International Students and Scholars Office

Guidance for Online Filing of Post-Program Completion OPT Application

Please review USCIS instructions in detail here https://www.uscis.gov/i-765
Please note that the information below is only intended to provide general assistance on how to complete the online I-765 form. It is not intended to serve as formal legal advice.
You are responsible for the accuracy and completeness of the I-765.

Step 1	**Request for an OPT I-20** If you are graduating soon and would like to apply for Optional Practical Training, you will start with the OPT I-20 request (The online form can be found at the Application Step #2 on ISSO Post-completion OPT website). You will fill out your **preferred OPT start date** (Note: That date should be within the 60 days grace period after the program end date.) Once the OPT I-20 is issued, please review the accuracy and then sign/date (MM/DD/YYYY) at the bottom of page 1 in the 'Student attestation' section.
Step 2	**Create a USCIS account** By clicking the File Online option at of I-765 at https://www.uscis.gov/file-online/forms-available-to-file-online.
Step3	**Login to MyUSCIS Service** Unless you hire an attorney to assist you with this application, you would select: I am an applicant, petitioner, or requester
Step 4	**Select the I-765 Form** Choose file a form online. I-765 application for employment authorization. (Note: Your category is (c)(3)(B) –F-1 student, post-completion OPT) Note: For STEM major students, the first time application for OPT, you will choose (c)(3)(B) and when it is time to apply for the 24 month STEM OPT extension, you will use (c)(3)(C).

Step 5

<u>Complete the I-765 Form</u>

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

(For the first time OPT applicant, it will be the first choice).

Have you previously filed Form I-765?

- Yes
- No

(For the first time OPT applicant, the answer is No.)

Is someone assisting you with completing this application?

- Yes
- No

(Unless you hire the attorney to assist you with this application, the answer should be No.)

Provide first and last name, contact information (phone number and email), US mailing address, US physical address, gender, marital status, birth place, birth date, country of citizenship and nationality, I-94 (entry information), passport number, travel document number, expiration of the passport, the country that issued the passport, current immigration status, SEVIS number.

We recommend you use the personal **email address** instead of the CPP.edu email.

For the **Travel document number**, most students should leave this question blank, unless you are in a special circumstance. If you do not have a valid passport, but your country has issued a valid travel document for you instead, please enter the travel document number here.

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The country that issued the passport is the country you are a citizen of (even if you renewed your passport with your country consulate that is located in the USA).

You can find **the SEVIS number** on the top left of your I-20. It starts with letter N.

What is your A number?

Most students would choose "I do not know." The A-number is the USCIS # listed on your previous OPT EAD card, if applicable

What is your USCIS Online Account Number?

Most students would choose "I do not know." You may already have a USCIS Online Account Number if you previously filed certain paper forms.

Regarding **the Social Security number** and card question, if you already have the number, there is no need to get a new one. It is the same number for your lifetime.

If you never have an SSN, you can choose "yes" to the question, Do you want the SSA to issue you a Social Security card? You will have to agree to the consent for disclosure and provide additional information about your parents.

(Please note that you should get the SSN card in the mail soon after the EAD card is issued. In the case you do not receive the SSN card within one week, you should visit the local social security administrative office and apply in person, using your EAD card as a supporting document.)

Step 6

Upload the documents:
- Passport sized photo (Use a new photo)
- I-94
- Passport ID page
- I-20 with OPT start date
- Previous EAD, if any
- Previously issued I-20s that show past CPT's or OPT, if any

(Note: The I-20 with your requested OPT Start Date must be submitted to USCIS within 30 days from when it was added in the system, **or the OPT application will be denied**. So, please do not wait until the last minute to file the OPT application.)

Step 7

Acknowledge the applicant's statement, **sign and pay the fee**.

After submission, your application will automatically be assigned a USCIS receipt number, in which you can use to check your case status at https://egov.uscis.gov/

Note: If you change the address after you filed the application, you must update it online at the earliest convenience, to ensure the card is mailed to the correct address.