# Post-Completion OPT I-765 USCIS E-Filing Guide

## Office of Global Engagement (OGE)

**Updated April 2023**

The Office of Global Engagement (OGE) provides general guidance on the OPT/STEM OPT application. Our team makes every attempt to ensure that we provide you with the most up to date information available, however, any advice provided by our office as well as information in this guide does not constitute legal advice. You are responsible for your OPT application. Application preparation and USCIS decision will depend on the facts presented in your case. USCIS may change its interpretation of these policies, procedures, regulations, and eligibility requirements at any time. OGE is not responsible for any errors, omissions, or application decision from USCIS.

**WAIT!**

- Students **must** first complete an OGE OPT application in order to receive an I-20 with OPT recommendation from OGE

- Please **DO NOT** proceed with USCIS OPT e-filing without the I-20 with OPT recommendation

- You **must** be physically present in the US to file your OPT application

- If you e-file your OPT application, **DO NOT** also mail an application to USCIS

- OGE OPT Application can be found here: https://www.uncp.edu/departments/global-engagement/international-students/international-student-forms

- Go to USCIS https://www.uscis.gov/i-765
- USCIS recommends using the latest version of Google Chrome, Firefox, Edge, or Internet Explorer
- Click **"File Online"**

- Create a USCIS account
- Two-step verification for security on every sign-in (security code messages may go to spam/junk folder)
- Keep account information secure as you'll return to finish the application, to view updates once submitted, etc.
- **NOTE:** if you've created a USCIS online account before, please use the same account information to file your I-765 OPT application



U.S. Citizenship and Immigration Services

**Sign In**

Email *

Password *

Forgot your Password?    Show Password

Sign In

One account for all of your USCIS needs.
Create an account.

From: MyAccount@uscis.dhs.gov <MyAccount@uscis.dhs.gov>
Sent: Friday, November 12, 2021 2:50 PM
To:
Subject: Secure two-step verification notification

You have requested a secure verification code to log into your USCIS Account.

Please enter this secure verification code: XXXXXXXX

If you are not attempting to log into USCIS, please go to https://myaccount.uscis.g

Please be aware that this update might require your immediate attention.

PLEASE DO NOT REPLY TO THIS MESSAGE

**Enter your verification code**

A verification code has been sent to jessica_heffernan@harvard.edu. Please enter the code that you received. If you do not receive the code in 10 minutes, please request a new verification code.

If you have lost access to jessica_heffernan@harvard.edu, enter your backup code instead, or Contact Us.
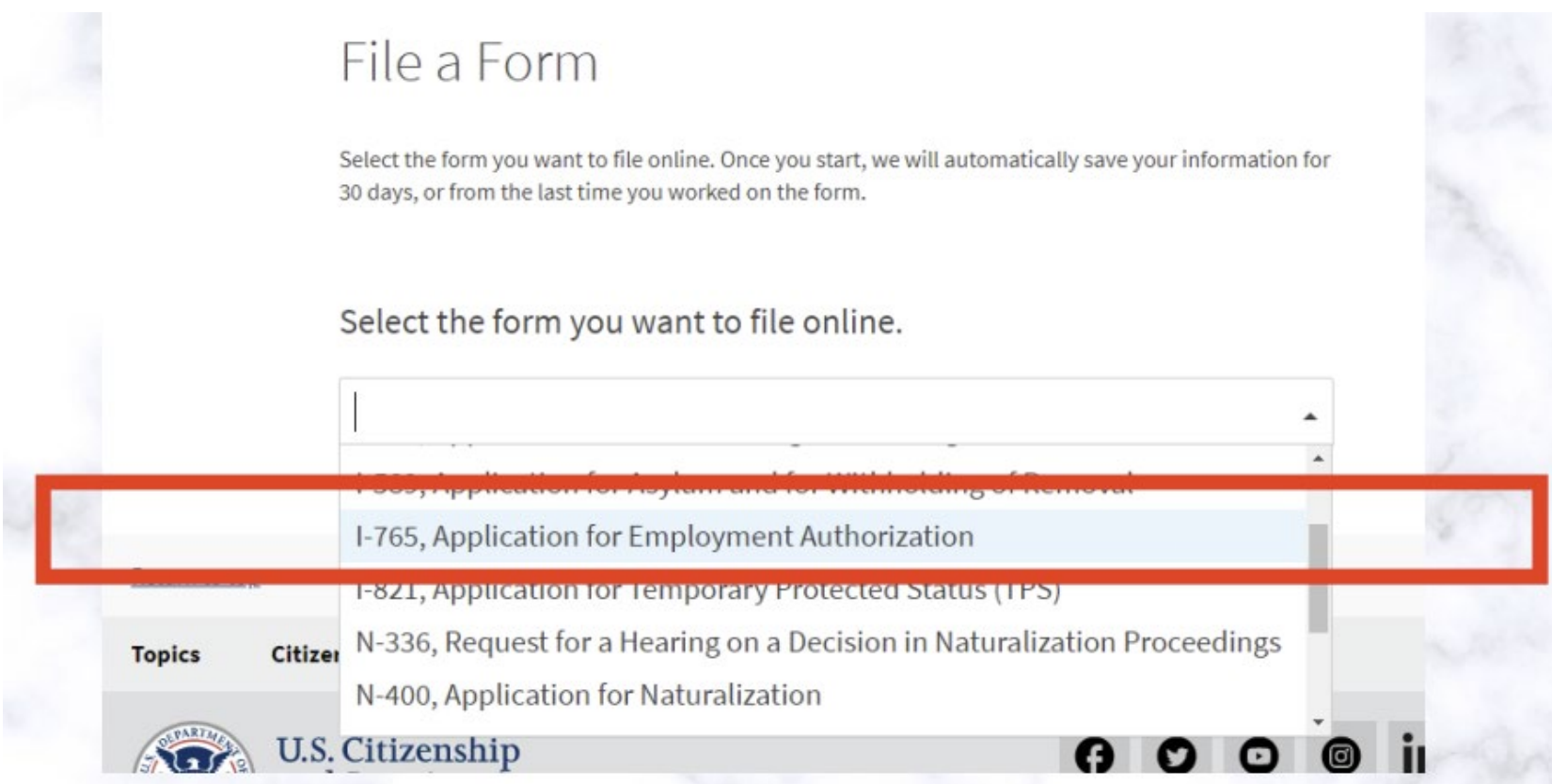
Secure verification code *

# Logging into your USCIS account, click **"File a Form Online"**
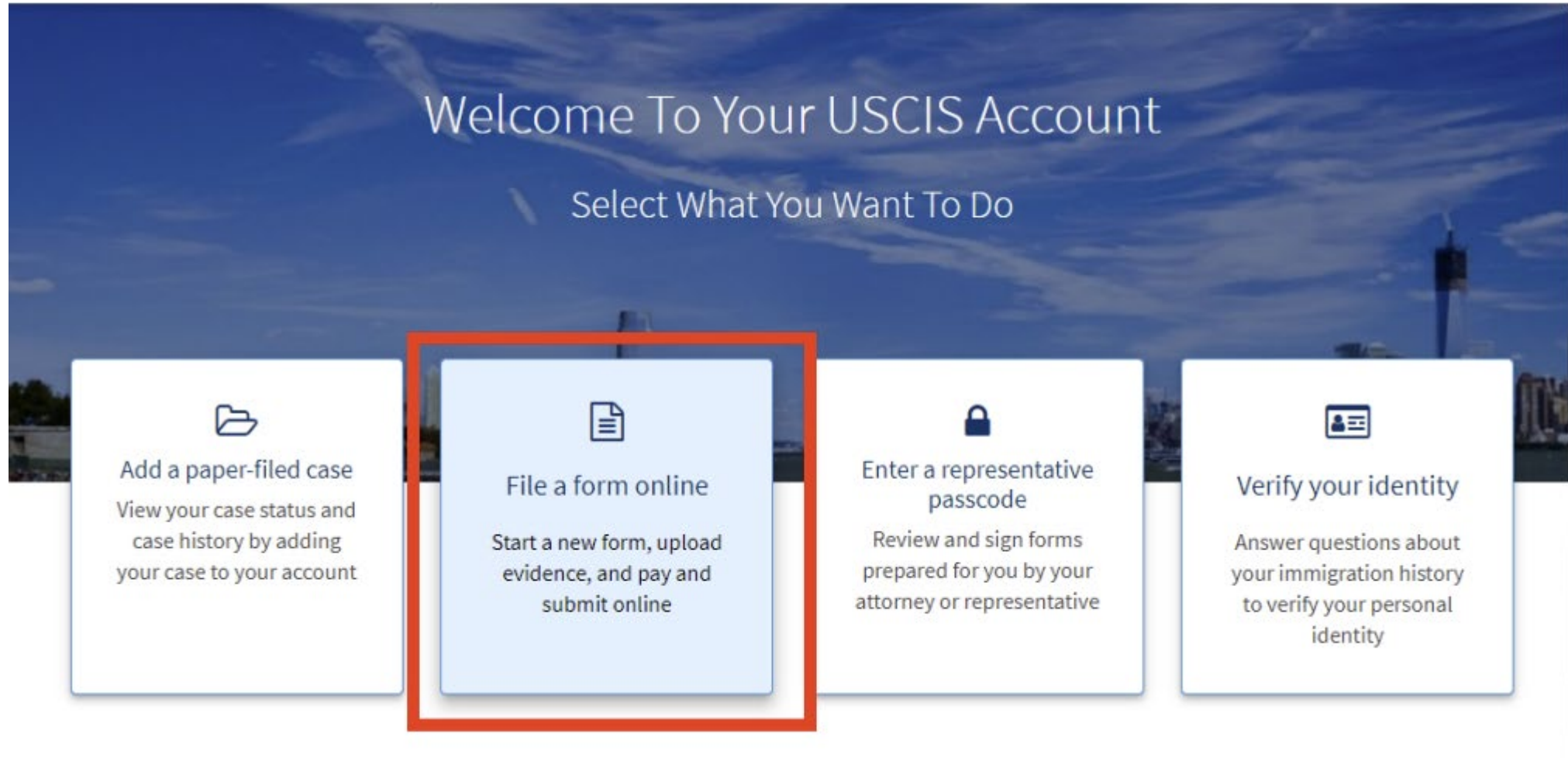
## Please Note!

- E-file option is *only* available for OPT and STEM OPT applications **NOT** F-1 work permission with **international organizations** *or* F-1 work authorization for **economic hardship**
- These applications must be filed via standard mail. Contact OGE immigration specialist for more information.

Select **"I-765, Application for Employment Authorization"** from the drop-down menu

**Getting Started Section – *Basis of Eligibility***
- Select the type of OPT you're applying for:
  - (c)(3)(A) Pre-Completion OPT (continuing students only; expected graduation date in future term)
  - (c)(3)(B) Post-Completion OPT (after program completion; select if graduation this term)



I-765, Application for Employment Authorization

**What is your eligibility category?**

**Getting Started** ⌃

**Basis of eligibility**

Reason for applying

Preparer and interpreter information

About You ⌄

Evidence ⌄

Additional Information ⌄

Review and Submit ⌄

⚠ 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.

(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)(19) Temporary Protected Status Pending
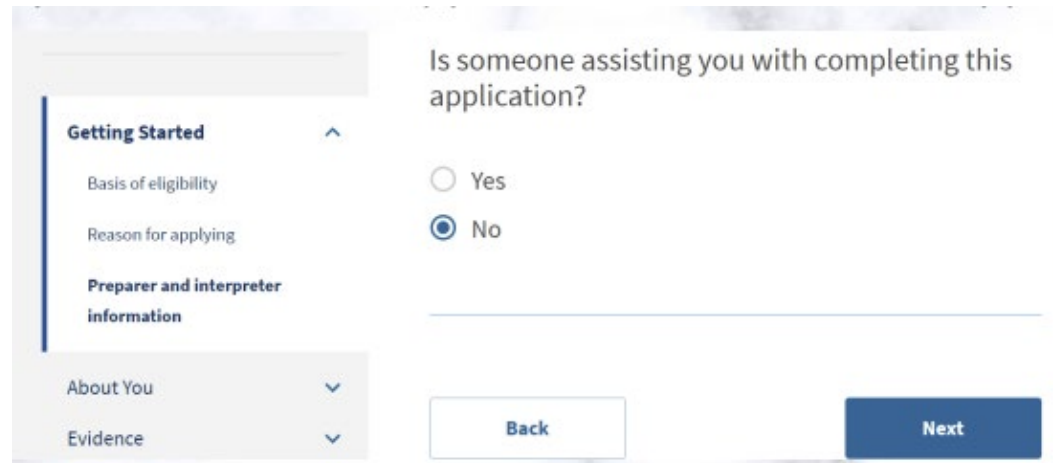
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## Getting Started – *Reason for Applying*

- Select **"Initial Permission"**
- For first time Post-Completion OPT application at UNCP at this degree level



What is your reason for applying?

**Getting Started** ⌃

Basis of eligibility

**Reason for applying**

Preparer and interpreter information

⦿ 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

About You ⌄

## Getting Started – *Preparer and interpreter information*

- Select **"No"**
- Even though OGE provides guidance, this is a personal application as you are filing your own case. "Yes" is not applicable for UNCP OPT applicants



Is someone assisting you with completing this application?

**Getting Started** ⌃

Basis of eligibility

Reason for applying

**Preparer and interpreter information**

◯ Yes

⦿ No

About You ⌄

Evidence ⌄

Back     Next

## About You – *Your Name*

- Enter your legal name per the biographical page of your passport and I-20
- If your name on your passport does not match your current I-20, please contact OGE immigration specialist

### 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.

**Getting Started**

**About You**

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

**Given name (first name)**

**Middle name**

**Family name (last name)**

## About You – *Your Name*

- Select "Yes" if applicable and enter other names

### Have you used any other names since birth?

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

- ⦿ Yes
- ○ No

Provide the other names you have used.

**Given name (first name)**

**Middle name**

**Family name (last name)**

+ Add another name

## About You – *Your contact information*

- Enter your personal U.S. telephone number and primary email address

### How may we contact you?

**Daytime telephone number**

**Mobile telephone number (if any)**

☐ This is the same as my daytime telephone number.

**Email address**

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## About You – *Your Contact Information*

- Enter a U.S. mailing address. It should be valid for at least 6 months from the date you submit your application

### 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)**

Insert Friend or Family Member Name

**Address line 1**

1500 MASSACHUSETTS AVE

Street number and name

**Address line 2**

APT 1

Apartment, suite, unit, or floor

**City or town**     **State**     **ZIP code**

CAMBRIDGE     Massachu... ▾     02138

### Mailing Recommendations

- EADs cannot be forwarded by the US Postal Service (USPS)
- Your US mailing address – the address where you will receive your application receipt, approval notice, and OPT EAD
- If you will change addresses in less than 6 months, OGE recommends using a US address of a reliable friend or relative who can receive the EAD card for you
- Please **DO NOT** USE a university mailing address as it will become inactive after graduation
- OGE discourages changing your address midway through the OPT application process as it can cause delayed, lost, or returned OPT EAD cards
- An alternative to consider is using a PO Box to receive your mail
- Prior to completing your US mailing address, you can verify your address here https://tools.usps.com/go/ZipLookupAction_input
- Physical US address is the address where you reside at time of application

## About You – *Your contact information*

- Select the applicable answer for you
- Select "No" if your physical/residential address is different than the mailing address listed in the previous section
- Enter your residential address at time of application, if applicable (*does not need to be valid for 6 months after submission date*)

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

○ Yes

● No

Where in the United States do you live?

**Address line 1**

[                    ]

Street number and name

**Address line 2**

[                    ]

Apartment, suite, unit, or floor

**City or town**          **State**          **ZIP code**

[          ]     [          ▾]     [          ]

**About You – *Describe Yourself***

- Select your gender and marital status



**About You – *When and where were you born?***

- Enter your information

**About You – *Your immigration information***

- Enter the information per your passport and I-20
- Click "add country" if you are a citizen of another country

**About You – *Your immigration information***

- Go to https://i94.cbp.dhs.gov/I94/#/home to access and download your most recent I-94 arrival record
- Enter the eleven (11) digit number from your most recent I-94 record

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

123456789AA

**About You – *Your immigration information***

- Enter the date of your most recent arrival per your I-94 record
- Select place of arrival from drop-down menu
- Select status from last arrival
  - Unless you had a change of status, select ***F-1 student, academic, or language program***

When did you last arrive in the United States?

List your arrival date, place of arrival, and status at arrival.

Date of arrival

01/01/2021

Place of arrival

BOSTON, MA

Status at last arrival

F1 - Student, Academic Or Language Program.

## About You – *Your immigration information*

- Enter your passport number
- Leave "what is your travel document number (if any)?" blank
- Enter passport expiration date and country which issued your passport
- Select **F-1 student, academic, or language program** for current immigration status

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

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?

What is your current immigration status or category?

## About You – *Your immigration information*

- Enter SEVIS number from top left corner of your current I-20

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- 00100224512

## About You – *Other information*

- Check "I do not have or know my A-number"
- Check "I do not have or know my USCIS online account number" (not applicable for first time USCIS e-file/online users)

Getting Started

**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-

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.

## About You – *Your immigration information*

- If you've ever been issued an SSN, (social security number) select "Yes" and enter your SSN. If you have your SSN card, select "No" to the question "Do you want the SSA to issue you a Social Security card?"

- **If you do NOT have an SSN**, OGE recommends you use the I-765 to apply for your SSN
  - Select the following options below:
    - "Yes" to apply
    - "Yes" to disclosure

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

- ⦿ Yes
- ◯ No

What is your Social Security number (if known)?

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

- ⦿ Yes
- ◯ No

⚠ You must agree to the Consent for Disclosure

If you answer "Yes", you must also answer "Yes" to the Consent for Disclosure.

Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.

- ⦿ Yes
- ◯ No

**Evidence – 2x2 Photo of you**
- Upload recently taken passport-sized photo
- DO NOT USE photo from recent passport renewal, US visa application, or prior OPT/EAD application
- Upload digital version of a passport style photo (e.g., CVS Photo Center)
- Use US Dept of State photo composition tool (**Travel.State.Gov**)

Getting Started

About You

**Evidence**

2 x 2 photo of you

Form I-94

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

### 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 to 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 five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

## Evidence – Form I-94

- Visit **https://i94.cbp.dhs.gov/I94/#/recent-search** to download most recent I-94 (travel record and history)



### Getting Started ⌄
### About You ⌄

### 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 ⌄



### 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.

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## Evidence – Passport Biographical Page

- Upload a clear picture of your valid passport AND
- **If** you were previously issued an EAD, a clear copy of that as well, but *only* if you were previously issued an EAD card(s)

Getting Started  ⌄

About You  ⌄

**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  ⌄

☑ **Employment Authorization Document Or Government ID**
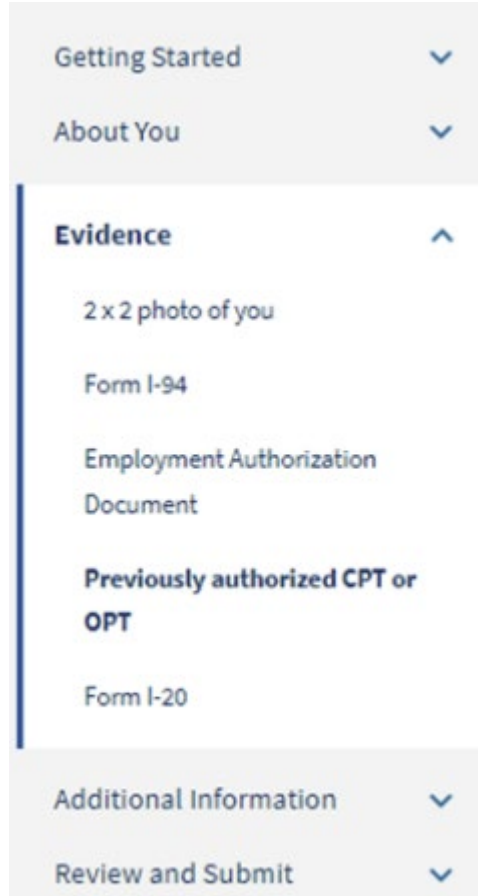
Upload a copy of your last Employment Authorization document (EAD) (front and back). If you were not previously issued an EAD, you must upload a copy of a government-issued identity document (such as a passport) showing your picture, name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign consulate; or a national ID document with photo and/or fingerprint. The identity document photocopy must clearly show your facial features and contain your biographical information.

### 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.

## Evidence – Previously Authorized CPT or OPT

- Upload all I-20s with previously authorized CPT or OPT periods, if applicable

Getting Started ⌄
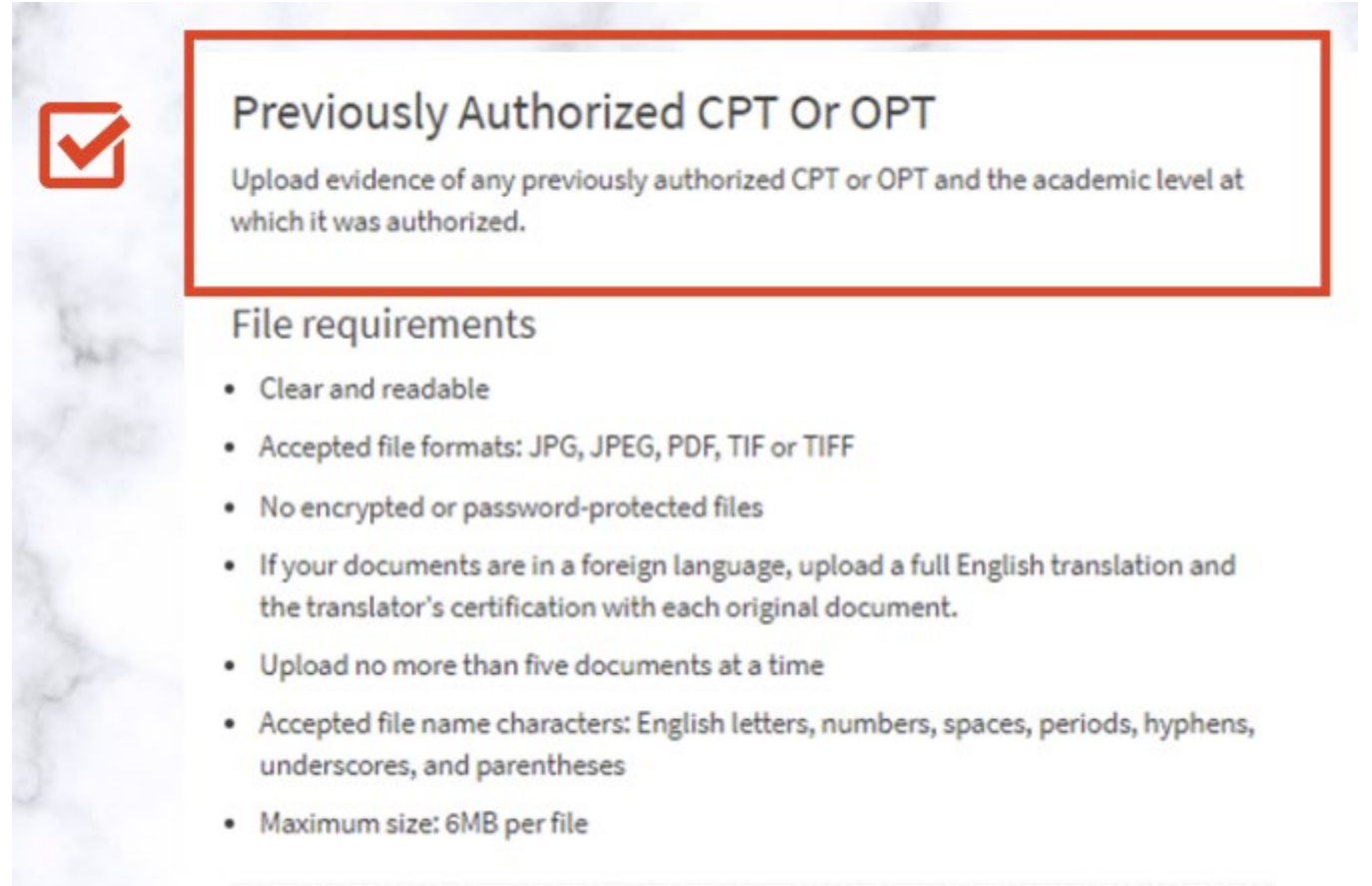
About You ⌄

**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 ⌄

☑ **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: 6MB per file

# Evidence – Form I-20

- Upload a **SIGNED** copy of your most recent I-20 with OPT recommendation from DSO
- **DO NOT FILE WITHOUT I-20 FROM OGE DSO**



### Getting Started ⌄
### About You ⌄
### 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 ⌄



## I-20, Certificate Of Eligibility For Nonimmigrant Student Status

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: 6MB per file

**Choose** or drop files here to upload

## Additional Information – Previously issued SEVIS ID Numbers

- Click "Add Response"
- Select option from drop-down menu
- Type Answer/Explanation – no documents uploaded in this section
- Example: Some students may have been issued more than one SEVIS ID during their time in the US

# Review and Submit – Review your application

**Getting Started** ⌄

**About You** ⌄

**Evidence** ⌄

**Additional Information** ⌄

**Review and Submit** ⌃

   **Review your application**

   Your application summary

   Your statement

## Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

**Your fee**

ⓘ Your form filing fee is: $410

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

**Alerts and warnings**

✓ We found no alerts or warnings in your application

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**Review and Submit – Review your application**
- Select "View draft snapshot" to download and review for accuracy
- Save I-765 PDF for your records

## SUBMIT PAYMENT

**Note: Application is filed once payment is successfully received!**

- You cannot change or edit the I-765 application responses once payment is submitted
- The USCIS fee is non-refundable
- Once ready for payment, you'll be directed to pay.gov, a US government payment site
  - You can pay the fee with a US credit/debit card or through an ACH transfer (direct withdrawal) from your US checking account
  - Be sure to double check you've entered your debit/credit card info correctly

## Track Case & Status Updates

- Shortly after paying and submitting your case, you'll receive your USCIS receipt number
- Login to your USCIS account for all case updates
  - You'll also receive official USCIS receipt notices visa USPS mail service
  - Please contact OGE DSO if you don't receive your physical receipt notice within 60 days of filing