Guide to Filing Form I-765 for Post-Completion OPT

How to File Online with United States Citizenship and Immigration Services (USCIS)

Revised 11/07/2022

After reviewing the OPT Instructions and receiving the OPT I-20 from the Office of International Services (OIS), F-1 students must submit their Form I-765 OPT application to USCIS for adjudication. *It is the student's responsibility to ensure the Form I-765 is completed fully, accurately, and includes all required document uploads before submitting their application to USCIS.*

Effective April 12, 2021, F-1 students seeking OPT approval can file the Form I-765 online via myUSCIS. The online filing option allows F-1 students to apply for the post-completion OPT EAD, request a Social Security Number (SSN) (if needed), upload supporting application documents, pay the $410 filing fee, track the status of their application, communicate with USCIS through a secure inbox, and respond to Requests for Evidence (RFE).

Students must have copies of the following documents ready to upload when filing the Form I-765 through myUSCIS:

☐ **Recent passport-style color photograph (JPG, JPEG, or PNG)**
- Must comply with U.S. Department of State passport photograph requirements

☐ **Passport photo page that includes name, passport number and expiration date (JPG, JPEG, PDF, TIF, TIFF)**
- Passport must be valid for at least 6 months from application date

☐ **Most recent electronic Form I-94 (JPG, JPEG, PDF, TIF, TIFF)**

☐ **If applicable, all previously issued EAD cards and I-20s with CPT, pre- or post-completion OPT, STEM OPT Extension or economic hardship work authorization (JPG, JPEG, PDF, TIF, TIFF)**
- I-20s signed electronically by USC DSOs are acceptable
- Only include copies of I-20s with work authorization; initial I-20s and/or other copies without work authorization are *not* required

☐ **Signed OPT I-20, all pages (JPG, JPEG, PDF, TIF, TIFF)**
- Student must print their OPT I-20 from OPT I-20 Request System and sign the ***Student Attestation*** section in ink (a typed or electronic student signature is not allowed)
- Verify the following information is under ***Employment Authorizations*** section*: POST-COMPLETION OPT, FULL-TIME, REQUESTED, START DATE, END DATE*. Example:

EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	REQUESTED	08 JULY 2018	07 JULY 2019

- Students who do not have an I-20 with OPT information must not proceed with application and need to first request an OPT I-20 from OIS; refer to OPT Instructions.

Student must sign and date in ink.

USCIS **must** receive the student's OPT application within 30 days of *Date Issued** date on Page 1 of their OPT I-20. OPT applications received more than 30 days after *Date Issued** **will be denied** by USCIS.

**And* *no more than 60 days after Program End Date on Page 1*

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After receiving the OPT I-20 from OIS, the student must create a myUSCIS account. From the student's myUSCIS account, under *File A Form,* select "**Application for Employment Authorization (I-765)"**. It is the student's responsibility to complete the Form I-765 application fully and accurately in accordance with USCIS instructions. Students may use the guide below for additional assistance.

Form I-765 Question or Entry Field	Response
What is your eligibility category?	Choose "c(3)(B) Student Post-Completion OPT".
What is your reason for applying?	Select "Initial permission to accept employment".
Have you previously filed Form I-765?	Select "No" if the student has never applied for OPT before. If the student has applied for OPT with USCIS in the past and it was approved, denied, or withdrawn, select "Yes".
Is someone assisting you with completing this application?	Select "No".
What is your current legal name?	Enter name exactly as it appears on student's passport.
Have you used any other names since birth?	Select "Yes" or "No". If "Yes", the student must enter other names. Most students will select "No".
How may we contact you?	Enter preferred phone number(s).
Email address	Enter preferred USC or non-USC email address.
What is your current U.S. mailing address?	Students are recommended to use an address they will reliably have access to up to six months after graduating from USC. Students may use someone else's address if they will be moving. **In care of name (if any)** - If the student is using someone else's address, such as a friend or family member's, to receive their mail, enter their name here. Otherwise, leave blank.
Is your current mailing address the same as your physical address?	Select "Yes" or "No". If "No", the student must enter their current physical address (i.e., where they currently live).
What is your gender?	Select one of the options.
What is your marital status?	Select one of the options.
What is your city, town, or village of birth?	Enter the student's city, town, or village of birth.
What is your state or province of birth?	Enter the student's state or province of birth. If none, leave blank.
What is your country of birth?	Enter the country where the student was born.

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Form I-765 Question or Entry Field *(continued)*	Response
What is your date of birth?	Enter the student's date of birth formatted as MONTH/DAY/YEAR.
What is your country of citizenship or nationality?	List all countries where the student is a citizen or national.
What is your Form I-94 Arrival-Departure Record Number (if any)?	Enter the number from the student's most recent electronic Form I-94 Record.
When did you last arrive in the United States?	Enter the arrival date, place of arrival, and status at arrival, as it appears on the student's most recent I-94 record. **Date of arrival** – Enter the date of arrival as MONTH/DAY/YEAR. **Place of arrival** – Select the city or port of entry. If the student was admitted at a CBP pre-clearance site, the student may select that site as their place of arrival (e.g., "ABU DHABI PRECLEARANCE AIRPORT"). **Status at last arrival** – Most students will select "F1 – STUDENT, ACADEMIC, OR LANGUAGE PROGRAM."
What is the passport number of your most recently issued passport?	Enter passport number.
What is your travel document number (if any)?	Leave blank.
What is the expiration date of your passport or travel document?	Enter passport expiration date.
What country issued your passport or travel document?	Select the country that issued the student's passport.
What is your current immigration status or category?	Select "F1 – STUDENT, ACADEMIC, OR LANGUAGE PROGRAM."
What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)?	Enter the SEVIS number from top left corner of the OPT I-20, beginning after "N".
What is your A-Number?	If the student was previously issued an EAD by USCIS, enter the USCIS # from the EAD. If the student does not know their A-Number or does not have an A-Number, select the checkbox. Most students will select the checkbox.
What is your USCIS Online Account Number?	If applicable, enter the student's USCIS Online Account Number (OAN). If the student does not know their OAN or does not have an OAN, select the checkbox. Most students will select the checkbox.

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Form I-765 Question or Entry Field *(continued)*	Response
Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?	If the student has a Social Security Number (SSN), select "Yes" and enter the SSN. Students that have never applied for an SSN must select "No".
Do you want the SSA to issue you a Social Security card?	If the student needs an SSN or if they would like the SSA to issue a reprint of their SSN card, select "Yes". Selecting "Yes" requires the applicant to agree to the Consent for Disclosure and enter their father's and mother's birth names.

Evidence	Files to upload
2 x 2 Photo of You	Copy of a recent passport-style color photograph that meets U.S. Department of State passport photograph requirements.
Form I-94	Copy of most recent electronic Form I-94 Record; travel history is not required.
Employment Authorization Document or Government ID	Copy of passport page that includes photo, passport number and expiration date. Passport must be valid for at least 6 months from application submission date.
Post-Completion CPT or OPT	Copies of all previously issued I-20s with CPT, pre- or post-completion OPT, STEM OPT Extension or economic hardship work authorization. Only include copies of I-20s with work authorization; initial I-20s and/or other copies without work authorization are not required. I-20s signed electronically by USC DSOs are acceptable. **IMPORTANT:** Refer to ***Additional Information*** below for additional requirements.
Form I-20, Certificate of Eligibility for Nonimmigrant Student Status	OPT I-20 must be printed from OIS OPT I-20 Request System and student must sign and date the ***Student Attestation*** section in ink. Student's typed or electronic signatures on the OPT I-20 are *not* allowed. Student must check ***Date Issued*** and ***Program End Date*** on **Page 1** of their OPT I-20. If their application is submitted to USCIS more than 30 days after *Date Issued* and/or more than 60 days after *Program End* Date on Page 1, their OPT application will be **denied**.

Additional Information—Students may use this section to explain, clarify, or elaborate on their responses or document uploads. Students with past work authorization (CPT, OPT, STEM OPT, or economic hardship) must use this section (*Section - Evidence*; *Page - Post-Completion CPT or OPT*; *Question - Post-Completion CPT or OPT)* to type their current and previous (if applicable) F-1 SEVIS ID numbers and any previously authorized CPT or OPT and the academic level in which it was authorized. ***Example:*** *I have completed work authorization under two SEVIS IDs: N0000000000, Bachelor's, 4 months of full-time CPT, no OPT; N0000000001, PhD, 6 months of full-time CPT.*

Filing Fee—Prior to submitting the Form I-765, the student will be prompted to complete the $410 filing fee payment online. Payment can be completed by electronic bank transfer or with a credit or debit card.