This guide is a useful tool for students applying for [Pre-Completion OPT or Post-Completion OPT](#) using the online application form with USCIS.

*Please note that this guide is to help students with completing the Online I-765 Form with USCIS and should not be taken as legal advice.
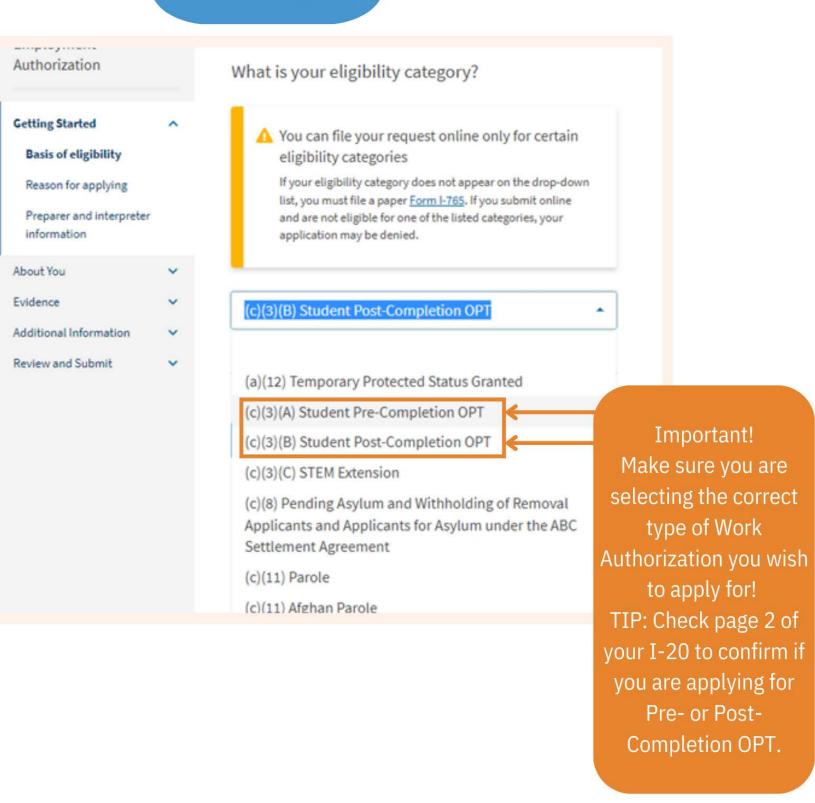
**It is very important that you do not submit your online I-765 Form without uploading your OPT Requested I-20 from ISSS.

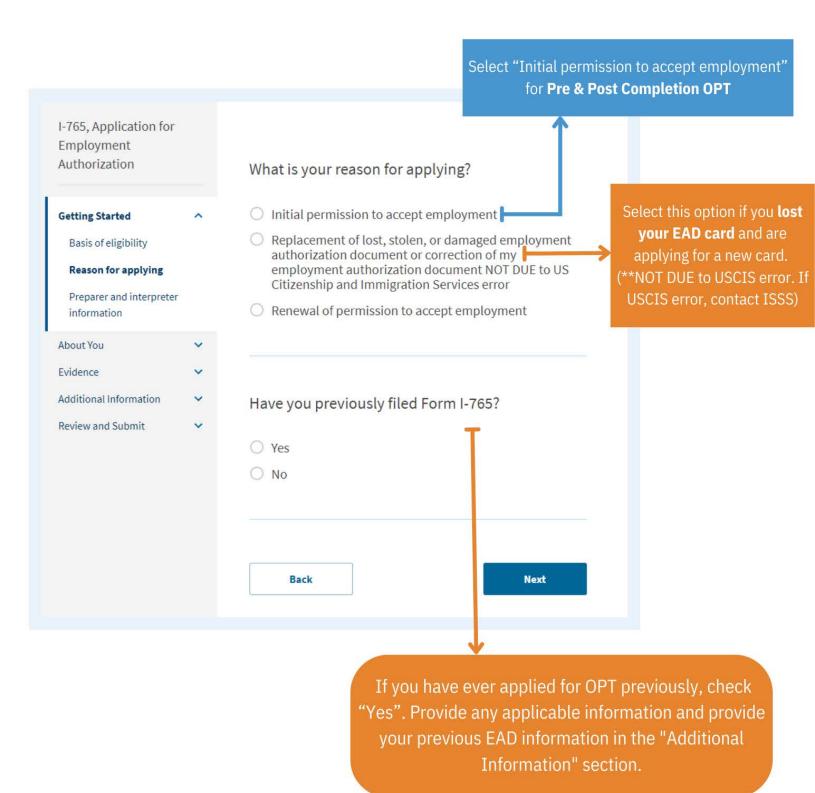**Pre/Post Completion OPT Applications must be submitted to USCIS within 30 days of the I-20 issuance date, or by the end of the 60-day grace period, whichever comes first.**

In order to enter the I-765 Form, you will need to select "File a Form Online", and choose the 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-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

Section 1: Getting Started

1.1: Basis of Eligibility

Authorization

Getting Started ∧

Basis of eligibility

Reason for applying

Preparer and interpreter information

About You ∨

Evidence ∨

Additional Information ∨

Review and Submit ∨

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.

(c)(3)(B) Student Post-Completion OPT ▲

(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

(c)(11) Parole

(c)(11) Afghan Parole

Important!
Make sure you are selecting the correct type of Work Authorization you wish to apply for!
TIP: Check page 2 of your I-20 to confirm if you are applying for Pre- or Post-Completion OPT.

Section 1: Getting Started

1.2: Reason for Applying

Select "Initial permission to accept employment" for **Pre & Post Completion OPT**

Select this option if you **lost your EAD card** and are applying for a new card. (**NOT DUE to USCIS error. If USCIS error, contact ISSS)

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Getting Started ⌃

Basis of eligibility

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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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If you have ever applied for OPT previously, check "Yes". Provide any applicable information and provide your previous EAD information in the "Additional Information" section.

Section 1: Getting Started

1.3: Preparer & Interpreter Information

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Is someone assisting you with completing this application?

○ Yes

@ No

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Select "No" if you are filing your I-765 yourself.

Section 2: About You

2.1: Your Name

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Gettint: Started

About You
Your name
Your contact information
Describe yourself
When and where you were born
Your immigration information
Other information

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What is your current legal name?

Your current tegal 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

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Enter your names exactly as they appear on your Form I-20.

If you have used any other names for official purposes, you will need to provide all other names you have ever used, including aliases, maiden name, and nicknames.
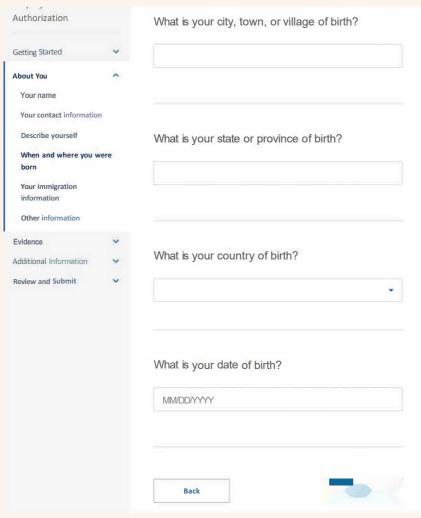
Section 2: About You

2.2: Contact Information

Provide your daytime telephone number, mobile number (if not already your daytime telephone number), and email address.

ISSS recommends using your personal email address for your MyUSCIS Account usage, as your Stevens email address may be closed after a certain period of time following your graduation

This is the address where you will receive all correspondence from USCIS. Please be sure that this address is valid for at least 4 months in the future. You may list a U.S. Post Office address (PO Box) if that is how you receive your mail.

If you are using your own address, leave "In care of name" blank. If you use someone else's address, enter the person's name in item "In care of name".

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Getting Started ⌄

About You ⌃

Your name

Your contact information

Describe yourself

When and where you were born

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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

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

Address line 2

Apartment, suite, unit, or noor

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

If your mailing address is different from your physical address, select "No" and enter the required information.

If your mailing address is the same as your physical address, select "Yes" and move to the next section.

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Section 2: About You

2.3: Describe Yourself
2.4: When and Where You Were Born

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Getting Started ⌄

About You ⟋⟍

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

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What is your gender?

○ Male
○ Female

What is your marital status?

○ Single
○ Married
○ Divorced
○ Widowed

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About You ⌃

Your name

Your contact information

Describe yourself

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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?

[▾]

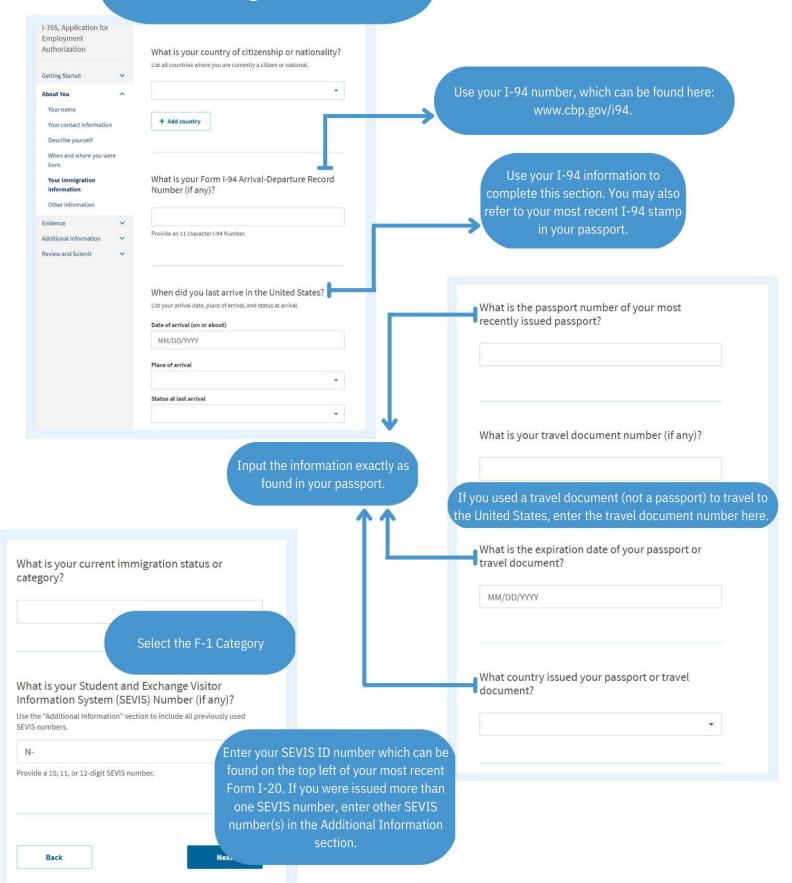What is your date of birth?

[MM/DD/YYYY]

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Please remember to answer all questions accurately and review all information before submitting!

Section 2: About You

2.5: Your Immigration Information

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Getting Started ⌄

About You ⌃
  Your name
  Your contact information
  Describe yourself
  When and where you were born
  Your immigration information
  Other information

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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.

> Use your I-94 number, which can be found here: www.cbp.gov/i94.

> Use your I-94 information to complete this section. You may also refer to your most recent I-94 stamp in your passport.

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)
[MM/DD/YYYY]

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)?

[ ]

> If you used a travel document (not a passport) to travel to the United States, enter the travel document number here.

> Input the information exactly as found in your passport.

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

[MM/DD/YYYY]

What country issued your passport or travel document?

[▾]

What is your current immigration status or category?

[ ]

> Select the F-1 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.

[N-]

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

> Enter your SEVIS ID number which can be found on the top left of your most recent Form I-20. If you were issued more than one SEVIS number, enter other SEVIS number(s) in the Additional Information section.

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Section 2: About You

2.6: Other Information Information

I-765, Application for Employment Authorization

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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-

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.

If you were issued an EAD card, type or print it in this space. If you were issued more than one EAD card, enter A-Number (listed as the "USCIS #") listed on the most recent EAD card and provide all other numbers in Additional Information.

Otherwise, if you do not have an A-Number or if you cannot remember it, select the first option

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.

You will only have a USCIS Online Account number if you previously filed an application using the USCIS online filing system. If you did not, then this is left blank.

Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

○ Yes
○ No

Answer "Yes" if you have been issued a Social Security Number (SSN).

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

○ Yes
○ No

If you do not have an SSN or need a replacement Social Security card and would like to be issued one (will arrive about 2-4 weeks after your EAD approval), answer "Yes" and complete any corresponding sections.

If you do not wish to be issued an SSN or a replacement Social Security card, answer "No".
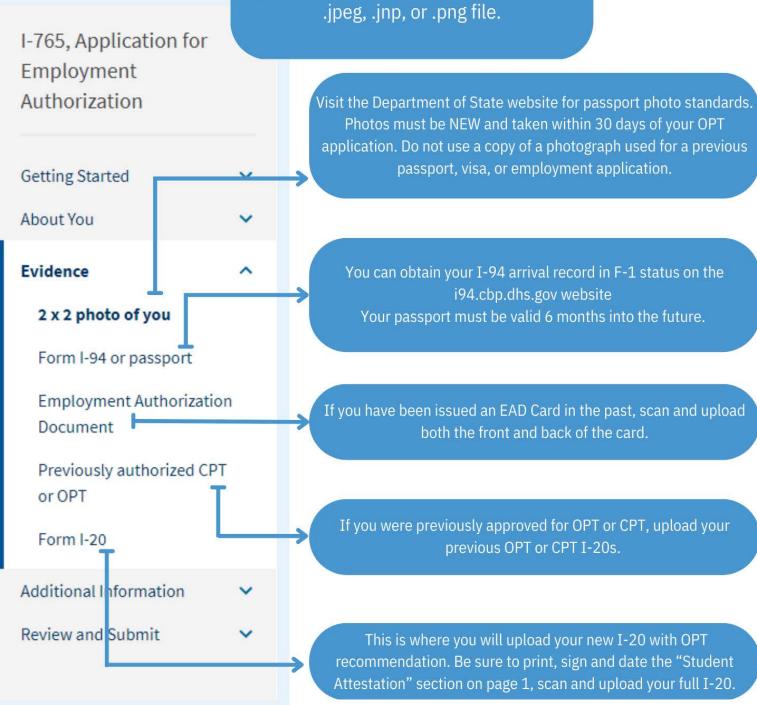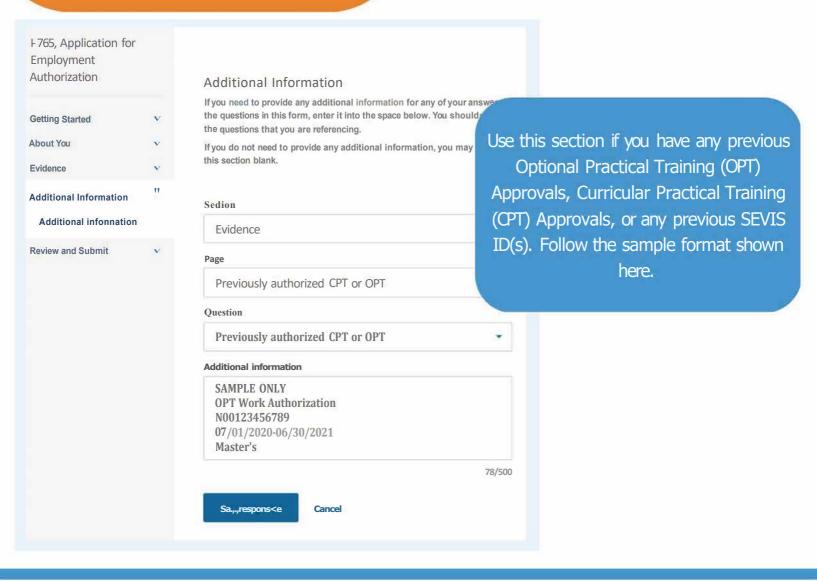
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Section 3: Evidence

When uploading evidence, it is important to adhere to the USCIS Name Formatting guidelines and to save your photos as a .jpeg, .jnp, or .png file.

I-765, Application for Employment Authorization

Getting Started

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   2 x 2 photo of you

   Form I-94 or passport

   Employment Authorization Document

   Previously authorized CPT or OPT

   Form I-20

Additional Information

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Visit the Department of State website for passport photo standards. Photos must be NEW and taken within 30 days of your OPT application. Do not use a copy of a photograph used for a previous passport, visa, or employment application.

You can obtain your I-94 arrival record in F-1 status on the i94.cbp.dhs.gov website
Your passport must be valid 6 months into the future.

If you have been issued an EAD Card in the past, scan and upload both the front and back of the card.

If you were previously approved for OPT or CPT, upload your previous OPT or CPT I-20s.

This is where you will upload your new I-20 with OPT recommendation. Be sure to print, sign and date the "Student Attestation" section on page 1, scan and upload your full I-20.

NOTE: If filing for Pre-Completion OPT, you will also need to upload Proof of Enrollment for at least one academic year showing full-time enrollment. For assistance obtaining proof of enrollment, contact the Office of the Registrar.

Section 4: Additional Information

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Additional Information "

  Additional infonnation

Review and Submit ⌄

Additional Information

If you need to provide any additional information for any of your answe~
the questions in this form, enter it into the space below. You should~
the questions that you are referencing.

If you do not need to provide any additional information, you may ~
this section blank.

Sedion

> Evidence

Page

> Previously authorized CPT or OPT

Question

> Previously authorized CPT or OPT ▾

Additional information

> SAMPLE ONLY
> OPT Work Authorization
> N00123456789
> 07/01/2020-06/30/2021
> Master's

78/500

[Sa.,.,respons<e]   Cancel

> Use this section if you have any previous Optional Practical Training (OPT) Approvals, Curricular Practical Training (CPT) Approvals, or any previous SEVIS ID(s). Follow the sample format shown here.

Section 5: Review & Submit

Once you submit your payment information and the payment is received, USCIS considers your application OFFICIALLY SUBMITTED and you can no longer make changes or edits to your application.

This Fee is non-refundable whether you withdraw your application or if it is denied.
For more information, please visit the USCIS website: https://www.uscis.gov/fonns/paying-uscis-fees

Upon submission, the form will prompt you to sign electronically.
Make sure to review all information prior to payment and submission!!!

**If your 1-20 has been issued more than 30 days prior to your payment/submission date, DO NOT SUBMIT & contact the 1555 Office for a new 1-20!!!
USCIS must receive your application before the end of the 60-day grace period!**