



# OPT and STEM Applications: Online I-765 Walkthrough

Last Updated: November 2023

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# Why file online?

The USCIS online form allows students to easily manage their OPT application throughout its life cycle. Through the online form, students can:

- Reduce mailing costs and delivery times
- Have fees deducted from credit cards or bank account immediately
- Access and respond to USCIS notices quickly
- Send secure messages to USCIS or request corrections

## Why Go Online?



File a form online



Send us secure messages & get answers



Respond to a request for evidence



Access every notice we send you



Check case status & sign up for alerts



Update your address & contact information



Ask about a typo or missing mail



Pay online with via ACH a credit or debit card



Access case information 24/7 from any device

The image features a background of a light gray hexagonal grid. On the left, there are several overlapping, semi-transparent polygons in shades of dark gray, red, and black. A thin black outline of a hexagon is also visible on the left side. On the right, a large yellow area with a white hexagonal grid pattern contains the text.

**Getting  
Prepared to File  
Online**

# Change of Address

*If you have previously filed an application with USCIS, we recommend that you update your address with USCIS before you begin your OPT application!*

- File the **E-COA** with USCIS *before* you file for your OPT





SEVIS ID:

SURNAME/PRIMARY NAME	GIVEN NAME	CLASS <b>F-1</b>
PREFERRED NAME	PASSPORT NAME	
COUNTRY OF BIRTH CHINA	COUNTRY OF CITIZENSHIP CHINA	ACADEMIC AND LANGUAGE
DATE OF BIRTH	ADMISSION NUMBER	
FORM ISSUE REASON CUMULATED ATTENDANCE - Updated Form I-20 on Same Continuation	LEGACY NAME	

SCHOOL INFORMATION

SCHOOL NAME University of Maryland University of Maryland-College Park	SCHOOL ADDRESS International Education Services, College Park, MD 20742
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL International Student Advisor	SCHOOL CODE AND APPROVAL DATE FALL 14600061020 10 JANUARY 2015

PROGRAM OF STUDY

EDUCATION LEVEL DOCTORATE	MAJOR 1 Physics, General (0-0501)	MAJOR 2 None (00-0000)
NORMAL PROGRAM LENGTH 60 Months	PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIENCY NOTES Student in proficiency
PROGRAM START DATE 20 AUGUST 2012	PROGRAM END DATE 20 August 2017	

FINANCIALS

ESTIMATED AVERAGE COSTS FOR: 12 MONTHS		STUDENT'S FUNDING FOR: 12 MONTHS	
Tuition and Fees	\$ 10,833	Personal Funds	\$ 0
Living Expenses	\$ 14,500	Teaching Assistantship	\$ 34,543
Expenses of Dependents (0)	\$ 0	Funds From Another Source	\$ 0
Books/Insurance	\$ 3,000	On-Campus Employment	\$ 0
TOTAL	\$ 28,333	TOTAL	\$ 34,543

REMARKS

SCHOOL ATTESTATION

I certify under penalty of perjury that all information provided above was entered before I signed this form and is true and correct. I executed this form in the United States after review and evaluation in the United States by me or other officials of the school of the student's application, transcripts, or other records of courses taken and proof of financial responsibility, which were received at the school prior to the execution of this form. The school has determined that the above named student's qualifications meet all standards for admission to the school and the student will be required to pursue a full program of study as defined by 8 CFR 214.2(b)(6). I am a designated school official of the above named school and am authorized to issue this form.

SIGNATURE OF: International Student	DATE ISSUED: 29 July 2015	PLACE ISSUED: College Park, MD
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STUDENT ATTESTATION

I have read and agreed to comply with the terms and conditions of my admission and those of any extension of stay. I certify that all information provided on this form refers specifically to me and is true and correct to the best of my knowledge. I certify that I seek to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full program of study at the school named above. I also authorize the named school to release any information from my records needed by DHS pursuant to 8 CFR 214.2(a) to determine my nonimmigrant status. Parent or guardian, and student, must sign if student is under 18.

SIGNATURE OF: X	DATE
NAME OF PARENT OR GUARDIAN: X	NAME OF STUDENT: X
SIGNATURE	DATE
ADDRESS (city/state or province/country)	DATE

# OPT/STEM I-20

- Please note: Your online application materials must be submitted to USCIS within **30 days of the creation** of the OPT I-20 and **60 days of the creation** of the STEM I-20.
- **Make sure to sign your I-20 in blue ink in the Student Attestation box!**  
Do this before scanning a copy for your online submission.

# OPT I-20

Department of Homeland Security  
U.S. Immigration and Customs Enforcement

I-20, Certificate of Eligibility for Nonimmigrant Student Status  
OMB NO. 1653-0038

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SEVIS ID: **(F-1)** NAME:

**EMPLOYMENT AUTHORIZATION**

EMPLOYMENT STATUS	TYPE
EMPLOYMENT START DATE	EMPLOYMENT END DATE
EMPLOYER NAME	EMPLOYER LOCATION
COMMENTS	

**CHANGE OF STATUS/CAP-GAP EXTENSION**

REQUESTED VISA TYPE	REQUEST/PETITION STATUS	RECEIPT NUMBER	BENEFIT START DATE/REQUEST DATE
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**EVENT HISTORY**

EVENT NAME	EVENT DATE
Registration	24 AUGUST 2018

**OTHER AUTHORIZATIONS**

AUTHORIZATION	START DATE	END DATE
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**TRAVEL ENDORSEMENT**

This page when properly endorsed, may be used for reentry of the student to attend the same school after a temporary absence from the United States. Each certification signature is valid for one year.

SCHOOL OFFICIAL	TITLE	SIGNATURE	DATE ISSUED	PLACE ISSUED
		X		
		X		
		X		
		X		

ICE Form I-20 (03/2018) Page 2 of 3

- **For pre- and post-completion OPT only:** Once you apply for OPT, the dates you requested as your start and end dates are written on your new I-20. *SEVIS does not allow these dates to be changed/updated.*

# Getting Prepared: Organize your Files

We suggest making an electronic copy of all materials and save them as **separate files** in the **same folder** on your computer.

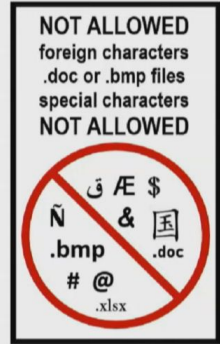
## Please check:

- Are your files in the correct format?
- Are they clearly labeled so you can quickly see which file is which?
- Do the file names meet the standard (no special characters or foreign language characters)?
- Are the file sizes less than 6MB each?

## Filling Out the Form—Formats



- Photos: JPG, JPEG, or PNG
- Documents: JPG, JPEG, PDF, TIF or TIFF
- Foreign language documents must have English translation
- Maximum size: 6 MB per file



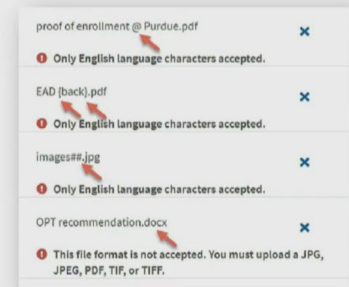
## Filling Out the Form—Formats



The only characters allowed in document file name are:

- English letters
- Numbers
- Spaces
- Periods .
- Hyphens -
- Underscores \_
- Parentheses ( )

\*\*\*Do NOT use special characters



# Getting Prepared: Required Materials (all application types)

These are the documents you should save together on your computer:

- Passport style photograph
  - We recommend <https://tsg.phototool.state.gov/photo> to create your photos
- [Electronic I-94 record](#) (or hard copy I-94)
- Current passport (biographical page)
- Current F-1 visa (optional)
- New I-20 with OPT recommendation on 2nd page (*make sure to sign it!*)
- Copies of any previous I-20s with CPT or OPT recommendations only
  - Include any copies with CPT or OPT from previous degrees, too!
  - Not required for STEM applications
- *If applicable: Copies of any prior EAD card(s)*

## Documents you may need

Most applicants must upload:

- A copy of your Form I-94, Nonimmigrant Arrival-Departure Record (front and back), a printout of your electronic Form I-94 from [www.cbp.gov/i94](http://www.cbp.gov/i94), passport, or other travel document.
- A copy of your last EAD (front and back). If you were not previously issued an EAD, you must submit 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.
- A color passport-style photograph of yourself taken recently.

We will automatically inform you which documents and additional evidence you may need to provide as you fill out your application. These recommendations for additional information will be based on the information you provide in the application, such as your personal history and circumstances.

Any document containing foreign language submitted to USCIS must be accompanied by a full English language translation that the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

# Getting Prepared: Required Materials (**Pre-completion only**)

## For **Pre-completion OPT applications only:**

- Proof of enrollment
  - Request from [TESTUDO](#) using the **Transcript Ordering** link

## For **full-time pre-completion OPT during the semester only:**

- Copy of academic advisor's letter certifying that only the thesis/dissertation remains



The following interactive web services are available  
Mon - Sat, 7:30am - 11:00pm & Sun, 5:30pm - 11:00pm.

Appointment and Registration Status

Student ID Barcode

Change Address / E-mail

Student Schedule

Degree Audit

Unofficial Transcript

Grant/Remove Parent Access

Waitlist Check-In

Registration (Drop/Add)



The following interactive web services are available 24 hours

Deactivate ID Card

Graduation Application & Diploma Status

Diploma Remake Request

Institute of Applied Agriculture Transcripts

Enrollment Certification Request & Status

Schedule of Classes

GPA Calculator

Transcript Ordering

Grades

Venus - Schedule Builder

# Getting Prepared: Required Materials (**STEM Extension only**)

For **STEM Extension applications only**:

- Copy of your diploma or transcript from your STEM degree
- Evidence that your school is currently accredited by U.S. Department of Education
  - If you are applying based on a University of Maryland degree, [download and save this accreditation file](#) or use <https://ope.ed.gov/dapip/#/institution-profile/120218>
  - If you are applying based on a degree from another school, visit <https://ope.ed.gov/dapip/#/home> to search for your school.



# Getting prepared: Payment methods

Before you begin your online application, think about how you will pay for the application and have that information available. You can pay by:

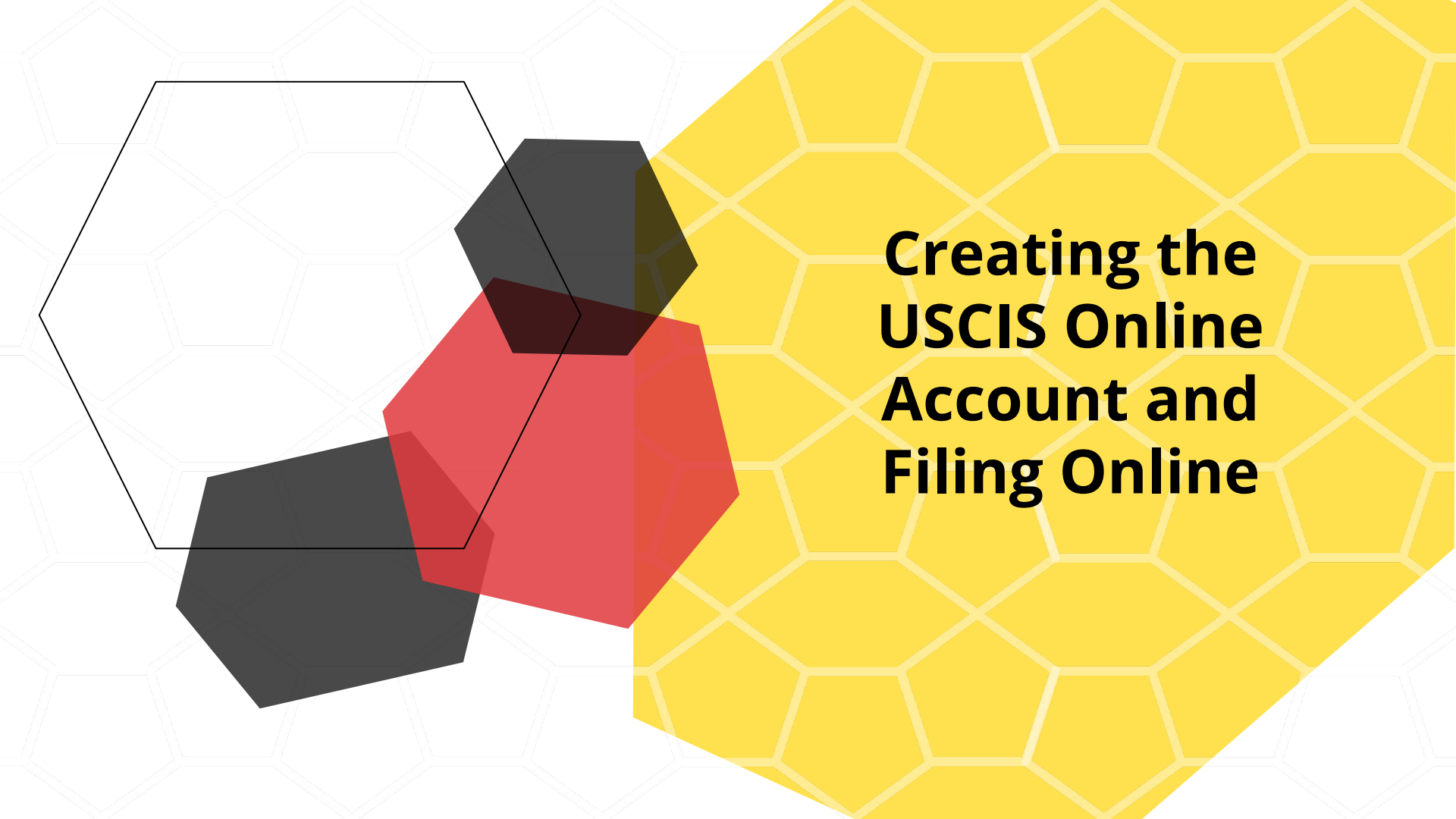
- Credit card or debit card
- ACH from checking or savings account (automatic withdrawal from a bank account)
  - Have bank routing number and account number available

## Important!

To pay by credit, debit or ACH withdrawal from a bank account, the credit/debit card or bank account needs to be associated with a **US address**. It does not need to be your own account or credit card.

- Once you start the online form, it will be saved for 30 days, or from the last time you worked on the form.
  - *Remember to file your application within 30 days of the OPT I-20 issuance and within 60 days of the STEM I-20 issuance. Contact an ISSS advisor before filing online if you have exceeded these dates.*
- This is a **personal application**. You are solely responsible for the content of your I-765 application, accuracy of information, and submission of all required materials.

# Final Reminders Before You File Online

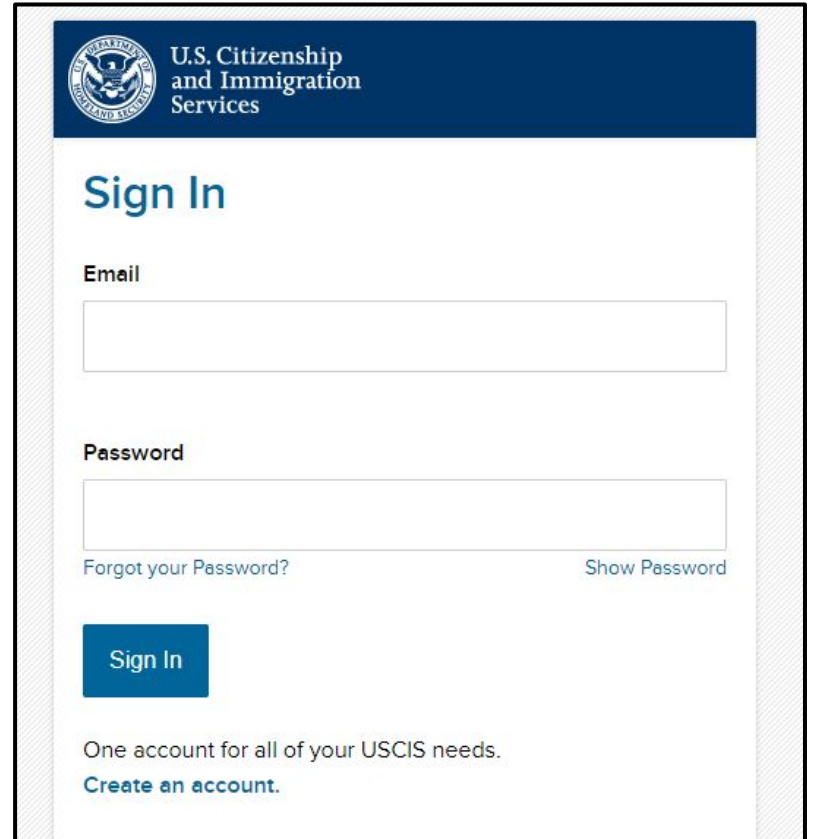
The background features a light gray hexagonal grid pattern. On the left, there are several overlapping, semi-transparent polygons in shades of gray, red, and dark red. A large, thin black outline of a hexagon is positioned on the left side, partially overlapping the other shapes. On the right side, a large, solid yellow hexagonal shape is partially visible, containing the text.

**Creating the  
USCIS Online  
Account and  
Filing Online**

# Create or Sign into USCIS account

Visit <https://myaccount.uscis.gov/> to create a new account or sign in to an existing account.

**Helpful tip!** The email address you use for this account **does not** need to be the same email address you have on TESTUDO and SEVIS. Use an email address that you will continue to check after your graduation from UMD.



The image shows a screenshot of the USCIS Sign In page. At the top left is the USCIS logo, and to its right is the text "U.S. Citizenship and Immigration Services". Below this is a dark blue header with the text "Sign In" in white. The main content area is white and contains two input fields: "Email" and "Password". Below the "Password" field are two links: "Forgot your Password?" and "Show Password". At the bottom of the form is a blue "Sign In" button. Below the button is the text "One account for all of your USCIS needs." and a link "Create an account.".

U.S. Citizenship and Immigration Services

## Sign In

Email

Password

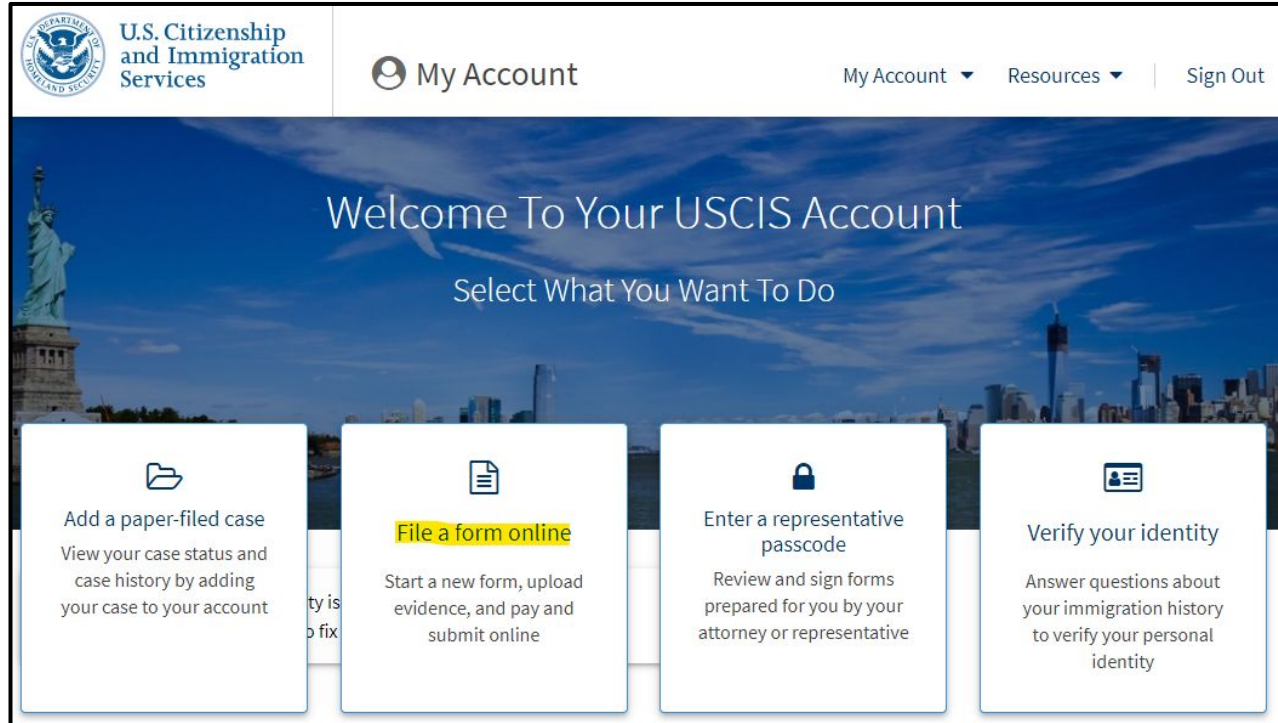
[Forgot your Password?](#) [Show Password](#)

[Sign In](#)

One account for all of your USCIS needs.  
[Create an account.](#)

# Start I-765 Application

Once you are logged in, in the My Account section, select **File a form online**.



The screenshot displays the USCIS My Account dashboard. At the top left is the USCIS logo and the text "U.S. Citizenship and Immigration Services". To the right is the "My Account" header with a user profile icon. Further right are navigation links for "My Account", "Resources", and "Sign Out". The main content area features a blue background with a cityscape and the Statue of Liberty. The text "Welcome To Your USCIS Account" and "Select What You Want To Do" is centered. Below this are four white cards with icons and text:

- Add a paper-filed case**: View your case status and case history by adding your case to your account.
- File a form online**: Start a new form, upload evidence, and pay and submit online. (This option is highlighted in yellow in the original image.)
- Enter a representative passcode**: Review and sign forms prepared for you by your attorney or representative.
- Verify your identity**: Answer questions about your immigration history to verify your personal identity.

# Start I-765 Application

Select **Application for Employment Authorization (I-765)** from the list of application types.

## 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](http://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](#).

### Concurrent filing available

You can file Form I-907, Request for Premium Processing Service, if you are filing under one of the eligible categories.

If you request premium processing, we will present Form I-907 for you to complete after you sign Form I-765. This will allow you to pay for and submit both forms at the same time.

Start form

# Getting Started: Basis of Eligibility

I-765, Application for Employment Authorization

**Getting Started** ^

**Basis of eligibility**

Reason for applying

Preparer and interpreter information

About You v

Evidence v

Additional Information v

Review and Submit v

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

Select your Eligibility Category from the dropdown menu:

- **(c)(3)(A): Pre-completion OPT**
- **(c)(3)(B): Post completion OPT**
- **(c)(3)(C): STEM Extension OPT**

*Please note: other categories are not eligible to file online.*

**Double-check before you continue: Did you select the correct eligibility category for your application?**

# Getting Started: Premium Processing

As of March 6, 2023, F-1 students may now submit applications for premium processing of their OPT/STEM applications.

- \$1,500 fee (through February 25, 2024)
- \$1,685 fee (starting February 26, 2024)
- Form I-907
- USCIS will process in 30 calendar days or less
- Beginning April 3, 2023 applications for premium processing can be filed concurrently with I-765
- Make sure to check [USCIS Processing Times](#) first!

For more information, see our [FAQs on premium processing](#). Schedule an [appointment with an advisor](#) if you are interested in filing with premium processing.

# Getting Started: Premium Processing

- Select “Yes” or “No”
- If you select Yes, you will be directed to Form I-907 (application for Premium Processing) directly after you sign Form I-765

Would you like to request Premium Processing Service?

Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence) on your Form I-765 within 30 days.

The fee for Premium Processing Service for Form I-765 is \$1,500.

If you request premium processing, you will be asked to complete Form I-907 after you sign your Form I-765. You will then be able to pay for and submit both forms at the same time.

Yes

No

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Would you like to request Premium Processing Service?

Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence) on your Form I-765 within 30 days.

The fee for Premium Processing Service for Form I-765 is \$1,500.

If you request premium processing, you will be asked to complete Form I-907 after you sign your Form I-765. You will then be able to pay for and submit both forms at the same time.

Yes

No

**i** Form I-765 and Form I-907 will be submitted together. After you sign Form I-765, the form will be locked. You will not be able to make any changes to the form once it is locked. You will immediately be directed to Form I-907 and will be able to pay for and submit both forms after you provide your signatures.

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# Getting Started: Reason for Applying

Select:

- **'Initial permission...'** if it is your first time applying for OPT on your current degree level
- **'Renewal of permission'** if you have had OPT previously on your current degree level

I-765, Application for Employment Authorization

**Getting Started** ^

Basis of eligibility

**Reason for applying**

Preparer and interpreter information

About You v

Evidence v

Additional Information v

Review and Submit v

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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# Getting Started: Preparer and Interpreter Information

- Mark 'No' for the question on whether someone is assisting you

I-765, Application for Employment Authorization

**Getting Started** ^

Basis of eligibility

[Reason for applying](#)

**Preparer and interpreter information**

About You v

Evidence v

Additional Information v

Review and Submit v

Is someone assisting you with completing this application?

Yes

No

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# About You: Your Name

- Please enter your legal name. If your name does not fit in the boxes allotted, enter it on the 'Additional Information' page at the end
- If you do not have a first, middle, or last name, please leave the text box blank
- Proceed to the demographic questions

I-765, Application for Employment Authorization

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 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.

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

**More pop-up boxes appear if select "Yes"**

# About You: Your Contact Information

- Please enter your phone number and email address
- Use an email address that you will not lose access to after you graduate

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



# About You: Your Contact Information

- Please enter your U.S. mailing address. This address is where your EAD will be sent.  
**If you might move in the next 1-5 months, please use a friend's or family member's address.**
- If your mailing address is not the same as your address of residence in the U.S., mark 'No' and enter your U.S. address of residence. Your EAD card will NOT be sent to this address

## 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

Apartment, suite, unit, or floor

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

# About You: Describe Yourself

- Select your gender and marital status

What is your gender?

Male

Female

---

What is your marital status?

Single

Married

Divorced

Widowed

---

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# About You: When and Where you were born

- Enter your city, town, or village of birth
- State or province of birth
- Country of birth
- Date of birth
  - Month/Day/Year
  - Ex: December 31, 1999
  - 12/31/1999

What is your city, town, or village of birth?

What is your state or province of birth?

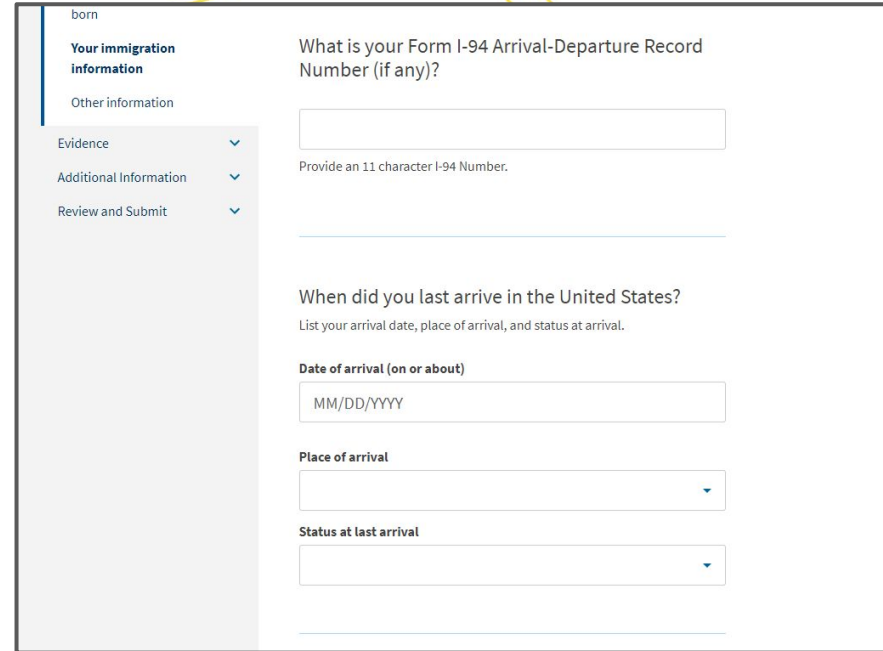
What is your country of birth?

What is your date of birth?



# About You: Your Immigration Information

- Select your country of citizenship or nationality
- Please enter your I-94 information
  - Electronic records can be found here:  
<https://i94.cbp.dhs.gov>
    - You can find the last 'place of arrival' by selecting 'View Complete Travel History'
  - If you have a paper card, please record the requested information
- You will be uploading your I-94 later! Please have your I-94 record downloaded/scanned and ready to upload.



The screenshot shows a web form for entering immigration information. On the left is a vertical navigation menu with the following items: 'born', 'Your immigration information' (highlighted in blue), 'Other information', 'Evidence' (with a dropdown arrow), 'Additional Information' (with a dropdown arrow), and 'Review and Submit' (with a dropdown arrow). The main content area contains the following fields and questions:

- Question: "What is your Form I-94 Arrival-Departure Record Number (if any)?"  
Field: A text input box.  
Text below: "Provide an 11 character I-94 Number."
- Question: "When did you last arrive in the United States?"  
Text below: "List your arrival date, place of arrival, and status at arrival."  
Field: "Date of arrival (on or about)" with a text input box containing the placeholder "MM/DD/YYYY".
- Field: "Place of arrival" with a dropdown menu.
- Field: "Status at last arrival" with a dropdown menu.



# About You: Immigration Information (Continued)

- Enter passport number of your **most recently issued passport**
- If you enter a passport number, **leave the travel document number blank**
- Expiration date of passport
- Country that issued your passport

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?

MM/DD/YYYY

What country issued your passport or travel document?

# About You: Immigration Information (Continued)

- For current immigration status or category, select “F1 - Student, Academic, or Language Program”
- Enter your SEVIS Number (at the top of your I-20)
- If you have had different SEVIS numbers in the past, add them in the “Additional Information” section at the end of the application

What is your current immigration status or category?

F1 - Student, Academic Or Language Program. ▾

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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.

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# About You: Other Information

- If you have had an EAD card in the past, enter your A-Number
  - The A number can be found on prior EAD cards listed as the USCIS#.
  - If this is your first time applying for OPT, check “I do not have or know my A-Number”
- If you have filed an application with USCIS before, enter your USCIS Online Account Number.
  - The USCIS Online Account number can be found on your user profile page of USCIS’ portal.
  - If this is your first time filing with USCIS, check “I do not have or know my USCIS Online Account Number”

I-765, Application for Employment Authorization

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-

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.

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.

# About You: Other Information (Continued)

- If you have an SSN number please mark 'yes' and enter it here
  - An SSN is good for life; you do not need to request another
- If you do not have an SSN number please mark 'no' and answer the following question as to whether you would like a Social Security card to be issued to you
  - Complete the requested information

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

Yes

No

---

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

Yes

No

---

[Back](#) [Next](#)

# Evidence: 2x2 Photo of You

- Upload a passport style photo of yourself here
- **We recommend you use this free tool to check your photos:**  
<https://tsg.phototool.state.gov/photo>
- Pay attention to file size and titles

I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

**Evidence** ▲

**2 x 2 photo of you**

Form I-94 or passport

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

Additional Information ▾

Review and Submit ▾

### 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 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 one document at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

[Choose](#) or drop files here to upload

# Evidence: Form I-94 or Passport

- Upload your most recent I-94 record and most recent passport here
- If you have an electronic copy:
  - You only need to include the main page of your I-94 record
- If you have a paper card:
  - You must scan and upload both sides of the card

Authorization

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**Evidence** ▲

2 x 2 photo of you

**Form I-94 or passport**

Employment Authorization Document

Previously authorized CPT or OPT

Form I-20

Additional Information ▼

Review and Submit ▼

## Form I-94, Arrival And Departure Record Or Passport

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.

If you do not have and cannot get a required document, you must demonstrate this and provide secondary evidence. If secondary evidence does not exist or is unavailable, you must demonstrate both the unavailability of the required document and the relevant secondary evidence and submit two or more sworn affidavits by people not named on this application who have direct knowledge of the event and circumstances.

[Learn more about Primary and Secondary evidences.](#)

### 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: 12MB per file

[Choose](#) or drop files here to upload

# Evidence: Employment Authorization Document

- If you have previously had OPT, please upload a copy of your EAD card
- If you have not previously had an EAD card, upload a copy of a government-issued identity document such as your Passport or F-1 visa

Authorization

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**Evidence** ▲

2 x 2 photo of you

Form I-94 or passport

**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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

[Choose](#) or drop files here to upload

[Back](#) [Next](#)

# Evidence: Previously Authorized CPT or OPT

Note: this screen is available on pre- and post-completion OPT applications only. STEM applicants are not required to upload copies of past CPT or OPT I-20s.

- Upload a copy of any I-20s you had previously with CPT or OPT. If you do not have prior I-20s with CPT/OPT you may skip this step!
  - Go past the warning message
- **This does NOT include your new OPT/STEM I-20 - you will upload that in the next step.**

## Post-Completion 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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

# Evidence: Form I-20

- Please upload your I-20 with the new OPT/STEM recommendation (make sure you signed it!)
  - You must upload your I-20 with the OPT recommendation from ISSS within 30 days of receiving it
- Pay attention to file size and title

## Authorization

Getting Started ▼

About You ▼

**Evidence** ▲

- 2 x 2 photo of you
- Form I-94 or passport
- 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

**⚠ Important information regarding your Form I-20**

Do **NOT** submit this form until you receive a Form I-20 recommendation from your DSO. We will deny your application if you do not include your Form I-20 recommendation when you submit Form I-765. If you need to provide Form I-765 to your DSO, print or download this draft before you submit.

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.

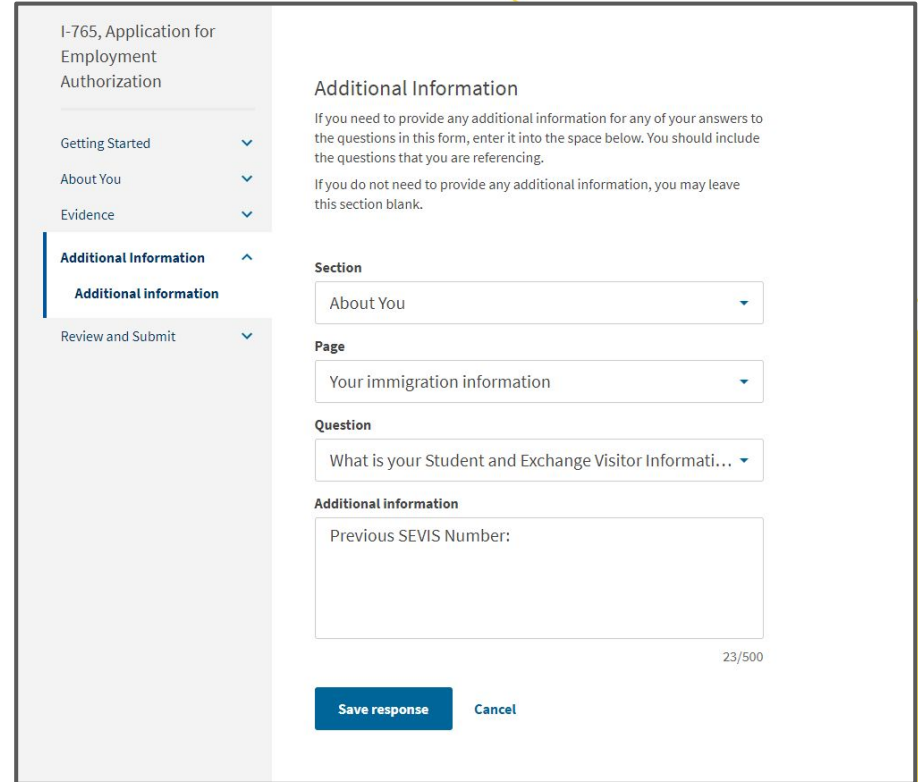
#### File requirements

- 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: 12MB per file

[Choose](#) or drop files here to upload

# Additional Information

- Use this section to add any explanations or additional information to previous sections
  - Example: Name Issues, I-20 Issues Explanations
- If you have had an alternate SEVIS number in the past, please provide it here.
  - Choose Section: About You
  - Page: Your Immigration Information
  - Question: What is your SEVIS #?
  - Additional Info: Put your previous SEVIS numbers here!



I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

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**Additional Information** ▲

Additional information

Review and Submit ▾

### Additional Information

If you need to provide any additional information for any of your answers to the questions in this form, 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.

**Section**

About You ▾

**Page**

Your immigration information ▾

**Question**

What is your Student and Exchange Visitor Informati... ▾

**Additional information**

Previous SEVIS Number:

23/500

**Save response** **Cancel**

# Evidence: Proof of Enrollment Pre-Completion Only

- For **Pre-Completion** only:
  - Use the Proof of Enrollment Section to upload your transcript.
    - Reminder: Request this document from [TESTUDO](#) using the **Transcript Ordering** link
  - If you are requesting full-time pre-completion OPT during the semester, you may also upload the advisor's letter here.

## Proof Of Enrollment

Upload evidence of having been lawfully enrolled on a full-time basis for one full academic year at a college, university, conservatory, or seminary approved by the U.S. Immigration and Customs Enforcement (ICE) Student and Exchange Visitor Program (SEVP) for attendance by F-1 foreign students.

## 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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

**Choose** or drop files here to upload

# Evidence: College Degree STEM Extension Only

- For **STEM Extension** only:
  - Use the College Degree section to upload your transcript or copy of your diploma from the STEM-eligible degree.

## College Degree

Upload evidence the degree that is the basis for the STEM OPT extension is in one of the degree programs currently listed on the [STEM Designated Degree Program List](#) or a copy of your prior STEM degree.

## 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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

**Choose** or drop files here to upload

# Evidence: Institution Accreditation STEM Extension Only

- For **STEM Extension** only:
  - Use the Institution Accreditation section to upload evidence that the school you earned your STEM-eligible degree is accredited.
- Reminder:
  - If you are applying based on a University of Maryland degree, [download and save this accreditation file](#) or use <https://ope.ed.gov/dapip/#/institution-profile/120218>
  - If you are applying based on a degree from another school, visit <https://ope.ed.gov/dapip/#/home> to search for your school.

## Institution Accreditation

Upload evidence that the institution that granted your STEM degree is currently accredited by the U.S. Department of Education and certified by the Student Exchange and Visitor Program (SEVP), if this STEM OPT extension is based on a previously earned STEM degree.

### File requirements

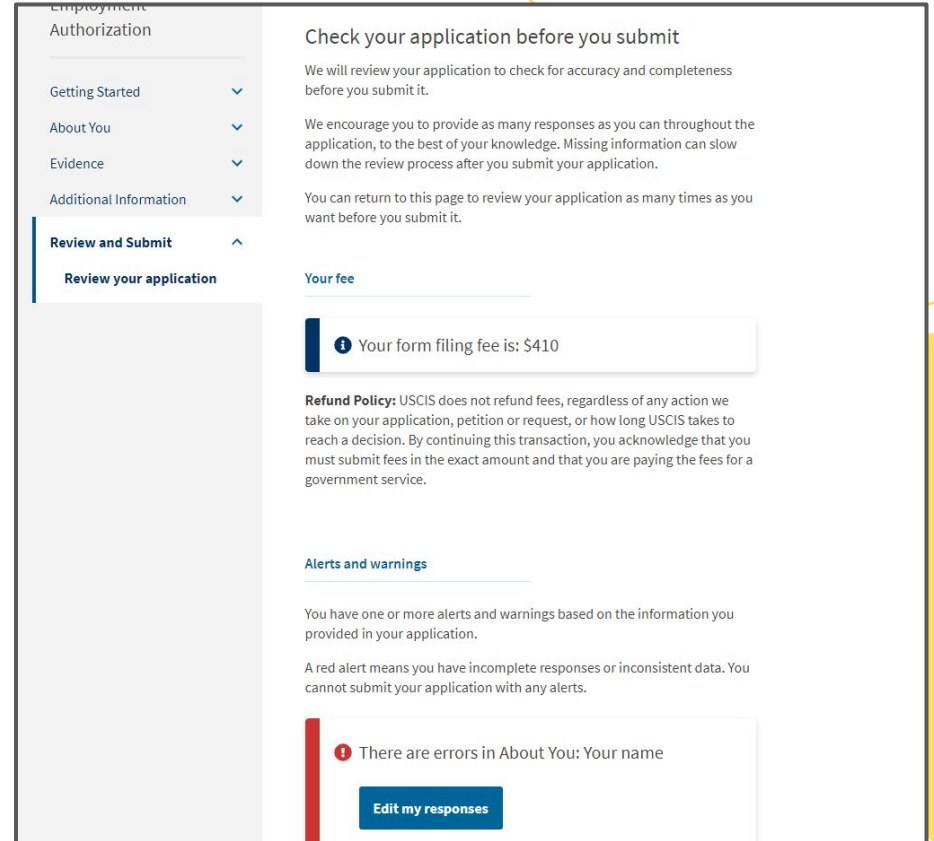
- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

**Choose** or drop files here to upload



# Review and Submit

- Please review your application before submitting
  - **You cannot make further changes once you submit your application!**
- If Alerts/Warnings are present, you must address them before moving forward with your application



The screenshot shows the 'Review and Submit' section of the USCIS application portal. On the left is a navigation menu with options: Employment Authorization, Getting Started, About You, Evidence, Additional Information, and Review and Submit (which is highlighted). Under 'Review and Submit', there is a link for 'Review your application'. The main content area is titled 'Check your application before you submit' and contains three informational sections: 'Your fee' (stating a \$410 filing fee), 'Refund Policy' (explaining that fees are non-refundable), and 'Alerts and warnings' (notifying the user of errors in the 'About You' section, specifically regarding their name). A red bar highlights the error message, and a blue button labeled 'Edit my responses' is provided to address the issue.

Employment Authorization

Getting Started

About You

Evidence

Additional Information

**Review and Submit**

Review your application

### 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

**i** 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**

You have one or more alerts and warnings based on the information you provided in your application.

A red alert means you have incomplete responses or inconsistent data. You cannot submit your application with any alerts.

**i** There are errors in About You: Your name

Edit my responses

# Filling Out the Form—Paying the Fee



- After you agree to the applicant statement, you will be directed to [pay.gov](https://pay.gov), a secure government portal
- Pay by ACH withdrawal, or debit or credit card

A screenshot of the Pay.gov payment selection screen for USCIS I-765. The screen displays the "Pay.gov" logo in the top right corner. Below the logo, the text "USCIS I-765" is centered. Underneath, it says "Please select a payment method:". There are two radio button options: "I want to pay with a withdrawal from a checking or savings account (ACH)" with a green house icon, and "I want to pay with a debit or credit card" which is selected. To the right of the second option are logos for VISA, Mastercard, AMEX, Discover, and Debit. At the bottom, there are "Cancel" and "Continue" buttons.

USCIS I-765

Please select a payment method:

I want to pay with a withdrawal from a checking or savings account (ACH)

I want to pay with a debit or credit card

Cancel Continue

**Remember to use an account associated with a US address!**

# Filling Out the Form—Paying the Fee



U.S. Citizenship  
and Immigration  
Services

- Enter payment information
- Note the form type and agency tracking ID at the top
- When you hit “Continue” to pay the fee, your form will be submitted

**USCIS I-765**

**Review and submit payment**  
\* indicates required fields

Agency Tracking ID: LNJT31CK7SQ1KH  
Payment Amount: \$410.00  
Payment Method: Plastic Card  
Account Holder Name: Lee Smith  
Card Type: VISA  
Card Number: \*\*\*\*\*1111  
Billing Address: 20 Ninian Street  
Billing Address 2:  
City: Springfield  
Country: United States  
State/Province: LA  
ZIP/Postal Code: 39248

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

[Previous](#) [Cancel](#) [Continue](#)

**Warning - this is the final step before submitting! You cannot modify your application after hitting continue.**



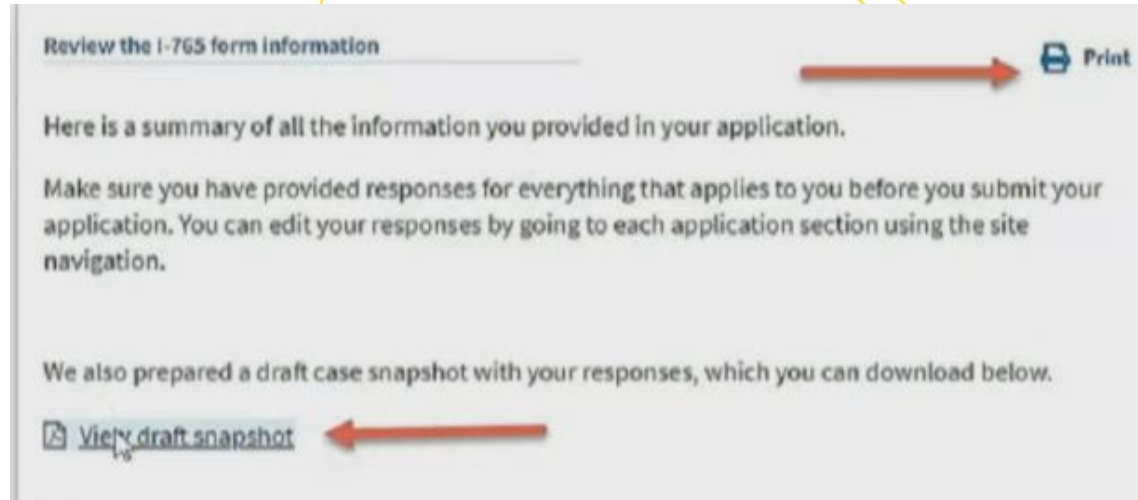
INTERNATIONAL STUDENT  
& SCHOLAR SERVICES




**After You File  
the Online I-765**

# Download and Save Your Application

Print or view the draft snapshot and **save a copy for your records**. We would suggest saving it in the same folder with the files you uploaded.




Review the I-765 form information  Print

Here is a summary of all the information you provided in your application.

Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation.

We also prepared a draft case snapshot with your responses, which you can download below.

 [View draft snapshot](#)

The screenshot shows a grey background with black text. At the top right, there is a blue 'Print' button with a printer icon. A red arrow points from the left towards this button. At the bottom left, there is a blue 'View draft snapshot' button with a download icon. A red arrow points from the right towards this button. The text in the middle provides instructions on reviewing the application and saving a draft snapshot.

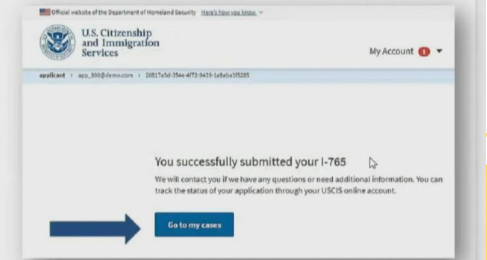
# View/Save Your Receipt Notice

You can immediately view your receipt notice and any future documentation about your case.

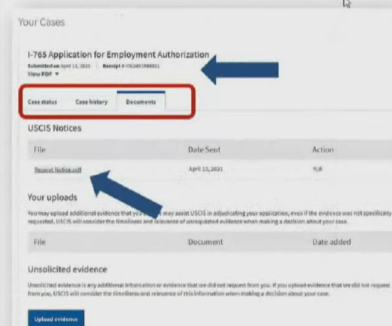
**Note:** All documentation will be mailed to the address you provided; however, you can log in to this portal to view and download any notices in advance.

## Filling Out the Form—After You Submit

- You will receive confirmation your form was submitted
- Click on “Go to my cases” to see your case card and receipt notice



## Tracking Your Case



All notices are posted to your account

- Receipt notice
- Biometrics notice
- Request for Evidence (RFE)
- PDF of completed form
- Decision letter

\* Notices are also mailed to the mailing address on file

# Questions?

If you have questions about your OPT application or materials, please contact ISSS.

It is recommended that you contact ISSS **before** uploading additional documentation to your USCIS application or making any correction requests.

We are here to support you during the application and while you are on OPT/STEM. Good luck with your OPT/STEM application!

## **How to contact us:**

[Schedule an appointment](#)

[Chat with ISSS](#)

[E-mail an ISSS advisor](#)