# **OPT and STEM Applications: Online I-765 Walkthrough** Last Updated: February 2024

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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 fees, 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

## 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 <u>E-COA</u> with USCIS *before* you file for your OPT



## Getting Prepared: OPT I-20

Complete the correct iTerp **e-form** and wait for its approval. Fill out the following iTerp form based on your application type:

- Pre-completion OPT: Request (Pre-Completion)
- Post-Completion OPT: I-20 Request
- STEM STEM OPT Request

You will receive your new I-20 with the OPT or STEM recommendation on the second page. **Do not begin your online application until you have your I-20 with the OPT/STEM recommendation.** 

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## **OPT/STEM I-20**

- Please note: Your online application materials must be <u>submitted to USCIS</u> 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.

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## **OPT I-20**

• 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

NOT ALLOWED foreign characters .doc or .bmp files special characters NOT ALLOWED

## 

#### 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 <u>https://tsg.phototool.state.gov/photo</u> to create your photos
- <u>Electronic I-94 record</u> (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) INTERNATIONAL STUDENT & SCHOLAR SERVICES

#### 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, 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 <u>TESTUDO</u> using the Transcript Ordering link



The following interactive web services are availa	ble
Mon - Sat, 7:30am - 11:00pm & Sun, 5:30pm - 11:0	)0pm.

Appointment and Registration Status

Change Address / E-mail

Degree Audit

Grant/Remove Parent Access

Student ID Barcode

Student Schedule

Unofficial Transcript

Waitlist Check-In

Registration (Drop/Add)

Deactivate ID Card

GPA Calculator Grades

**Diploma Remake Request** 

Enrollment Certification Request & Sta

The following interactive web services are available 24 hours

In	stitute of Applied Agriculture Transcript
So	hedule of Classes
Tr	anscript Ordering

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

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



#### 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, <u>download and save</u> <u>this accreditation file</u> or use <u>https://ope.ed.gov/dapip/#/institution-profile/120218</u>
  - If you are applying based on a degree from another school, visit <u>https://ope.ed.gov/dapip/#/home</u> 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

Creating the USCIS Online Account and Filing Online

#### Create or Sign into USCIS account

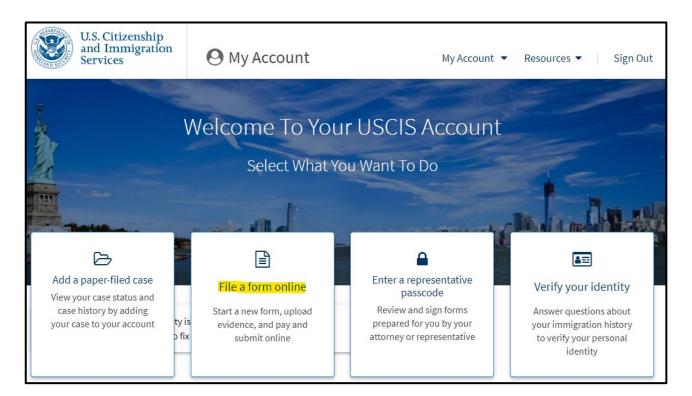
Visit <u>https://myaccount.uscis.gov/</u> to create a new account or sign in to an existing account.

**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.

Email Password			
	/ord		
Forgot your Password? Show Passwo	your Password?	Show Pa	ssword
Sign In	n In		

#### Start I-765 Application

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



#### 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 <a href="http://www.uscis.gov/feewaiver">www.uscis.gov/feewaiver</a>.

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.

- A 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.

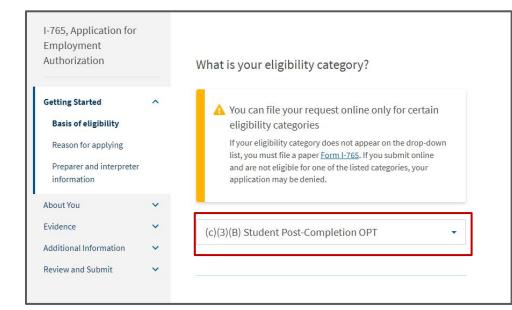
#### Concurrent filing available

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



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 <u>USCIS Processing Times</u> first!

For more information, see our <u>FAQs on premium processing</u>. Schedule an <u>appointment with an advisor</u> 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	
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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

O No

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

Authorization		What is your reason for applying?
Getting Started Basis of eligibility Reason for applying Preparer and interpreter information	^	<ul> <li>Initial permission to accept employment</li> <li>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</li> <li>Renewal of permission to accept employment</li> </ul>
About You Evidence Additional Information Review and Submit	> > > >	Have you previously filed Form I-765? Yes No
		Back Next

## Getting Started: Preparer and Interpreter Information

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

Employment Authorization		Is someone assisting yo application?	ou with completing this
Getting Started Basis of eligibility Reason for applying Preparer and interpret information	^ er	<ul><li>Yes</li><li>No</li></ul>	
About You Evidence Additional Information Review and Submit	* * * *	Back	Next

#### 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		What is your current legal name?
Getting Started	~	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.
About You Your name	^	Given name (first name) Middle name
Your contact information		
Describe yourself When and where you were born	2	Family name (last name)
Your immigration information		
Other information Evidence Additional Information	* *	Have you used any other names since birth? Other names used may include nicknames, aliases and maiden names.
Review and Submit	~	<ul> <li>Yes</li> <li>No</li> <li>More pop-up boxes</li> <li>appear if select "Yes"</li> </ul>



#### About You: Your Contact Information

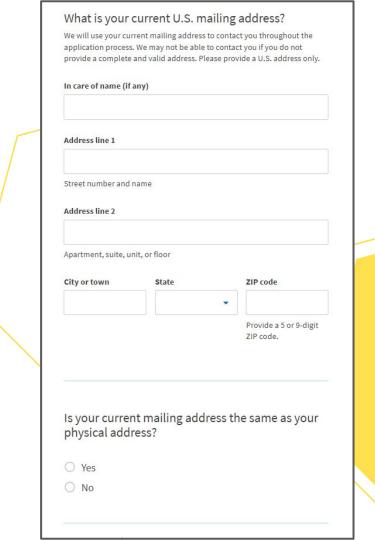
- Please enter your phone number and email address
- Use an email address that you will not lose access to after you graduate

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Provide a 10	)-digit phone number.	
Mobile tele	phone number (if any)	
This is	the same as my daytime telephone number.	
Provide a 10	)-digit phone number.	
Email addre	255	
Example: us	er@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





#### About You: Describe Yourself

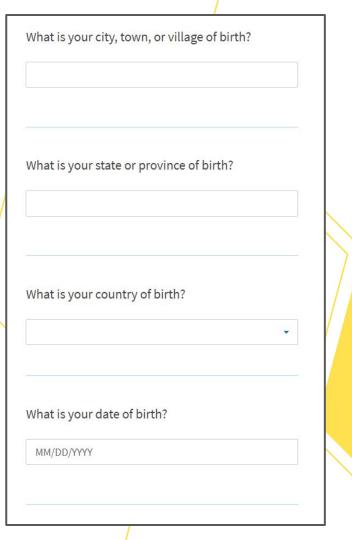
• Select your gender and marital status

What is your gender?	
O Male	
○ Female	
What is your marital status?	
O Single	
O Married	
O Divorced	
O Widowed	
Back	



## About You: When and Where you were born

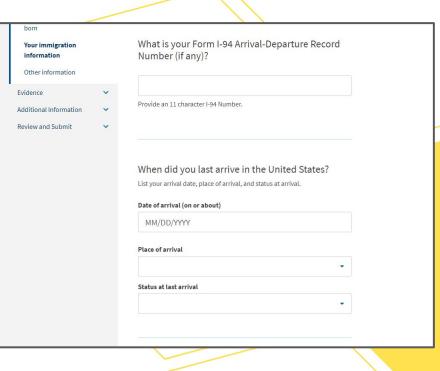
- Enter your city, town, or village of birth
- State or province of birth
- Country of birth
- Date of birth
  - Month/Day/Year
  - Ex: December 31, 1999
  - 12/31/1999





## About You: Your Immigration Information

- Select your country of citizenship or nationality
- Please enter your I-94 information
  - Electronic records can be found here: <u>https://i94.cbp.dhs.gov</u>
    - 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





#### 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 your	r travel document number (if any)?
What is the e travel docur	expiration date of your passport or nent?
	nent?



## 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.

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.



## 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		
Authonization		What is your A-Number?
Getting Started	~	I do not have or know my A-Number.
About You	^	A-
Your name		Provide a 7, 8, or 9-digit number. If your A-Number is fewer than 9 digits,
Your contact information		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.
Describe yourself		
When and where you were born	8	
Your immigration		What is your USCIS Online Account Number?
information		Providing your unique USCIS Online Account Number (OAN) helps us
Other information		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
Evidence	~	can find the OAN at the top of the notice; it is not the same as an A-Number.
Additional Information	~	I do not have or know my USCIS Online Account Number.
Review and Submit	~	
		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? O Yes O No Do you want the SSA to issue you a Social Security card? O Yes O 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 2 X 2 Photo Of You Getting Started $\sim$ About You Evidence ~ 2 x 2 photo of you Form I-94 or passport Employment Authorization Document without your photo. Previously authorized CPT File requirements or OPT Clear and readable Form I-20 Additional Information Review and Submit document.

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

- 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
- 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						
Getting Started	~					
About You	~					
Evidence	^					
2 x 2 photo of you						
Form I-94 or passport						
Employment Authorizat Document	tion					
Previously authorized C or OPT	PT					
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 <u>CBP website</u> 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 <u>Form I-102, Application for Replacement/Initial</u> <u>Nonimmigrant Arrival-Departure Record</u>, 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		Employment Authorization Documen Government ID	
	About You	× ×	Upload a copy of your last Employment Authorization (front and back). If you were not previously issued an E a copy of a government-issued identity document (suc showing your picture, name, and date of birth; a birth ID; a visa issued by a foreign consulate; or a national ID	
	2 x 2 photo of you Form I-94 or passport		photo and/or fingerprint. The identity document phot show your facial features and contain your biographic	
	Employment Authorization Document Previously authorized CPT or OPT Form I-20		<ul> <li>File requirements</li> <li>Clear and readable</li> <li>Accepted file formats: JPG, JPEG, PDF, TIF or TIFF</li> <li>No encrypted or password-protected files</li> <li>If your documents are in a foreign language, upload translation and the translator's certification with ea document.</li> </ul>	
	Additional Information Review and Submit	~ ~	<ul> <li>Upload no more than five documents at a time</li> <li>Accepted file name characters: English letters, num periods, hyphens, underscores, and parentheses</li> <li>Maximum size: 12MB per file</li> </ul>	
			<b>Choose</b> or drop files here to upload	
			Back	



Authorization document (EAD) isly issued an EAD, you must upload document (such as a passport) f birth: a birth certificate with photo or a national ID document with ocument photocopy must clearly our biographical information.

- DF, TIF or TIFF
- ed files
- anguage, upload a full English tification with each original
- nts at a time
- lish letters, numbers, spaces, parentheses

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 i20s 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.

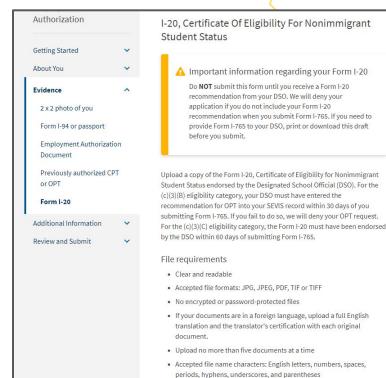
#### File requirements

- 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



## 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







## **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!

	Additional Information	
* * *	If you need to provide any additional information for any o the questions in this form, enter it into the space below. Yo the questions that you are referencing. If you do not need to provide any additional information, y this section blank.	u should include
^	Section	
	About You	+
~	Page Your immigration information Question	
		formati •
	Additional information Previous SEVIS Number:	
		23/500
	Save response Cancel	
	*	<ul> <li>If you need to provide any additional information for any of the questions in this form, enter it into the space below. Yo the questions that you are referencing.</li> <li>If you do not need to provide any additional information, yo this section blank.</li> <li>Section         About You     </li> <li>Page         Your immigration information         Question         What is your Student and Exchange Visitor In         Additional information         Previous SEVIS Number:         Interview of the section of the secti</li></ul>



# Evidence: Proof of Enrollment Pre-Completion Only Proof Of

- For **Pre-Completion** only:
  - Use the Proof of Enrollment
     Section to upload your transcript.
    - Reminder: Request this document from <u>TESTUDO</u> 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



## 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 <u>STEM Designated Degree Program</u> <u>List</u> 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



# 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, <u>download and save this</u> <u>accreditation file</u> or use <u>https://ope.ed.gov/dapip/#/institution-profile/12</u> <u>0218</u>
  - If you are applying based on a degree from another school, visit <u>https://ope.ed.gov/dapip/#/home</u> to search for your school.



#### Institution Accreditation

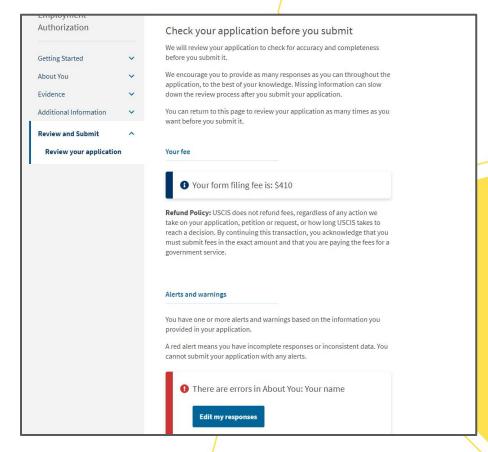
Upload evidence that the institution that granted your STEM degree is currently accredited by the U.S. Department of Education and certified by the Student Exchange and Visitor Program (SEVP), if this STEM OPT extension is based on a previously earned STEM degree.

#### 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

## **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





### Filling Out the Form—Paying the Fee



- After you agree to the applicant statement, you will be directed to <u>pay.gov</u>, a secure government portal
- Pay by ACH withdrawal, or debit or credit card



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



### Filling Out the Form—Paying the Fee

- 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**

U.S. Citizensh

and Immigra

* indicates required fields	ent	
Agency Tracking ID:	LNJT31CK7SQ1KH	
Payment Amount:	\$410.00	
Payment Method:	Plastic Card	
Account Holder Name:	Lee Smith	
Card Type:	VISA	-
Card Number:	***************************************	
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 with my card issuer agreement	card account for the above amount in accordance	
Previous G	ance) Continue	

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



## 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.

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.

Print

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

View draft snapshot

**Review the 1-765 form information** 



### **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**

1-765 Application for Employment Authorization Neumandors (pro13, 2027) Receipt (2020)				
Case status Case history Do	uments			
USCIS Notices				
File	Date Sent	Action		
Bernel Hafstead	April 53, 2625	4,4		
Your uploads				
You may upload additional evidence that y requested, USCR will consider the filmalian	terms of may assist USOS in adjusticating year equips and fellowance of unraquitated existence when ma	plication, even if the evidence was not ap along a dactation about your case.		
File	Document	Date added		
Unsolicited evidence				

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: <u>Schedule an appointment</u> <u>Chat with ISSS</u> <u>E-mail an ISSS advisor</u>