

Form I-765 Online Instructions for OPT

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.

The following documents will be required for the application. Have a digital copy of each document saved as a PDF on your computer to upload to the “Evidence” section of the I-765 application .

- U.S. style passport photo in color of yourself taken within the last 6 months.
 - Please refer to the Department of State’s website as well as the instructions on the online I-765 application for additional information on the photo requirements.
- Most recent Form I-94 <https://i94.cbp.dhs.gov/i94/#/home>
 - If you changed to F-1 status within the US and have not since traveled outside the US, the I-94 is located on your change of status approval notice document (I-797).
- Valid unexpired passport identification page (plus extension page, if applicable)
- Employment Authorization Document (EAD) cards (front and back), if applicable
- I-20 recommending OPT dated within 30 days of filing the OPT application
- All previously issued CPT and/or OPT I-20s, if applicable

Step 1 Create a [USCIS online account](#) or sign in if you already have an account

Step 2 Select **File a Form Online**

Step 3 Select **I-765, Application for Employment Authorization**

Step 4 Click **Start form**

A draft of your application is saved as you enter information and you can finish the application at your own pace.

Getting Started

What is your eligibility category?

Select *c(3)(B)* for *post-completion OPT* or *c(3)(A)* for *pre-completion OPT*. The category of OPT can be verified by reviewing page 2 of your I-20 which contains the details of your OPT recommendation.

Reason for applying

Select *initial permission to accept employment*, if you have never applied for this category of employment before.

Have you previously filed I-765?

Select the appropriate answer. Please note that Curricular Practical Training (CPT) is not an I-765 filing.

Is someone assisting you with completing this application?

Most students should select 'no,' unless you have an immigration attorney or employer representative helping you prepare the application.

About You

What is your current legal name?

Enter your name as it appears in your passport

Have you used any other names since birth?

Include any other names listed on any formal documents

How may we contact you?

Daytime telephone number

Mobile telephone number (if any)

Email address

Use an email address that you monitor regularly

What is your current U.S. mailing address?

Enter the address you want your OPT documents and EAD card mailed to. Use an address where you can receive mail for at least 6 months into the future. Please be aware that changing addresses during a pending OPT application may lead to mail

delivery issues. If you are using a friend or family member's address, list their name in the 'In care of name' box.

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

Select the appropriate answer and if you answered 'No,' list your physical address

What is your gender?

What is your marital status?

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?

Use the U.S. date format (MM/DD/YYYY)

What is your country of citizenship or nationality?

List all countries where you are currently a citizen or national

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

This number is located on your I-94 record.

Date of arrival- Record the date you last entered the U.S

Place of arrival- Select your port of entry of arrival from the drop down menu

Status at last arrival- Select F-1 – Student, Academic or Language Program unless you obtained an in country change of status through USCIS after your most recent date of entry to the U.S.

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

What is your travel document number (if any)?

Most students should leave this question blank. 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. If you have a valid passport, be sure to list the passport number in the previous question.

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

List the expiration date of your most recently issued passport, even if your F-1 visa is in a prior passport.

What country issued your passport or travel document?

List the information from your most recently issued passport, even if your F-1 visa is in a prior passport.

What is your current immigration status or category?

Select F-1 – F1 – Student, Academic or Language Program

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

The SEVIS ID is listed on the top left corner of your I-20 and starts with “N00...”

What is your A-Number?

Most students should check ‘I do not have or know my A-number. However, if you have been issued an EAD such as OPT or as part of the green card process, please list your A-number. The A-number is the USCIS # listed on your previous OPT EAD card.

What is your USCIS Online Account Number?

Most students should check ‘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?

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

If you would like a social security card issued, you must select ‘Yes’ to the consent of disclosure and provide your parents’ legal name information.

Evidence

2x2 photo

Most recent Form I-94

Employment Authorization Document or Government ID

Upload the front and back of your EAD if you were previously issued one and your most recently issued valid passport identification page showing your picture, name, date of birth, and passport expiration date

Previously Authorized CPT or OPT

Provide copies of all previously issued CPT and/or OPT I-20s, even if issued at a previous degree level or from a prior academic institution.

Form I-20, Certificate of Eligibility For Nonimmigrant Student Status

Upload a scan of your I-20 recommending OPT. Don't forget to sign the bottom of page 1 before uploading the document. Your I-20 recommending OPT must be dated within 30 days of submitting your application.

Additional Information

If you need to provide additional information or explanation for any of your answers, 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.

If you participated in CPT or OPT at any degree level, indicate the employment details here.

Sample format:

Post-completion OPT

6/4/23 - 6/3/24, Bachelor's

Review and Submit

Review your application

Be sure to carefully review your application before filing online to ensure that all applicable questions were answered. The online system will allow you to submit the application without completing some of the required fields for the application.

Your statement

Under 'Applicant's statement,' you must check '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.'

Your signature

Provide your digital signature in the box by typing your full legal name.

Pay and submit

Pay the application fee indicated on the USCIS website. The application fee can be paid via bank account (ACH), debit, or credit card.

After submission

You will receive confirmation that your Form I-765 was successfully submitted. You should be able to review your I-765 receipt notice in your online USCIS account and track the status of the application.

After you submit and pay the application fee you cannot change or edit your responses.