


Post-completion Optional Practical Training (OPT) Online I-765 Submission with USCIS

Please note, these materials are for reference only. When preparing your online I-765 application, please follow the instructions and prompts provided by USCIS in the online application.

The USCIS online I-765 application may change at any time, and these materials are provided as-is and to the best of our knowledge. The Dashew Center is not responsible for the outcome of your OPT application.

Go to
<https://my.uscis.gov/>
and create an
account.

ernment [Here's how you know](#) ▾

 U.S. Citizenship
and Immigration
Services

Sign Up

Your USCIS account is only for you. Do not create a shared account with family or friends. Individual accounts allow us to best serve you and protect your personal information.

You must provide your own email address below if you are the one who is filing a form online, submitting an online request, or tracking a case.

Email *

Email confirmation *

Your email address is used to log in to your USCIS Account. All USCIS email communications will be sent to this address.

[Sign Up](#)

Already have an account?
[Sign In](#)

Legal

- [Department of Homeland Security Consent](#)
- [DHS Privacy Notice](#)
- [FBI Privacy Notice](#)
- [Paper Reduction Act Burden Disclosure Notice](#)
- [Terms of Use](#)

The email address you use to register a MYUSCIS account should be an address that you check frequently and will continue to check after graduating.

Then, click on “File a form online”

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

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 case to your account**
Enter your online access code (OAC) to add and manage a 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

[Return to top](#) Show desktop

Choose the form "I-765, Application for Employment Authorization"

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 guidance at www.uscis.gov/feewaiver.

Select the form you want to file online.

- I-90, Application to Replace Permanent Resident Card
- I-130, Petition for Alien Relative
- I-134A, Online Request to be a Supporter and Declaration of Financial Support
- I-539, Application To Extend/Change Nonimmigrant Status
- I-589, Application for Asylum and for Withholding of Removal
- I-765, Application for Employment Authorization**
- I-821, Application for Temporary Protected Status (TPS)

The eligibility category is

"(c)(3)(B) - F-1 student,
post-completion OPT"



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 your eligibility category is:

- (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](#).

Start form

Notes about eligibility category

"(c)(3)(B) - F-1 student, post-completion OPT"

Please review the specific filing instructions if you are filing Form I-765 under one of the following eligibility categories:

F1 Students Seeking Optional Practical Training (OPT)

(c)(3)(A) eligibility category: Submit Form I-765 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 (ICE) and Student and Exchange Visitor Program (SEVP). Your period of employment will 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 Form I-765 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 Visitor Information System (SEVIS) record. If you fail to do so, we will deny your OPT request.

(c)(3)(C) eligibility category: Submit Form I-765 application up to 90 days before your current OPT expires, but you must submit within 60 days of the DSO's approval of STEM OPT.

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.

Temporary Protected Status (TPS) 

Section 1: Getting Started



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I-765, Application for
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Getting Started ^

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I-765, Application for Employment Authorization


Getting Started


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What is your eligibility category?

 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.

 You must provide a response.


I-765, Application for Employment Authorization


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- (a)(12) Temporary Protected Status Granted
- (c)(3)(A) Student Pre-Completion OPT
- (c)(3)(B) Student Post-Completion OPT
- (c)(3)(C) STEM Extension
- (c)(8) Pending Asylum and Withholding of Removal Applicants and Applicants for Asylum under the ABC Settlement Agreement

 You must provide a response.

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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

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Is someone assisting you with completing this application?

Yes


No

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Section 2: About You

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About You 

Your name


Your contact information


Describe yourself


When and where you were born

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Your name

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Your name

Your contact information

Describe yourself

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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)

Provide your full legal name as shown on your passport

Have you used any other names since birth?

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

Yes

No

Your contact information:

- Please remember to also update your contact information in MyUCLA.
- The email address listed here and in MyUCLA should be an address that you check frequently and will continue to check after graduating.
- We recommend you use a US-based email account to ensure you receive all emails from MyUSCIS and the SEVP Portal.
- Note: The Student and Exchange Visitor Program (SEVP) Portal is a tool that students must use to report their OPT employment.



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How may we contact you?

Daytime telephone number

Provide a 10-digit phone number.

Mobile telephone number (if any)

This is the same as my daytime telephone number.

Provide a 10-digit phone number.

Email address

Example: user@domain.com

Your contact information (continued):

- This address must be an address in the United States
- Your EAD card will be mailed to the address you provide here.
- This mailing address must be valid for at least 4 months into the future from your OPT application submission date to USCIS.
- This address may be a residential, commercial, or P.O. Box address.
- To confirm your address, please use the USPS address tool:
 - <https://tools.usps.com/zip-code-lookup.htm?byaddress>

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

Provide a 5 or 9-digit ZIP code.

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

- Yes
 No

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Describe yourself:

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Describe yourself

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What is your gender?

- Male
 Female


What is your marital status?

- Single
 Married
 Divorced
 Widowed

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When and where were you born:

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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?

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Your immigration information

Your I-94 Admission Record can be found here:
<https://i94.cbp.dhs.gov/i94/#/recent-search>

To confirm your place of arrival, please see the I-94 Travel History here:
<https://i94.cbp.dhs.gov/i94/#/history-search>

Status at last arrival should be:
"F1 - Student, Academic Or Language Program."

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

 U.S. Citizenship and Immigration Services Menu

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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)?

Provide an 11 character I-94 Number.

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

Date of arrival (on or about)

Place of arrival

Status at last arrival

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

Sample I-94 Admission Record

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

Most Recent I-94

Admission (I-94) Record Number : **123456789 11**

Most Recent Date of Entry: **2017 January 02**

Class of Admission : **F1**

Admit Until Date : **D/S**

Details provided on the I-94 Information form:

Last/Surname :	BRUIN
First (Given) Name :	JOE
Birth Date :	1996 January 01
Passport Number :	A123456789
Country of Issuance :	Bruinland

Your immigration information (continued)

Leave blank

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?

This should match the country of citizenship on your I-20

What is your current immigration status or category?

This should be: "F1 – Student, Academic Or Language Program"

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.

Provide a 10, 11, or 12-digit SEVIS number.


You can find your SEVIS number on the top left side of your current I-20

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Other information

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

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I-765, Application for Employment Authorization

What is your A-Number? ←

I do not have or know my A-Number.

A-

Provide a 7, 8, or 9-digit number. If your A-Number is fewer than 9 digits, the system will automatically add zero(s) after the "A" and before the first digit so there is a total of 9 digits, for example: A-001234567.

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.

Provide a 12-digit 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

- If you have ever applied for benefits from U.S. Citizenship and Immigration Services, you may have an A-Number (also known as a USCIS Number)
- If not, please check "I do not have or know my A-Number".

F-1 students usually do not already have a USCIS Online Account Number. You may have this number if you have previously filed one of the following:


- I-90, I-130, I-485, I-821, I-821D, N-336, N-400, N-565, N-600, N-600K
- If you have not filed one of these, check "I do not have or know my USCIS Online Account Number."


- If you currently have a Social Security Number (SSN), check 'Yes.' You should then be prompted to enter your SSN.
- If you do not have a Social Security Number (SSN), check 'No'. You will then have an option to request an SSN.

- If you already have an SSN and you request an SSN card, you will be issued a replacement SSN card.

Section 3: Evidence

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Evidence 


2 x 2 photo of you


Form I-94

**Employment Authorization
Document**

Previously authorized CPT or
OPT

Form I-20

Additional Information 

Review and Submit 



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

+ Upload files

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Passport Photo Tools and Tips:

<https://travel.state.gov/content/travel/en/passports/how-apply/photos.html>



I-765, Application for Employment Authorization

I-94, Arrival And Departure Record

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.

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

+ Upload files

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You can access your I-94 Admission Record here:

<https://i94.cbp.dhs.gov/I94/#/recent-search>

Sample I-94 Admission Record



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

Most Recent I-94

Admission (I-94) Record Number : **123456789 11**

Most Recent Date of Entry: **2017 January 02**

Class of Admission : **F1**

Admit Until Date : **D/S**

Details provided on the I-94 Information form:

Last/Surname :	BRUIN
First (Given) Name :	JOE
Birth Date :	1996 January 01
Passport Number :	A123456789
Country of Issuance :	Bruinland



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2 x 2 photo of you

Form I-94

Employment Authorization
Document

**Previously authorized CPT or
OPT**

Form I-20

Additional Information ▾

Review and Submit ▾

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

If you were previously authorized for CPT or OPT, please upload all of your previous CPT and OPT I-20s here.



I-765, Application for Employment Authorization

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

+ Upload files

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Feedback

Before uploading your current OPT I-20 you received from the Dashew Center, be sure the following are true:

- The OPT I-20 must be printed, signed, and dated.
- Your OPT application **MUST** be *received* by USCIS within 30 days of your OPT I-20 being created by the Dashew Center. (Page one of your OPT I-20 shows the date it was created.)

Please note: If you will not be able to submit your OPT application to USCIS within the 30-day timeline mentioned above, please reach out to the Dashew Center counselor who issued your OPT I-20.

Section 4: Additional Information



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Evidence ∨

Additional Information ∧

Additional information

Review and Submit ∨

Please note, this
section is optional.

Optional information

This section is optional, and only for the applicant to provide additional information that is relevant to their OPT application but there wasn't a section to provide the information.


Examples:

- If you have had previous SEVIS numbers that are different from your current number, you can report them here.
- If you have had previous passports, you can report them here.

If you don't have any additional information, don't worry. This section is optional.

Optional information continued

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

 **U.S. Citizenship and Immigration Services** My Account ▾ Resources

I-765, Application for Employment Authorization

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- About You ▾
- Evidence ▾
- 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

Employment Authorization

- Getting Started ▾
- About You ▾
- Evidence ▾
- 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.

Section

You must choose a section

Page

Question

Additional information

0/500

If you click “+ Add a response”, you will then be prompted for information as seen above.

Employment Authorization

Getting Started



About You



Evidence



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.

Section

Getting Started

About You

Evidence

Additional information

0/500

In the additional information section, you can provide more information about the previous three sections:

- 1) Getting Started
- 2) About You
- 3) Evidence

Getting Started



About You



Evidence



Additional Information



Additional information

Review and Submit



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.

Section

Getting Started



Page



Basis of eligibility

Reason for applying

Preparer and interpreter information

Preparer information


Interpreter information


0/500


Save response

Cancel

When you select “Getting Started”, it will then prompt you to choose which page within that section you would like to provide additional information for.


Getting Started 

About You 

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Additional Information 

Additional information

Review and Submit 

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.

Section

About You 

Page

| 

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

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Save response

Cancel

If you choose the section “About You”, it will then prompt you to choose which page you would like to provide additional information for in that section.

Getting Started



About You



Evidence



Additional Information



Additional information

Review and Submit



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.

Section

Evidence



Page

2 x 2 photo of you

Form I-94

Employment Authorization Document

Proof of enrollment

Previously authorized CPT or OPT

Form I-20

College degree

Institution accreditation

0/500

Save response

Cancel

If you choose the section “Evidence”, it will then prompt you to choose which page you would like to provide additional information for in that section.



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I-765, Application for Employment Authorization

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Review your application

Your application summary

Your statement

Your signature

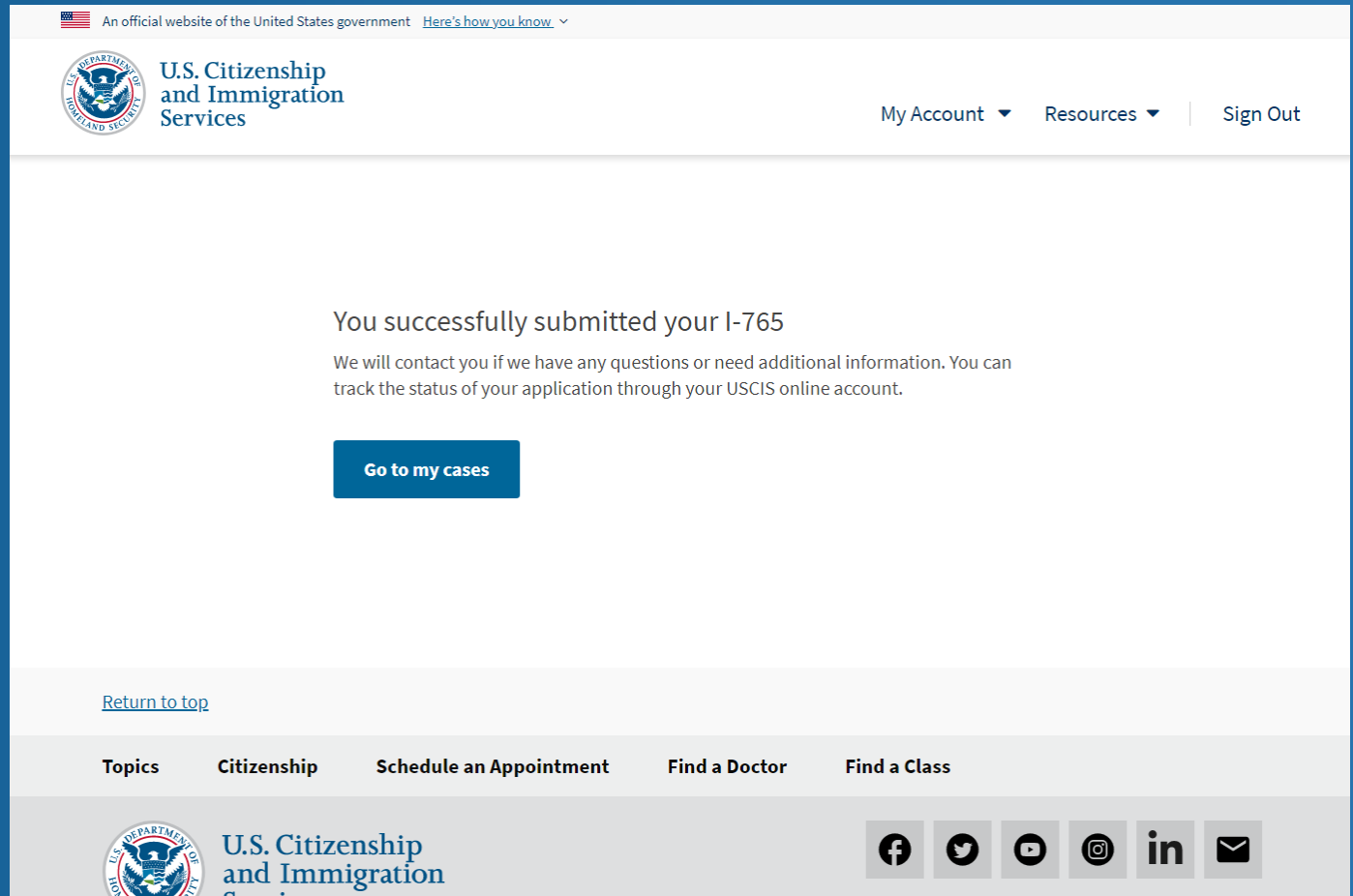
In this section, you will need to:

- Review your responses and uploaded evidence
- Pay the application fee


Section 5: Review and Submit

What's next after submitting?

- After reviewing and submitting your application, a page indicating that you have successfully submitted your I-765 will appear.
- You will receive an email confirmation to the email you used for your MyUSCIS account.
- You will be able to check your OPT application by logging into your MyUSCIS account.



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

 U.S. Citizenship and Immigration Services

My Account ▾ Resources ▾ | Sign Out


You successfully submitted your I-765

We will contact you if we have any questions or need additional information. You can track the status of your application through your USCIS online account.

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[Return to top](#)

Topics Citizenship Schedule an Appointment Find a Doctor Find a Class

 U.S. Citizenship and Immigration Services

[f](#) [t](#) [v](#) [@](#) [in](#) [✉](#)