



INTERNATIONAL STUDENT
& SCHOLAR SERVICES

OPT and STEM Applications:

Instructions for Mailed Applications

Last Updated: February 2024

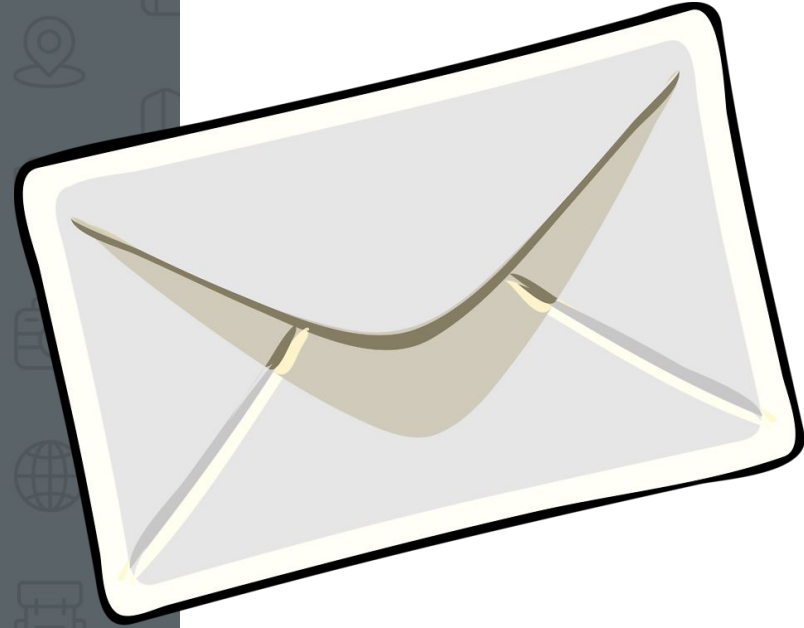
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Why file by mail?

- Not all OPT/STEM applicants will wish to file online. The mailed application offers more payment options and slightly more flexibility around the additional evidence you send; however, increased fees are also associated with this filing option as of 04/01/2024.
- Please [schedule an appointment with an ISSS advisor](#) to discuss whether filing by mail or online is best for you.



The background features a light gray hexagonal grid. On the right side, a large yellow hexagonal area with a darker yellow grid pattern is visible. On the left, there are three overlapping hexagonal shapes: a dark gray one at the top, a red one in the middle, and another dark gray one at the bottom. A thin black line forms a hexagonal frame around the top and left sides of these shapes.

Getting Prepared
to File by Mail

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!

- **To expedite this process, create a USCIS Online Account to file an Electronic Change of Address (E-COA).**
- If you cannot create an online account, file an AR-11 form by mail with USCIS *before* you file for your OPT



Getting Prepared: What to know about the I-765

The I-765 is the application form for the OPT/STEM application. Before we review all materials in detail, let's take a look at the I-765 and how to complete it.

Download the form from: <https://www.uscis.gov/i-765>
Review the official USCIS instructions: <https://www.uscis.gov/sites/default/files/document/forms/i-765instr.pdf>

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.



INTERNATIONAL STUDENT
& SCHOLAR SERVICES



Application For Employment Authorization

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-765
OMB No. 1615-0040
Expires 07/31/2022

For USCIS Use Only	<input type="checkbox"/> Authorization/Extension Valid From _____	Fee Stamp	Action Block
	<input type="checkbox"/> Authorization/Extension Valid Through _____		
	Alien Registration Number A- _____		
	Remarks _____		

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).

☐ Select this box if Form G-28 is attached.

Attorney or Accredited Representative USCIS Online Account Number (if any) _____

▶ **START HERE - Type or print in black ink.** Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print "N/A" unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None" unless otherwise directed.

Part 1. Reason for Applying

I am applying for (select **only one** box):

- 1.a. ☐ Initial permission to accept employment.
- 1.b. ☐ Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error** in the **What is the Filing Fee** section of the Form I-765 Instructions for further details.

- 1.c. ☐ Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Part 2. Information About You

Your Full Legal Name

1.a. Family Name (Last Name) _____

1.b. Given Name (First Name) _____

1.c. Middle Name _____

Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in **Part 6**.

Additional Information.

2.a. Family Name (Last Name) _____

2.b. Given Name (First Name) _____

2.c. Middle Name _____

3.a. Family Name (Last Name) _____

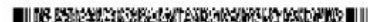
3.b. Given Name (First Name) _____

3.c. Middle Name _____

4.a. Family Name (Last Name) _____

4.b. Given Name (First Name) _____

4.c. Middle Name _____



Downloading and Printing the I-765

- I-765 must have a barcode (bottom center of each page)
 - Use Adobe Acrobat software to open the file
 - TERPware offers all UMD students free access to Adobe programs. Visit the TERPware website for instructions
 - Using the Chrome browser is recommended
- Printing the document:
 - Make sure your I-765 file displays the barcode BEFORE you print
 - Check your printer margins!



Some Hints for Completing the I-765

You can type the entire form or fill it out by hand

Prepare form in **black** ink and sign signature box in **blue** ink

Want an example? Review the [UMD I-765 Guide](https://www.umd.edu/i-765)

Make sure you are using the correct version!
See <https://www.uscis.gov/i-765> for information about the current edition date.



INTERNATIONAL STUDENT
& SCHOLAR SERVICES

The image shows the front page of Form I-765, 'Application For Employment Authorization', issued by the Department of Homeland Security, U.S. Citizenship and Immigration Services. The form is titled 'Application For Employment Authorization' and 'Form I-765'. It includes the USCIS logo and the text 'Department of Homeland Security U.S. Citizenship and Immigration Services'. The form is dated 10/02/20. It contains several sections for applicants to fill out, including 'For USCIS Use Only', 'To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative', 'Part 1. Reason for Applying', 'Part 2. Information About You', and 'Your Full Legal Name'. There are also instructions and a 'Remarks' section. The form is designed to be filled out by the applicant or an attorney/representative. It includes a 'Fee Stamp' section and a 'Remarks' section. The form is titled 'Application For Employment Authorization' and 'Form I-765'. It includes the USCIS logo and the text 'Department of Homeland Security U.S. Citizenship and Immigration Services'. The form is dated 10/02/20. It contains several sections for applicants to fill out, including 'For USCIS Use Only', 'To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative', 'Part 1. Reason for Applying', 'Part 2. Information About You', and 'Your Full Legal Name'. There are also instructions and a 'Remarks' section. The form is designed to be filled out by the applicant or an attorney/representative. It includes a 'Fee Stamp' section and a 'Remarks' section.

Hints for Completing the I-765 (continued)

If a question does not apply to you, type or print “N/A” or “Not Applicable” unless otherwise directed

One page 1, mark box 1.a. if it is your first time applying for OPT **on your current degree level**

Mark box 1.c. if you have had OPT previously **on your current degree level**

Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in **Part 6**.

Additional Information.

2.a. Family Name (Last Name)	<input type="text" value="N/A"/>
2.b. Given Name (First Name)	<input type="text"/>
2.c. Middle Name	<input type="text"/>

Part 1. Reason for Applying

I am applying for (select **only one** box):

- 1.a. ☐ Initial permission to accept employment.
- 1.b. ☐ Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error** in the **What is the Filing Fee** section of the Form I-765 Instructions for further details.

- 1.c. ☐ Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

I-765 Continued, Page 2

The mailing address you list should be an address where you can receive mail for the next 2-5 months.

The mailing address is where all correspondence, including your EAD card, will be sent.

If you are using a friend or family member's U.S. address, put their name in the **"In Care of Name"** box

Your physical address is where you currently live, which should be the address SEVIS has on file for you

Your U.S. Mailing Address

5.a. In Care Of Name (if any)

5.b. Street Number
and Name

5.c. ☐ Apt. ☐ Ste. ☐ Flr.

5.d. City or Town

5.e. State

5.f. ZIP Code

[\(USPS ZIP Code Lookup\)](#)

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

☐ Yes ☐ No

NOTE: If you answered "No" to **Item Number 6.**, provide your physical address below.

I-765 Continued, Page 2

If you do not have an Alien Registration number or a USCIS Online Account Number, please leave these sections blank

Questions 13-17 allow you to apply for a Social Security Card if you do not already have one.

- Please read all instructions carefully.
 - If you answer “No” to question 14, leave questions 15-17 blank

Other Information

8. Alien Registration Number (A-Number) (if any)

▶ A-

9. USCIS Online Account Number (if any)

▶

I-765 Continued, Page 3

This section tells USCIS what type of work authorization you are applying for. Please type the appropriate code in the boxes

Pre-completion OPT: (c) (3) (A)

Post-completion OPT: (c) (3) (B)

STEM Extension: (c) (3) (C)

Information About Your Eligibility Category

27. **Eligibility Category.** Refer to the **Who May File Form I-765** section of the Form I-765 Instructions to determine the appropriate eligibility category for this application. Enter the appropriate letter and number for your eligibility category below (for example, (a)(8), (c)(17)(iii)).

() () ()

I-765 Continued, Page 5

Leave Part 4 items 1.a.-7.b. blank because you are not using an interpreter

Make sure that you sign the application by hand in **blue** ink!

Electronic signatures are **NOT** accepted

Part 4. Interpreter's Contact Information, Certification, and Signature

Interpreter's Mailing Address

3.a. Street Number and Name

3.b. ☐ Apt. ☐ Ste. ☐ Flr.

3.c. City or Town

3.d. State 3.e. ZIP Code

3.f. Province

3.g. Postal Code

3.h. Country

Applicant's Signature

7.a. Applicant's Signature
➡

7.b. Date of Signature (mm/dd/yyyy)

NOTE TO ALL APPLICANTS: If you do not completely fill out this application or fail to submit required documents listed in the Instructions, USCIS may deny your application.

I-765 Continued, Page 6

If you are not using an Interpreter or 'Preparer' to fill out your application, you do not need to fill out Page 6

Please **draw a line through the page** to indicate that you have read it, but will not be using the section.



Part 4. Interpreter's Contact Information, Certification, and Signature (continued)

Interpreter's Signature

7.a. Interpreter's Signature _____

7.b. Date of Signature (mm/dd/yyyy) _____

Preparer's Statement

7.a. ☐ I am not an attorney or accredited representative but have prepared this application on behalf of the applicant and with the applicant's consent.

7.b. ☐ I am an attorney or accredited representative and my representation of the applicant in this case ☐ extends ☒ does not extend beyond the preparation of this application.

NOTE: If you are an attorney or accredited representative, you need to submit a completed Form EO-36, Notice of Entry of Appearance as Attorney or Accredited Representative, with this application.

Part 5. Contact Information, Declaration, and Signature of the Person Preparing Application, If Other Than the Applicant

Draw a line through this page and leave it otherwise blank.

Provide the following information about the preparer.

Preparer's Full Name

1.a. Preparer's Family Name (Last Name) _____

1.b. Preparer's Given Name (First Name) _____

2. Preparer's Business or Organization Name (if any) _____

Preparer's Mailing Address

3.a. Street Number and Name _____

3.b. ☐ Apt. ☐ Ste. ☐ Flr. _____

3.c. City or Town _____

3.d. State _____ 3.e. ZIP Code _____

3.f. Province _____

3.g. Postal Code _____

3.h. Country _____

Preparer's Contact Information

4. Preparer's Daytime Telephone Number _____

5. Preparer's Mobile Telephone Number (if any) _____

6. Preparer's Email Address (if any) _____

Preparer's Certification

By my signature, I certify, under penalty of perjury, that I prepared this application at the request of the applicant. The applicant then reviewed this completed application and informed me that he or she understands all of the information contained in, and submitted with, his or her application, including the Applicant's Declaration and Certification, and that all of this information is complete, true, and correct. I completed this application based only on information that the applicant provided to me or authorized me to obtain or use.

Preparer's Signature

8.a. Preparer's Signature _____

8.b. Date of Signature (mm/dd/yyyy) _____

Form I-765 Edition 10/02/20

Page 6 of 7

I-765 Continued, Page 7

Use page 7 for any information on which you need to elaborate

Please list any previously authorized CPT or OPT that you have been granted. To do so:

1. Fill in your name in question 1
2. Correspond this information with Page 3, Part 2, Item 27
3. Give the dates for which the CPT/OPT was authorized and indicate the type (FT or PT)

If you have had a previous SEVIS ID number that must also be listed on this page. Use Page 3, Part 2, Item 26



Part 6. Additional Information

If you need extra space to provide any additional information within this application, use the space below. If you need more space than what is provided, you may make copies of this page to complete and file with this application or attach a separate sheet of paper. Type or print your name and A-Number (if any) at the top of each sheet; indicate the **Page Number**, **Part Number**, and **Item Number** to which your answer refers; and sign and date each sheet.

1.a. Family Name (Last Name)

1.b. Given Name (First Name)

1.c. Middle Name

2. A-Number (if any) ▶ A-

3.a. Page Number 3.b. Part Number 3.c. Item Number

3.d. 4/11/2018 - 5/20/2018
CPT Authorized

5/21/2018 - 5/20/2019
Post-completion OPT
authorized

Getting Prepared: OPT I-20

Complete the correct iTerp application 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 mail your application until you have your I-20 with the OPT/STEM recommendation.

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

I-20, Certificate of Eligibility for Nonimmigrant Student Status
(DSO Form 1-20)

SEVIS ID: [blank]
EMPLOYMENT AUTHORITY: [blank]
EMPLOYMENT STATUS: [blank]

CLASS: **F-1**
ACADEMIC AND LANGUAGE: [blank]

SCHOOL INFORMATION:
SCHOOL NAME: [blank]
SCHOOL ADDRESS: [blank]
SCHOOL CODE AND APPROVAL DATE: [blank]

PROGRAM OF STUDY:
EDUCATION LEVEL: [blank]
NORMAL PROGRAM LENGTH: [blank]
PROGRAM START DATE: [blank]
PROGRAM END DATE: [blank]

FINANCIALS:
ESTIMATED AVERAGE COSTS FOR: 12 MONTHS
Tuition and Fees: \$ [blank]
Books and Supplies: \$ [blank]
Living Expenses: \$ [blank]
Medical Insurance: \$ [blank]
TOTAL: \$ [blank]

STUDENT'S FUNDING FOR: 12 MONTHS
Personal Funds: \$ [blank]
Family Assistance: \$ [blank]
Private Loan Assistance: \$ [blank]
On-Campus Employment: \$ [blank]
TOTAL: \$ [blank]

REMARKS: [blank]

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 for use in other official of the school of the student's application, acceptance, or other records of current status and proof of financial responsibility, which was received at least 15 days 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 indicated by § CFR 214.2(d)(6). I am a designated school official of the above named school and am authorized to sign this form.

SIGNATURE OF: [blank]
DATE: [blank]

STUDENT ATTESTATION:
I have read and agree 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 and proof of financial responsibility, which was received at least 15 days prior to the execution of this form, is true and correct. I am a student of the above named school and I am authorized to sign this form.

SIGNATURE OF: [blank]
DATE: [blank]

NAME OF PARENT OR GUARDIAN: [blank]
SIGNATURE: [blank]
ADDRESS (city, state or province, country): [blank]
DATE: [blank]

ICE Form I-20 (3/31/2018)

All types of applications:

- **Optional:** If you would like to receive e-notification about the status of your application, attach the G-1145 form to your application.
- A personal check or money order made out to “U.S. Department of Homeland Security”
 - for \$410 (through March 31, 2024)
 - \$520 (starting April 1, 2024)
- Two color passport photos (must be taken within 30 days)
- The original Form I-765, signed by hand in blue ink**
- The new I-20 with OPT/STEM recommendation
- Photocopies of any previously issued I-20s with prior CPT or OPT authorizations
- A photocopy of your passport biographical page
- A photocopy of your most recent F-1 visa
- I-94 Card (Hardcopy OR Electronic copy)
- If applicable: A photocopy of your previous EAD card(s)

STEM Extension applicants, additional materials:

- Copy of your most recent diploma in a STEM field or your official transcripts

Pre-Completion OPT applicants, additional materials:

- Official transcripts
- *Full-time during semester only:* A letter from your academic advisor explaining that you have finished all program requirements and only have the thesis/dissertation research remaining

Preparing your Application Materials

Your application will consist of the following materials.

We will talk about each of the materials in detail.



Detailed Look at Application Materials

Time to prepare your application! Please put the materials in the application package in the order they're discussed here.

G-1145

Want to be notified via email or text message that USCIS received your application?

Attach form G-1145

<http://www.uscis.gov/g-1145> to your application to request E-notification of the receipt number of your application and other updates!



INTERNATIONAL STUDENT
& SCHOLAR SERVICES



e-Notification of Application/Petition Acceptance

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form G-1145
OMB No. 1615-0109
Expires 09/30/2016

What Is the Purpose of This Form?

Use this form to request an electronic notification (e-Notification) when U.S. Citizenship and Immigration Services accepts your immigration application. This service is available for applications filed at a USCIS Lockbox facility.

General Information

Complete the information below and clip this form to the first page of your application package. You will receive one e-mail and/or text message for each form you are filing.

We will send the e-Notification within 24 hours after we accept your application. Domestic customers will receive an e-mail and/or text message; overseas customers will only receive an e-mail. Undeliverable e-Notifications cannot be resent.

The e-mail or text message will display your receipt number and tell you how to get updated case status information. It will not include any personal information. The e-Notification does not grant any type of status or benefit; rather it is provided as a convenience to customers.

USCIS will also mail you a receipt notice (I-797C), which you will receive within 10 days after your application has been accepted; use this notice as proof of your pending application or petition.

USCIS Privacy Act Statement

AUTHORITIES: The information requested on this form is collected pursuant to section 103(a) of the Immigration and Nationality Act, as amended INA section 101, et seq.

PURPOSE: The primary purpose for providing the information on this form is to request an electronic notification when USCIS accepts immigration form. The information you provide will be used to send you a text and/or email message.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information may prevent USCIS from providing you a text and/or email message receipting your immigration form.

ROUTINE USES: The information provided on this form will be used by and disclosed to DHS personnel and contractors in accordance with approved routine uses, as described in the associated published system of records notices [DHS-USCIS-007 - Benefits Information System and DHS-USCIS-001 - Alien File (A-File) and Central Index System (CIS), which can be found at www.dhs.gov/privacy]. The information may also be made available, as appropriate for law enforcement purposes or in the interest of national security.

Paperwork Reduction Act

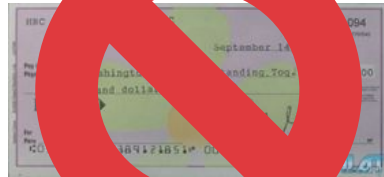
An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 3 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue, NW, Washington, DC 20529-2140. OMB No. 1615-0109. **Do not mail your completed Form G-1145 to this address.**

Complete this form and clip it on top of the first page of your immigration form(s).

Applicant/Petitioner Full Last Name	Applicant/Petitioner Full First Name	Applicant/Petitioner Full Middle Name
E-mail Address		Mobile Phone Number (Text Message)

Payment

- Write a check/money order payable to the "U.S. Department of Homeland Security" for \$410 or use the G-1450 form to authorize a credit card payment (the G-1450 MUST be typed!)



No starter
checks!



Authorization for Credit Card Transactions
U.S. Citizenship and Immigration Services

Form G-1450
Rev. 01-01-00

How To Fill Out Form G-1450

- Fill in your legible block ink.
- Complete the "Applicant's/Prisoner's/Requester's Information," "Credit Card Billing Information," and "Credit Card Information" sections and sign the authorization.
- Place your Form G-1450 (N-1450) of your application, petition, or request package.

NOTE: Failure to provide the requested information may result in USCIS and your financial institution not accepting the payment. USCIS cannot process credit card payments without an authorized signature.

NOTE: Form G-1450 may only be used with a form being submitted to a USCIS Lockbox. Do not submit this form to a USCIS Field Office. They will not accept it.

We recommend that you print or save a copy of your completed Form G-1450 to review in the future and for your records.

Applicant's/Prisoner's/Requester's Information (Full Legal Name)		
Address (Street Name)	Middle Name (if any)	Family Name (Last Name)
City or Town		
State (Two-letter code)		
Zip Code		
Country (Two-letter code)		
Credit Card Holder's Billing Address		
House Number and Name	Apartment, Suite, etc.	Number
City or Town		
State (Two-letter code)		
Zip Code		
Country (Two-letter code)		
Credit Card Holder's Signature and Contact Information		
Credit Card Holder's Signature		
Credit Card Holder's Telephone Number		
Credit Card Holder's Email Address		
Credit Card Information		
Credit Card Number	Credit Card Type	Authorized Payment Amount
Credit Card Expiration Date	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover	\$

Form G-1450 (N-1450)

Page 1 of 1

Payment

Alexander Popov
123 Main Street
Anywhere USA 98765

Date _____ 1198

Payable to the Order of U.S. Department of Homeland Security \$ 410.00
Four Hundred Ten and 00/100 Dollars

Main Street Bank
321 Main Street
Anywhere USA 98765

MEMO SEVIS ID Signature [Signature]

⑆0⑆50⑆20⑆8⑆⑆0⑆5 ⑆⑆50⑆0⑆50⑆20⑆

If you're writing a check, here's an example of how it can be filled out:
Please Note: \$410 (through 03/31/24), \$520 (starting 04/01/24)

In the memo/notes line: Write your SEVIS number

If you are using the G-1450 form, make sure to type it!




Payment: G-1450 Credit Card Application

Applications with the G-1450 credit card form are possible, but should be undertaken with caution.

No Debit cards or cards with foreign addresses!

It can take several weeks for USCIS to deduct payment. If the card is lost, stolen, or otherwise compromised during this time, the OPT application may be rejected. Please proceed with caution if selecting this type of payment.

 **Authorization for Credit Card Transactions**
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form G-1450
(G-1450 No. 04/14/03)
Expires 04/30/2013

How To Fill Out Form G-1450

1. Type or print legibly in black ink.
 2. Complete the "Applicant's/Petitioner's/Requester's Information," "Credit Card Billing Information," and "Credit Card Information" sections and sign the authorization.
 3. Place your Form G-1450 (On TOP of your application, petition, or request package).
- NOTE:** Failure to provide the requested information may result in USCIS and your financial institution not accepting the payment. USCIS cannot process credit card payments without an authorized signature.
- NOTE:** Form G-1450 may only be used with a form being submitted to a USCIS Lockbox. Do not submit this form to a USCIS Field Office. They will not accept it.

We recommend that you print or save a copy of your completed Form G-1450 to review in the future and for your records.

Applicant's/Petitioner's/Requester's Information (Full Legal Name)			
Given Name (First Name)	Middle Name (if any)	Family Name (Last Name)	
Credit Card Billing Information (Credit Card Holder's Name as it Appears on the Card)			
Given Name (First Name)	Middle Name (if any)	Family Name (Last Name)	
Credit Card Holder's Billing Address:			
Street Number and Name		Ap. Ste. Fl.	Number
		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
City or Town		State	ZIP Code
		<input type="checkbox"/>	
Credit Card Holder's Signature and Contact Information:			
Credit Card Holder's Signature:			
Credit Card Holder's Daytime Telephone Number		Credit Card Holder's Email Address	
Credit Card Information			
Credit Card Number	Credit Card Type:	Authorized Payment Amount	
	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover	\$.00	
Credit Card Expiration Date (mm/yyyy)			

Form G-1450 01/04/12

Page 1 of 1



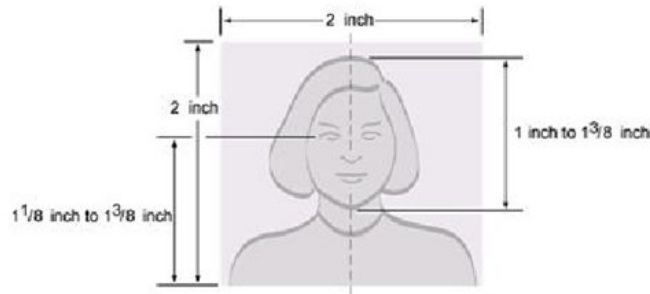
Photos



- Have two color, U.S. passport-style photographs taken within 30 days prior to mailing your application to USCIS

Photo Guidelines

2 photographs, passport style 2x2 inches, with name and SEVIS number printed gently on the back, preferably in pencil



The Original I-765 form

Check your form before you put it in the packet:

- Did you fill in all required fields? Review the [I-765 completion guide](#) again if needed.
- Does your form have a barcode at the bottom and the correct edition date (current edition date is 10/31/22 in bottom right corner)?
- Did you sign the form with your original signature?
 - Remember, don't e-sign this form!
- Did you include all seven pages?



INTERNATIONAL STUDENT
& SCHOLAR SERVICES



Application For Employment Authorization

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-765
OMB No. 1615-0040
Expires 07/31/2022

For USCIS Use Only	<input type="checkbox"/> Authorization/Extension Valid From _____	Fee Stamp	Action Block
	<input type="checkbox"/> Authorization/Extension Valid Through _____		
	Alien Registration Number A- _____		
	Remarks _____		

To be completed by an attorney or Board of Immigration Appeals (BIA)-accredited representative (if any).

☐ Select this box if Form G-28 is attached.

Attorney or Accredited Representative USCIS Online Account Number (if any) _____

▶ **START HERE - Type or print in black ink.** Answer all questions fully and accurately. If a question does not apply to you (for example, if you have never been married and the question asks, "Provide the name of your current spouse"), type or print "N/A" unless otherwise directed. If your answer to a question which requires a numeric response is zero or none (for example, "How many children do you have" or "How many times have you departed the United States"), type or print "None" unless otherwise directed.

Part 1. Reason for Applying

I am applying for (select **only one** box):

- 1.a. ☐ Initial permission to accept employment.
- 1.b. ☐ Replacement of lost, stolen, or damaged employment authorization document, or correction of my employment authorization document **NOT DUE** to U.S. Citizenship and Immigration Services (USCIS) error.

NOTE: Replacement (correction) of an employment authorization document due to USCIS error does not require a new Form I-765 and filing fee. Refer to **Replacement for Card Error** in the **What is the Filing Fee** section of the Form I-765 Instructions for further details.

- 1.c. ☐ Renewal of my permission to accept employment. (Attach a copy of your previous employment authorization document.)

Part 2. Information About You

Your Full Legal Name

- 1.a. Family Name (Last Name) _____
- 1.b. Given Name (First Name) _____
- 1.c. Middle Name _____

Other Names Used

Provide all other names you have ever used, including aliases, maiden name, and nicknames. If you need extra space to complete this section, use the space provided in **Part 6**.

Additional Information.

- 2.a. Family Name (Last Name) _____
- 2.b. Given Name (First Name) _____
- 2.c. Middle Name _____
- 3.a. Family Name (Last Name) _____
- 3.b. Given Name (First Name) _____
- 3.c. Middle Name _____
- 4.a. Family Name (Last Name) _____
- 4.b. Given Name (First Name) _____
- 4.c. Middle Name _____



Page 1 of 3

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		
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	
EVENT HISTORY				
EVENT NAME		EVENT DATE		
Registration		24 AUGUST 2019		
OTHER AUTHORIZATIONS				
AUTHORIZATION		START DATE	END DATE	
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		

- 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*
- You will be keeping this original I-20 and sending USCIS a **COPY**

Previous I-20s

Copies of all I-20's with:

- OPT authorizations
- CPT authorizations
- If mailing, organize in reverse chronological order
 - Newest to oldest



I-94

Copy of I-94 front and back of hard copy card or printout of I-94 from www.cbp.gov/travel/international-visitors/I-94

- Only the main page of your record detailing your latest entry into the U.S. is needed!



The screenshot shows the U.S. Customs and Border Protection website interface for I-94 Number Retrieval. At the top, the U.S. Department of Homeland Security seal is on the left, and the text 'U.S. Customs and Border Protection' and 'Securing America's Borders' is on the right. Below this, there are two tabs: 'Get I-94 Number' and 'I-94 FAQ', with the latter being selected. The main heading is 'Admission (I-94) Number Retrieval'. The displayed information includes: 'Admission (I-94) Record Number: 69000888062', 'Admit Until Date (MM/DD/YYYY): 10/10/2012', and a section titled 'Details provided on Admission(I-94) form:' which lists personal and entry details in a two-column format.

Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MM/DD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MM/DD/YYYY):	04/11/2012
Class of Admission:	B1



Passport

Copy of passport

- Must be valid at least 6 months into the future!
- Black and white or color



Visa

Copy of F-1 Visa

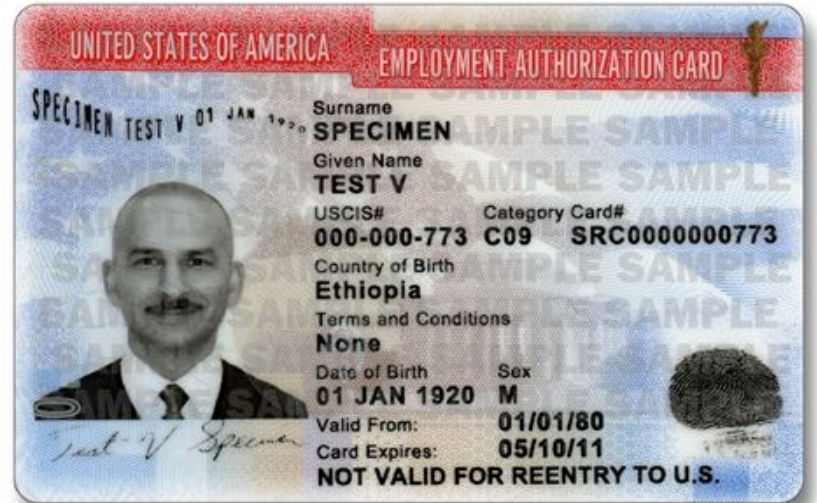
- Only a copy of your most recent visa, even if it is in an old/expired passport
- Black and white or color



EAD Card

Copy of EAD card

- If previously applied for OPT
- Black and white or color



Additional Materials for Full-time Pre-Completion OPT Applications

- One official transcript (keep sealed in envelope)
- Copy of Academic Advisor's letter indicating that you have finished all the degree requirements and only have the dissertation/thesis research remaining



Additional Materials for STEM Extension Applicants Only

- One official transcript (keep sealed in envelope) or copy of diploma
- *Optional: Any additional evidence that the employment is directly in the field of your STEM degree.*

STEM applicants do not need to include copies of previous I-20s

Do not attach a copy of your I-983 to your application. It does not get mailed to USCIS.



The background features a light gray honeycomb pattern. On the left, there are three overlapping hexagonal shapes: a dark gray one at the top, a red one in the middle, and another dark gray one at the bottom. A thin black line forms a larger hexagon that encloses the red hexagon and parts of the other two. On the right, a large yellow hexagonal shape with a white honeycomb pattern overlaps the other elements.

Mailing the Application to USCIS

Don't Forget Before you Mail:

- Insert a **copy** of the OPT I-20 you received in the application packet (on top of the previous I-20s)
- Make one complete copy of all application materials for your records. This may be helpful in case there are any questions while your application is in process.



Your application must be received by USCIS **within
30 days of creation of OPT I-20**

**The return address
based on your current
address of residence
in the U.S.**

**USCIS
Address**

I-765/OPT



What is the differences between the USPS and private mailing services (FedEx, UPS, DHL)?

For U.S. Postal Service (USPS) Deliveries:

You use the U.S. Postal Service when you go to the Post Office. Make sure to get tracking!



For private mailing services and courier deliveries:

You must use a different address if you go to a STORE, like FedEx, UPS, or DHL.



The mailing address depends on the mail carrier you utilize:

U.S. Postal Service (USPS)

Attn: I-765 C03

P.O. Box 805373

Chicago, IL 60680-5374

FedEx, UPS, and DHL deliveries:

USCIS

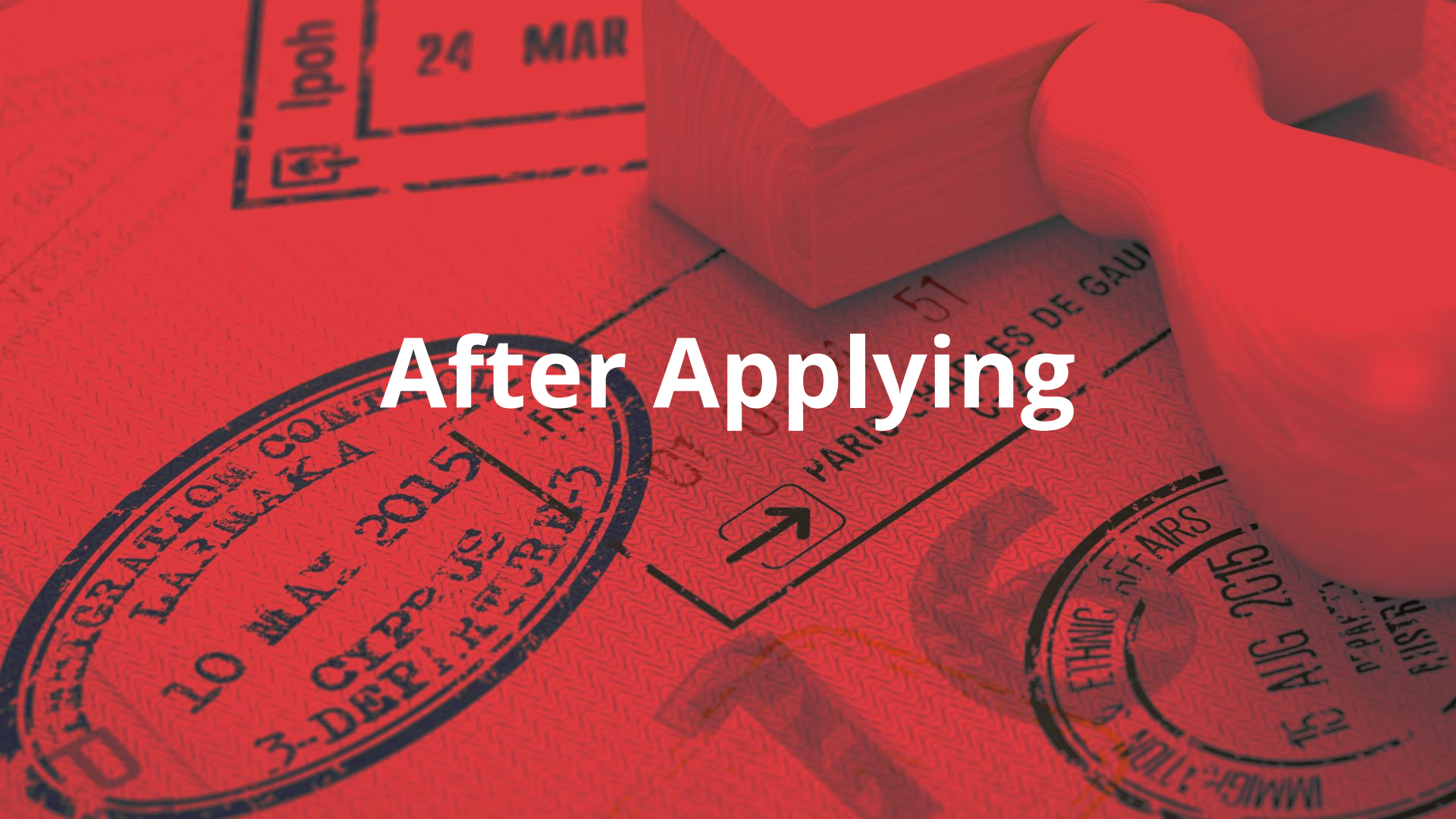
Attn: I-765 C03 (Box 805373)

131 South Dearborn - 3rd Floor

Chicago, IL 60603-5517



After Applying



USCIS Receipt Notice

After filing your application to USCIS, you will receive a Receipt Notice within 5 weeks. Track the status of your case using the “Receipt Number” at

<https://egov.uscis.gov/casestatus/landing.do>

If you do not receive the Receipt Notice within 5 weeks of filing, contact the USCIS National Customer Service Center at 1 (800) 375-5283

Save your receipt notice in a safe place, even after you have received your EAD card! It contains information that may be helpful for future applications (STEM, OPT, H1B, etc).



INTERNATIONAL STUDENT
& SCHOLAR SERVICES

Department of Homeland Security
U.S. Citizenship and Immigration Services

I-797C, Notice of Action

THE UNITED STATES OF AMERICA

Form I-797C, 1/16

APPLICATION FOR EMPLOYMENT AUTHORIZATION

Receipt Number: [REDACTED] Notice Type: Receipt Notice

Amount received: \$ 180.00

Class requested: A17

Receipt notice If any of the above information is incorrect, call customer service immediately.

Processing time - Processing times may be hard to wait.

- You can check your current processing time for your kind of case on our website at egov.uscis.gov.
- Do not believe you can also sign up to get free e-mail updates as we complete key processing steps on their case.
- Most of the time your case is pending the processing status will not change because we will be working on other filed cases.
- We will notify you by mail when we make a decision on this case, or if we need something from you.
- If you move while this case is pending, call customer service when you move.
- Processing times can change. If you don't get a decision or update from us within our current processing time, check our website or call for an update.

If you have questions, check our website or call customer service. Please save this notice, and have it with you if you contact us about this case.

Notice to all customers with a pending I-797C petition - USCIS is now processing Form I-797C, Petition for Alien Relative, as a visa number becomes available. Filing and approval of an I-797C relative petition is only the first step in helping a relative immigrate to the United States. Multiple family members must wait until there is a visa number available before they can apply for an immigrant visa or adjustment of status to a lawful permanent resident. This process will allow USCIS to determine resources from an area where visas are actually available. These persons should not delay the filing of their I-797C petition to determine when a visa number is available. For more information, please visit our website at <https://www.uscis.gov/i-797c>.

If this receipt is for an I-485, or I-485 application

Only with biometric non-immigrant appointment. You will be obtaining a biometric appointment outside with a specific time, date and place where you will have your fingerprints and/or photos taken. You MUST wait for your biometric appointment notice prior to going to the AEC for biometric processing. Once I-797 receipt notice is MTR your biometric appointment notice and should not be taken to an AEC for biometric processing.

WHAT TO BRING TO YOUR BIOMETRIC APPOINTMENT:

Please bring your biometric appointment letter (with specific time, date and place where you will have your fingerprints and/or photos taken) AND your photo identification to your biometric appointment.

Acceptable kinds of photo identification are:

- a passport or national photo identification issued by your country,
- a drivers license,
- a military photo identification, or
- a state - issued photo identification card.

Please remember to call customer service if you move while your case is pending. If you have a pending I-797C relative petition, also call customer service if you should decide to withdraw your petition or if you become a U.S. citizen.

Please see the additional information on the back. You will be notified separately about any other cases you filed.

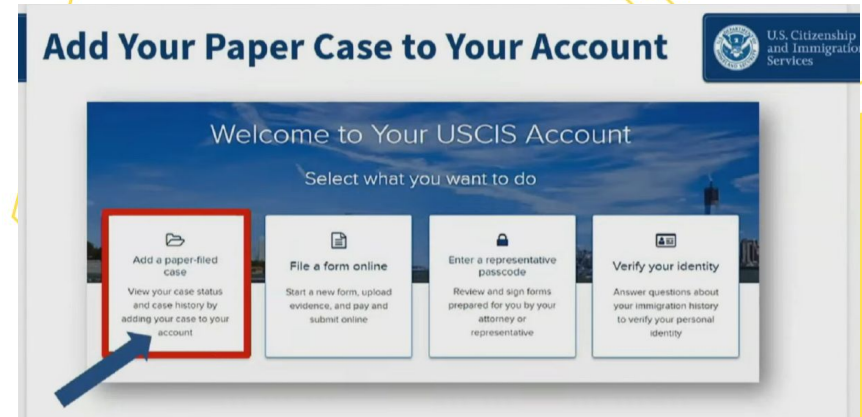
U.S. CITIZENSHIP & IMMIGRATION SVC
CALIFORNIA SERVICE CENTER
P. O. BOX 38111
LANDON SQUARE, CA 92467-0111
Customer Service Telephone: (800) 375-5283

Form I-797C (Rev. 01/2016) N

Linking your Mailed Application to a USCIS Online Account

Did you know that if you mail your application, you can still connect the application to your USCIS online account?

Create a USCIS account at <https://myaccount.uscis.gov/> and then add your paper filed case. You can then view notices and other information about your case online!



Questions?

If you have questions about your OPT application or materials, please contact ISSS to schedule time with an advisor before mailing the packet.

It is recommended that you contact ISSS **before** sending in 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](#)