲

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence ▼

Additional Information ▼

Review and Submit ▼

What is your gender?

☐ Male

☐ Female

What is your marital status?

☐ Single

☐ Married

☐ Divorced

☐ Widowed



UNIVERSITY OF SAN FRANCISCO
CHANGE THE WORLD FROM HERE

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

Official website of the Department of Homeland Security [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 ▴

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

Back Next



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

Official website of the Department of Homeland Security [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 ^

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence ▾

Additional Information ▾

Review and Submit ▾

What is your country of citizenship or nationality?

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

[+ Add country](#)

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



UNIVERSITY OF SAN FRANCISCO
CHANGE THE WORLD FROM HERE

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

When did you last arrive in the United States?
List your arrival date, place of arrival, and status at arrival.

Date of arrival

Place of arrival

Status at last arrival

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?

- 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

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.

Back

Next



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

Official website of the Department of Homeland Security [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 ▲

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



UNIVERSITY OF SAN FRANCISCO
CHANGE THE WORLD FROM HERE

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.

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

☐ Yes

☐ No

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



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.



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



(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*



(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.



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



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.

Alerts and warnings

You have one or more alerts and warnings based on the information you provided in your application.

A red alert means you have incomplete responses or inconsistent data. You cannot submit your application with any alerts.

1 There are errors in About You: Your contact information

[Edit my responses](#)

1 There are errors in About You: When and where you were born

[Edit my responses](#)

RED alerts

GREEN alert

I-765, Application for Employment Authorization

Getting Started
About You
Evidence
Additional Information
Review and Submit

Review your application
Your application summary
Your statement

Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

Your fee

1 Your form filing fee is: \$410

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

Alerts and warnings

✓ We found no alerts or warnings in your application

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



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!**


Official website of the Department of Homeland Security [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 ▾
- Additional Information ▾
- 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 each application section using the site navigation.

We also prepared a draft case snapshot with your responses, which you can download below.

 [View draft snapshot](#)

Getting Started

Basis of eligibility

What is your eligibility category? c(3)(B) Student Post-Completion OPT

What is your degree? -

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

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

Reason for applying

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

Have you previously filed Form I-765? No



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CHANGE THE WORLD FROM HERE

REVIEW AND SUBMIT

Your Statement

- Click on the box to agree to the statement

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U.S. Citizenship and Immigration Services

My Account ▼ Reso

I-765, Application for Employment Authorization

Getting Started ▼

About You ▼

Evidence ▼

Additional Information ▼

Review and Submit ^

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](#) [Next](#)

Your Signature

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

☒ I have read and agree to the applicant's statement

Applicant's signature

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

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




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

Official website of the Department of Homeland Security [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 ▾
- Additional Information ▾
- Review and Submit ▴**
 - Review your application
 - Your application summary
 - Your statement
 - Your signature
 - Pay and submit**

Pay for and submit your application

The final step to submit your Form I-765, Application for Employment Authorization, is to pay the required fee.

Your application fee is: **\$410.**

Refund Policy: By continuing this transaction, you agree that you are paying for a government service and that the filing fee, biometric services fee and all related financial transactions are final and not refundable, regardless of any action USCIS takes on an application, petition or request, or how long USCIS takes to reach a decision. You must submit all fees in the exact amounts.



We will send you to Pay.gov — our safe and secure payment website — to pay your fees and submit your form online.

Here are the steps in the payment and submission process:

1. Provide your billing information on Pay.gov
2. Provide your credit card or U.S. bank account information
3. Submit your payment

When you have paid your fee, your form will be submitted.

Pay.gov will redirect you to a uscis.gov confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your application through your USCIS online account.

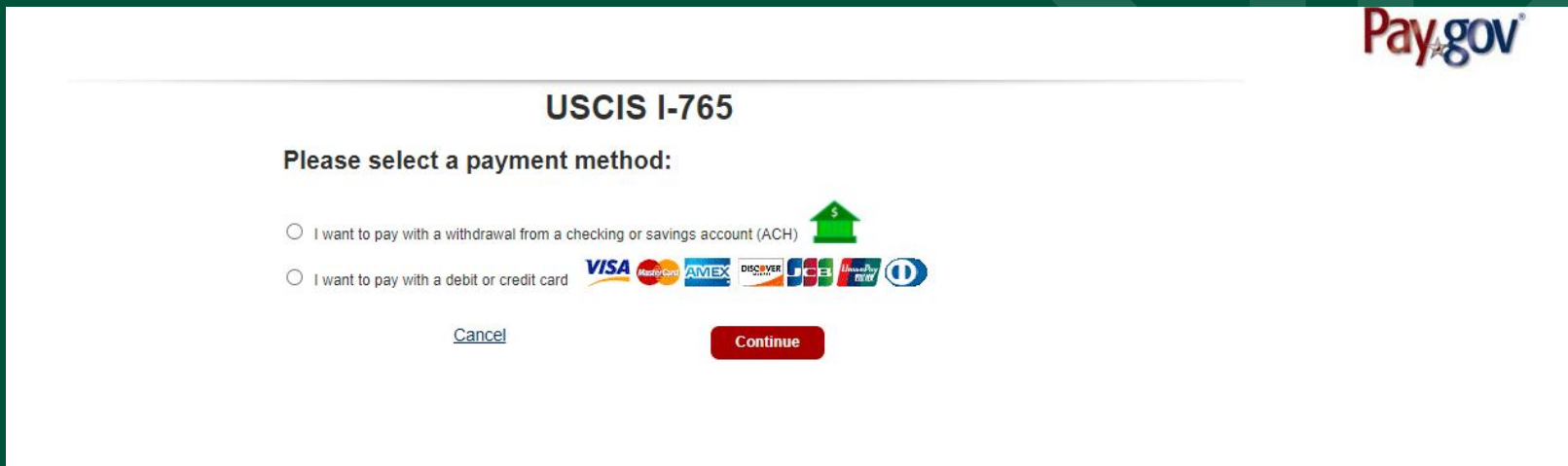
Pay and submit



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



The screenshot shows the Pay.gov payment method selection screen for USCIS I-765. The Pay.gov logo is in the top right corner. The title "USCIS I-765" is centered. 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, and UnionPay. At the bottom, there are "Cancel" and "Continue" buttons.







Pay.gov

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](#)



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!**

The screenshot shows the USCIS I-765 Pay.gov payment interface. At the top right is the Pay.gov logo. The title "USCIS I-765" is centered. Below it, the instruction "Please enter checking or savings account information below." is displayed, followed by a small note: "* indicates required fields". The form contains the following fields and information:

- Agency Tracking ID: K5BHM8RM8W1ZMZ
- Payment Amount: \$410.00
- * Account Holder Name: [text input field]
- * Account Type: [dropdown menu with "Select an Account Type" selected]
- Routing Number: [text input field showing "026946783"]
- Account Number: [text input field showing "9243767390"]
- Check Number: [text input field showing "1234"]
- * Routing Number: [text input field]
- * Account Number: [text input field]
- * Confirm Account Number: [text input field]

At the bottom, there are three buttons: "Previous" (disabled), "Cancel" (disabled), and "Continue" (active/red).



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!**

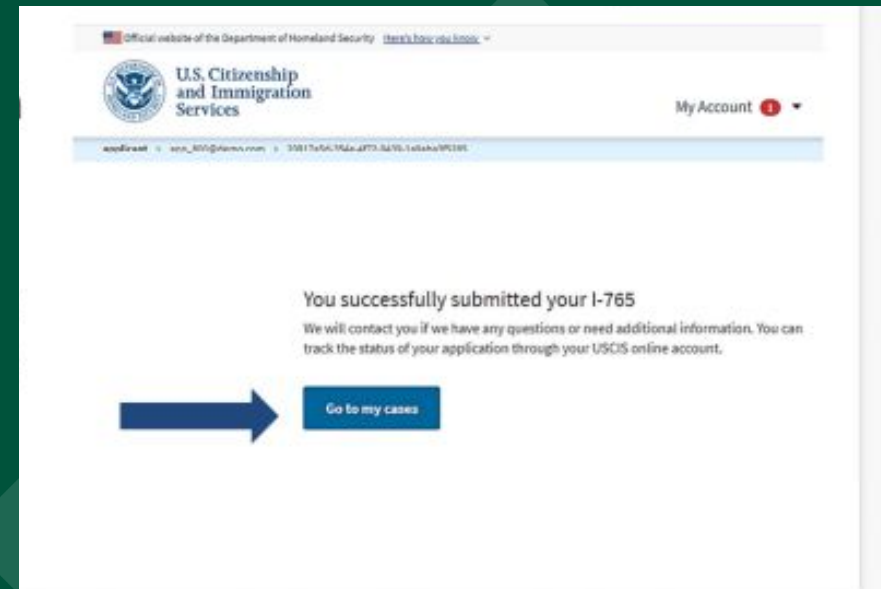
The screenshot shows the USCIS I-765 payment page on the Pay.gov website. The page title is "USCIS I-765". Below the title, it says "Please provide the Credit or Debit Card Information below" and includes a note "* Indicates required fields". The form contains the following fields: "Agency Tracking ID: K5BHM8RM8W1ZMZ", "Payment Amount: \$410.00", "* Country:" (dropdown), "* Billing Address:" (text), "Billing Address 2:" (text), "* City:" (text), "State/Province:" (text), "ZIP/Postal Code:" (text), and "* Account Holder Name:" (text). Below these fields are logos for accepted card types: VISA, Mastercard, AMEX, DISCOVER, JCB, Union Pay, and DINERS CLUB. The card information section includes "* Card Number:" (text), "* Expiration Date:" (two text boxes), and "* Card Security Code:" (text). At the bottom, there are three buttons: "Previous" (blue), "Cancel" (blue), and "Continue" (red).



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





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