

Elmhurst University
International Student Services

**12-Month Post-Completion OPT
I-765 Online Filing Guide**

Last updated 04/2024

- ☑ This guide should only be used for **12-Month Post-Completion OPT applications filed online, not any other type of USCIS application**. If you are replacing a lost, stolen, or incorrect EAD card, please consult an ISS staff member.
- ☑ This document, as well as any other application support from ISS, should not be considered legal advice. You are responsible for accurately completing your forms and timely submitting your application.

I-765 Online Filing Steps: Overview

- **Step 1:** Create a USCIS online account or sign into an already existing account on the [USCIS website](#). Details on [how to create an account](#) are available on the USCIS website.
- **Step 2:** Select “File a Form Online”
Select “Application for Employment Authorization (I-765)”.
- **Step 3:** Complete all sections of the I-765 online (as outlined in this guide).
- **Step 4:** Monitor your case status and respond to any requests for evidence.

For additional support, see [USCIS’ Tips for Filing Forms Online](#)



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

Getting Started

Basis of Eligibility

- **What is your eligibility category?**
 - Select “**Post-completion OPT, (c)(3)(B)**” or
 - Select “**Pre-completion OPT, (c)(3)(A)**”

Reason for Applying

- **What is your reason for applying?**
 - Select *Initial permission to accept employment*
- **Have you previously filed Form I-765?**
 - Select **No** if you have not previously applied for work authorization with an I-765
 - Select **Yes** if you have previously filed an I-765 (provide proof in the “Evidence” section)

Preparer and Interpreter Information

- **Is someone assisting you with completing this application?**
 - Select **No**



About You

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

Your Name

- **What is your current legal name?** Enter your full name as it appears on your **passport**. If your full name does not fit in the spaces provided, use the *Additional Information* ★ section to list your full name.
- **Have you used any other names since birth:** You can use this section if you have ever changed your name OR if your name appears differently on different legal documents. If this does not apply to you, select “No”.

Your Contact Information

- **How may we contact you?**
 - Daytime telephone number
 - Email address (do not use a “u.rochester.edu” email address; it is invalid in the online form)
 - What is your current U.S. mailing address? (see next page)
 - Is your current mailing address the same as your physical address? (see next page)

Describe Yourself

- **What is your gender?** Mark the box that best describes you.
- **What is your marital status?** Mark the box that best describes you.



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

About You

US Mailing Address: The address you enter here is where your EAD card and any other notices from USCIS will be mailed. **This should be an address where you can securely receive mail for the next 6 months.**

If the mailing address you are using is different from where you live, select “No”. You will be prompted to list your current residential address. If the mailing address you are using is the same as your physical address, select “Yes”.

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

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

Yes

No



About You

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

When and Where You Were Born

- What is your **city/town/village, state/province, and country of birth**?
- What is your **date of birth**? Enter your date of birth in **MONTH/DAY/YEAR** format.

Your Immigration Information

- What is your **country of citizenship or nationality**? If you are a citizen or national of more than one country, select *+ Add Country* to add all the countries where you hold citizenship.
- What is your **Form I-94 Arrival-Departure Record Number**? You can find this on your [I-94 record](#), when you select **Get Most Recent I-94**.
- **When did you last arrive in the United States?**
 - Date of Arrival:** You can find this on your [I-94 record](#).
 - Place of arrival** (Port of Entry): Click on the **Travel History** button on your [I-94 record](#) to access this information.
 - Status at last arrival:** Select **F-1 Student**
- What is the **passport number** of your most recently issued passport?
- What is your **travel document number** (if any)? You can leave this blank unless you have a travel document other than a passport.
- What is the **expiration date of your passport** or travel document?
- What **country issued your passport** or travel document?
- What is your **current immigration status** or category? Select **F-1 Student**
- What is your **Student and Exchange Visitor Information System (SEVIS) Number**? You can find your SEVIS ID number on your I-20.



About You

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

Other Information

- **What is your A-number?**
 - If you have previously applied for OPT, you can enter the 9 -digit “USCIS #” on your current EAD card as your “A - Number”.
 - Otherwise, select “**I do not have or know my A-Number.**”
- **What is your USCIS Online Account Number?**
 - Select “**I do not have or know my USCIS Online Account Number**” if applicable.
 - If you have previously applied for OPT, you can enter the 9 -digit “USCIS #” on your current EAD card
- **Has the Social Security Administration (SSA) ever officially issued a Social Security Card to you?**
 - Select **Yes** or **No**.
- **Do you want the SSA to issue you a Social Security card?**
 - Select **No** IF you already have an SSN card.
 - Select **Yes** IF you do not have an SSN or have lost your card. You will be prompted to complete additional information so SSA can issue you a social security card.

[Being approved for OPT automatically makes you eligible for a Social Security Number, so you can apply for one along with your OPT application. Your Social Security Card will be sent to the mailing address used for this application.]



I-765, Application for Employment Authorization

Getting Started

About You

Evidence

2 x 2 photo of you

Form I-94

**Employment Authorization
Document**

Previously authorized CPT or
OPT

Form I-20

Additional Information

Review and Submit

Tips for Uploading Evidence

- Make sure each image is clear and that all text is readable.
- You can upload multiple files in each section, if needed.
- Files must not be larger than 6MB.

Evidence

Tips for Uploading Evidence

- Files must be in one of these formats: PDF, JPG, or JPEG. For some forms, USCIS also accepts files in TIF or TIFF format.
- Do not encrypt or password protect your files.

2x2 Photo of you:

- Upload a passport photo that meets [USCIS specifications](#). Local convenience stores (such as CVS) may provide digital passport photos. Use the [photo tool](#) to upload your photo and ensure it meets the photo requirements.

Form I-94:

- Upload a COPY of your I-94 record. You can [look up your most recent I-94 online](#).
- If you processed a Change of Status within the US upload a copy of your I-797A Notice of Approval.

Employment Authorization Document:

- Upload a COPY of your **Passport ID page**
- Upload a front-and-back COPY of any previous/current EAD(s) (if applicable)

Previously authorized CPT or OPT:

- Upload a COPY of previous I-20s with CPT or OPT information (if applicable)

Form I-20:

- Upload a COPY of your OPT Recommendation I-20 (after you have printed and signed/dated the I-20 in blue ink)

Additional Information

(as applicable to your situation)



U.S. Citizenship
and Immigration
Services

I-765, Application for
Employment Authorization

Getting Started



About You



Evidence



Additional Information



Additional information

Review and Submit



USE THIS SECTION IF:

- Your full name could not fit in the *About You* section.
 - Example: **Complete legal name: Last name: _____, First name: _____, Middle Name: _____**
- Your I-94 record does not list your most recent entry.
 - Example explanation: **Public I-94 record system was not updated after most recent travel to Canada. The I-94 record uploaded in the “Evidence” section does not reflect my most recent entry to the United States referenced in the “About You-Your Immigration Information” section.**
- You’ve had any previous SEVIS ID Numbers:
 - **Section:** About You, **Page:** Your Immigration Information
Additional Information: List your previous SEVIS ID number and the degree level (High School, Bachelor’s Master’s, etc.) associated with that SEVIS ID.
- You’ve had previously authorized CPT or OPT and do not have former I-20s with these details:
 - **Section:** Evidence, **Page:** Previously authorized CPT or OPT
Additional Information: List the type of previously authorized practical training (CPT, OPT, etc.), the dates of previously authorized practical training, the degree Level (Bachelor’s, Master’s, PhD, etc.), the application status (approved, denied, or withdrawn), and the Receipt or Card Number (if applicable and known).



I-765, Application for
Employment Authorization

Getting Started

About You

Evidence

Additional Information

Review and Submit

Review your application

Review & Submit

- **Review your application:** ISS recommends that you review your application **before** submitting to USCIS.
- **Read and agree to the “Applicant’s Statement”.**
- **Digitally sign**
- **Pay the application fee:** The system will direct you to Pay.gov, a US government payment site, to pay the required I-765 application fee. You will be able to pay using a US credit / debit card or through an ACH transfer (direct withdrawal) from your US checking account.
- **Submit your application!** After submission, your application will automatically be assigned a USCIS receipt number. You can print out an electronic receipt from your myUSCIS account portal. A paper receipt notice will follow in the mail a few weeks later.

IMPORTANT: Once you submit your payment information and the payment is successfully received, USCIS considers your application OFFICIALLY SUBMITTED. You cannot change or edit your I-765 application responses after payment has been submitted.