

OPT Application Checklist – Online Filing

1. **Meet with academic advisor to make sure you are on track to graduate at the end of this semester.**
2. **Gather complete packet items (scan items cleanly – see directions in this packet):**
 - One scan of a full color U.S. passport-style photograph. Photos must be taken within the last 30 days, measure 2 inches by 2 inches, and have a plain white or off-white background.
 - Completed Form I-765 **DRAFT**. Important: follow completion directions included in this packet; you will create an account at <https://myaccount.uscis.gov> – **you will fill out the application, download, and email our office a draft for review. DO NOT SUBMIT your application until we have reviewed the draft I-765 and have issued the I-20 recommending OPT.**
 - Scan of your passport identity page (and any renewal pages) and I-94 printout (<https://i94.cbp.dhs.gov>)
 - Scan of any previously issued I-20s if they show work authorization OR a different SEVIS ID (first and second page; do not copy instruction page).
 - Scan of the front and back of any previous EAD cards (ex: previously done OPT)
3. **Download the draft copy of I-765 and submit it to your Immigration Advisor by email to: international@humboldt.edu requesting OPT Recommendation I-20. Your advisor will review the I-765 for completion and process your recommendation in SEVIS. You will be emailed the I-20 needed to complete your application online. DO NOT submit your application without it.**
4. **Next Steps:**
 - Print and physically sign** the I-20 sent to you showing your OPT recommendation. Upload a scanned copy of the first and second page of your new I-20, signed by you, to your draft application. Review your application one more time to ensure all required materials are uploaded, and submit **within 30 days** of receiving your new I-20.
 - After submission, return to your pending applications to download your application receipt (see included screenshots). Email a copy of your application receipt** to international@humboldt.edu when received (formal receipt; no copy of the confirmation email is needed).
 - Sign up for Informed Delivery** by USPS at <https://informedelivery.usps.com>. This will help you track the expected arrival of your EAD card.
 - You will receive notices from USCIS when there is movement on your case, including notification of when your EAD card is mailed. Notify the international office immediately if your card is not received within 3 days of its expected arrival, according the USPS Informed Delivery notice.
 - If you receive a Request for Evidence (RFE), please contact us immediately for assistance.
 - Email a copy of your EAD card and I-797 approval notice** to international@humboldt.edu when received. You may only begin work once you have received the card and the dates on the card have been reached.

Reporting Employment:

- You must report any changes to your contact or employment information (including breaks in employment) within 10 days. To report changes, email international@humboldt.edu OR report directly in the [SEVP OPT Portal](#). You will be emailed login information AFTER your OPT has been approved and the start date has been reached. Learn more and review the User Guide at <https://studyinthestates.dhs.gov/create-an-sevp-portal-account>.
- Your OPT will end if you accrue a total of 90 days of unemployment (counted from the start of your OPT period) or if you transfer your SEVIS record to another school.

IF YOUR APPLICATION IS REJECTED OR DENIED FOR ANY REASON, CONTACT US IMMEDIATELY.

DO NOT RE-APPLY ON YOUR OWN.

OPT Application Checklist – Online Filing

Completion Guide for filling out I-765 Application Form:

Please go to www.uscis.gov/i-765 to complete instructions issued by USCIS. It is advised that you read these instructions, including the penalties section, in addition to using the guide below to properly complete your application. It is your responsibility as the applicant to ensure that all information on the application is correct and valid.

General Information:

Make sure to select that you are applying for **(c)(3)(B) - Post-Completion OPT** when starting your application. Remember, you first need to create an account at <https://myaccount.uscis.gov>. You may find it useful to review the help materials at <https://www.uscis.gov/file-online> before getting started.

Part 1: Select 1.a. “Initial permission to accept employment”

Part 2:

- **Name:** Please write your name exactly as it appears on your I-20. If your name will not fit, fill it in as much as possible and then upload a page as “other evidence” spelling your name correctly. If you used previous names, including nicknames in official records or documentation, complete these sections on the application as needed. Do not list nicknames that you did not use on official records.
- **Address:** *Your U.S. mailing address* is where the receipt notice and EAD card will be mailed. This address must be valid for at least 3 months and may be a P.O. box address. If you are using a friend or family’s address, indicate the person’s name in the “In Care of Name” line. This person must be listed with the U.S. Postal Service as living at that address. If you listed a mailing address that is NOT your current physical living address, then you must indicate this, and provide your current physical address in the appropriate section.
- **Social Security Number:** If you already have an SSN, indicate this and provide the number. If you do not already have an SSN, indicate this, then select “yes” to both follow-up questions to give USCIS the ability to share your information with the Social Security Administration and create your card. You will need to provide your mother and father’s names as well.
- **Information about latest arrival:** Complete this section using information from your I-94, passport, and I-20. Note that your SEVIS number is found at the top of your current I-20.

See the next page for screenshots to guide you through the OPT Online Application.

Screenshots to guide you through the OPT Online Application

The screenshot shows the USCIS website header with the title "Create an Account or Sign In". A blue arrow points to the "Sign In" link in the top right navigation bar. Below the header, there are three main sections: "Become a U.S. Citizen", "File Online", and "Manage Your Case". Two blue arrows point to the "File Online" section. To the right of the "File Online" section, a callout box titled "Get started at:" lists three links: www.uscis.gov, my.uscis.gov, and myaccount.uscis.gov.

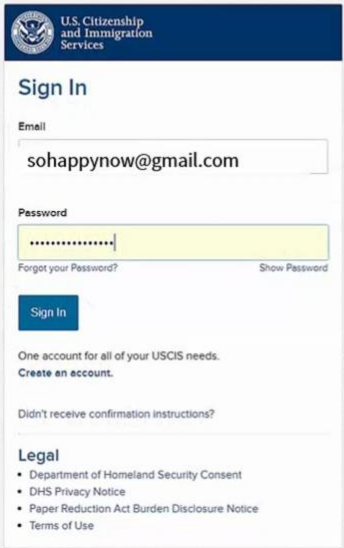
Create your account at <https://myaccount.uscis.gov>.

The screenshot shows the USCIS website page titled "Learn About the USCIS Online Account". At the top, it says "Viewing Janna Evans ((G...))". Below the title, there is a list of resources: www.uscis.gov/file-online, "Filing tips and videos", "Helpful questions & answers", "Resources for attorneys and representatives", and "Password resets and how to get technical support". On the right side, there are two video thumbnails. The top one is titled "How to Create a USCIS Online Account" and the bottom one is titled "The benefits of filing online".

If you need them, there are online help guides available at www.uscis.gov/file-online.

Screenshots to guide you through the OPT Online Application

Account Sign In




The screenshot shows the USCIS Sign In page. At the top right is the USCIS logo and the text 'U.S. Citizenship and Immigration Services'. Below the header is the 'Sign In' section. It includes an 'Email' field with 'sohappynow@gmail.com' entered, a 'Password' field with masked characters, and a 'Show Password' link. There are links for 'Forgot your Password?' and a blue 'Sign In' button. Below the button, it says 'One account for all of your USCIS needs. Create an account.' and 'Didn't receive confirmation instructions?'. At the bottom, there is a 'Legal' section with links to 'Department of Homeland Security Consent', 'DHS Privacy Notice', 'Paper Reduction Act Burden Disclosure Notice', and 'Terms of Use'.

- Enter your email address & password
- System will send you one-time PIN
- Repeat these steps every time you login

Click on “Create an Account” to set up your account OR log in to an existing account. **Bookmark this page for easy use later!** If you are setting up an account, use a **personal non-Humboldt email** that you will have access to forever. That way, you do not need to recreate an account after you leave Humboldt.

Account Onboarding



The screenshot shows the 'Welcome to Your USCIS Account' page. The header says 'Welcome to Your USCIS Account' and 'Select what you want to do'. There are four main options in white boxes: 'Add a paper-filed case', 'File a form online', 'Enter a representative passcode', and 'Verify your identity'. The 'File a form online' option is highlighted with a red border and a blue arrow pointing to it. Below each option is a brief description of what it entails.

Once you have logged in, click on “File a form online” to begin your application process.

Screenshots to guide you through the OPT Online Application

Our Online Forms

- 11 forms available through USCIS online account
- Form I-765 is near the bottom of the list
- Note the eligibility categories

Select the form you want to file online.

- Application to Replace Permanent Resident Card (I-90)
- Request for a Hearing on a Decision in Naturalization Proceedings (N-336)
- Application for Naturalization (N-400)
- Application for Replacement Naturalization/Citizenship Document (N-565)
- Application for Certificate of Citizenship (N-600)
- Application for Citizenship and Issuance of Certificate Under Section 322 (N-600K)
- Petition for Alien Relative (I-130)
- Application To Extend/Change Nonimmigrant Status (I-539)
- Application for Employment Authorization (I-765)
Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:
 - Pre-completion OPT - (c)(3)(A) eligibility category;
 - Post-completion OPT - (c)(3)(B) eligibility category; or
 - a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category.

Select “Application for Employment Authorization (I-765)” from the drop-down list.

Form Overview

I-765, Application For Employment Authorization

Certain foreign nationals who are in the United States may file Form I-765, Application for Employment Authorization, to request employment authorization and an Employment Authorization Document (EAD). Other foreign nationals whose immigration status authorizes them to work in the United States without restrictions may also use Form I-765 to apply for an EAD that shows such authorization.

Foreign nationals may also apply for a Social Security number and card on Form I-765.

If you are a lawful permanent resident, a conditional permanent resident, or a nonimmigrant only authorized for employment with a specific employer under 8 CFR 274a.12(b), do not use Form I-765.

Learn more about [employment authorization](#).

- Before You Start Your Application
 - Eligibility
 - Only certain F-1 students seeking optional practical training (OPT) may file Form I-765 online. This includes:
 - Pre-completion OPT - (c)(3)(A) eligibility category;
 - Post-completion OPT - (c)(3)(B) eligibility category; or
 - a 24-month extension for STEM students (students holding a degree in science technology, engineering, or mathematics) - (c)(3)(C) eligibility category.

- Eligibility
- Application fee
- Required evidence
- Biometrics requirements
- How to track your case
- Requests for evidence
- Getting a decision

Review the information on this page carefully. It will tell you everything you need to file online. **Make sure you have all the items on the list of required evidence prepared before starting your application.** Answer the form questions in order – do not skip ahead. The form has conditional logic that will display the next set of questions according to your answers. **Go in order so that you only see the questions you need to complete. The form will autosave your answers in each section.**

Screenshots to guide you through the OPT Online Application

Viewing Janna Evans ((G... ▾)

Filling Out the Form—Getting Started

U.S. Citizenship and Immigration Services

Who Can Submit Form I-765 Online?

Initial release of online I-765 is limited to students in these categories:

- (c)(3)(A) Student Pre-Completion OPT
- (c)(3)(B) Student Post-Completion OPT
- (c)(3)(C) STEM Extension

What is your eligibility category?

c(3)(A) Student Pre-Completion OPT
c(3)(B) Student Post-Completion OPT
c(3)(C) STEM Extension

All other categories **must submit a paper** form I-765

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You will be applying for **(c)(3)(B) Student Post-Completion OPT**. Make sure that you select this category.

Filling Out the Form—Getting Started

U.S. Citizenship and Immigration Services

What is your reason for applying?

- Initial permission to accept employment
- Replacement of lost, stolen, or damaged employment authorization document or correction of my employment authorization document NOT DUE to US Citizenship and Immigration Services error
- Renewal of permission to accept employment

Have you previously filed Form I-765?

- Yes
- No

- Why are you applying?
- Did you submit Form I-765 previously?

You must select **“Initial permission to accept employment.”** If you have ever filed form I-765 before (even if it was denied), you must say Yes.


Remember: you can only apply for OPT if you have not already done OPT at this or a higher educational level. **If you have already done OPT at the same level (i.e. certificate or associates), or have done OPT previously at a higher level, do not apply. You are not eligible and will not be refunded.** If you did not disclose this to our office and have already received your OPT I-20, please contact us immediately to cancel your recommendation and discuss your next steps.

Screenshots to guide you through the OPT Online Application

Viewing Janna Evans ((G... ▾

Filling Out the Form— Your Immigration Information

- Country of citizenship/nationality
- Form I-94 Arrival-Departure Record number
- Last arrival date in U.S., port of entry & status
- Current passport/travel document number, expiration date, issuing country
- Current immigration status
- SEVIS number
- A-Number
- USCIS Online Account Number



U.S. Customs and Border Protection
Securing America's Borders

Get I-94 Number I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 69000888062

Admit Until Date (MM/DD/YYYY): 10/10/2012

Details provided on Admission(I-94) form:


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

The next sections in the application will ask information about you. You will need your [I-94](#), passport, and I-20 to complete the immigration information section. You will generally not have A- Number or USCIS account number. It is okay to leave these blank.

Filling Out the Form— Your Immigration Information

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

- If yes, you need to give us authorization to submit your request to SSA
- Enter your father's first and last name, and your mother's first and last name



U.S. Citizenship and Immigration Services

If you do not have a social security number (SSN) already issued, you can apply for it at the same time as you apply for your EAD card!

Note: do not say yes if you were already issued an SSN and have simply misplaced your card. Contact your local Social Security Office to apply for a replacement document (non-citizens must apply for replacement cards in person).

Screenshots to guide you through the OPT Online Application

Filling Out the Form—Evidence



All F-1 I-765 applicants must provide:

- Passport-style photograph
- I-94 card, travel document, or electronic I-94
- Most recent EAD, if you have one, or government-issued photo ID
- Proof of enrollment at SEVP-certified school



***Other evidence depends on student's category. See this checklist for details:

www.uscis.gov/forms/filing-guidance/checklist-of-required-initial-evidence-for-form-i-765-for-informational-purposes-only

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

- All prior SEVIS numbers and proof of previously authorized CPT / OPT and corresponding academic level—include under **Additional Information**
- DSO must enter OPT recommendation in SEVIS within 30 days before you submit I-765, if not, we will deny OPT request



For the government-issued photo ID, upload your passport picture page. You will see it listed that your “DSO must enter OPT recommendation in SEVIS within 30 days before you submit I-765” – this will be done **after you submit your draft I-765 and request the recommendation. Do not submit your application until then. You will be preparing a draft of your I-765 for review at this time.**

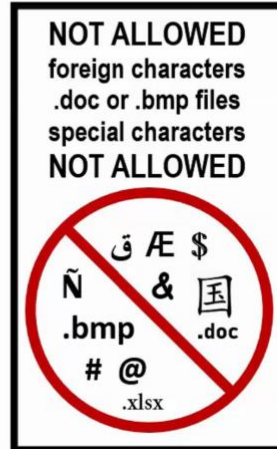
You will be given an I-20 showing your OPT recommendation after your emailed request to review and recommend. **Your I-20 must be printed and physically signed (in ink) before uploading.** Do not electronically sign or insert a digital signature on an I-20. This must be uploaded or your application will be denied.

Review the formatting requirements required for your uploads (see next page). It is your responsibility to format your documents properly for USCIS, according to their instructions.

Screenshots to guide you through the OPT Online Application

Filling Out the Form—Formats

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

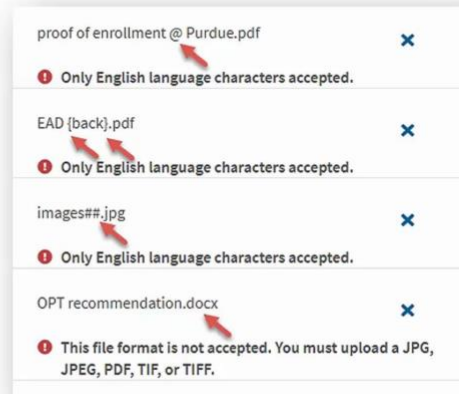


Filling Out the Form—Formats

The only characters allowed in document file name are:

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

***Do NOT use special characters



If you use a formal scanner/copier, you will be creating documents. Documents must be in PDF, JPG/JPEG, or TIF/TIFF formats only. Photos taken with a camera must be formatted as a JPG/JPEG or PNG only. **When naming your documents, use English only.** Characters in other language will cause your file to be rejected. The only characters accepted in your titles are periods [.] hyphens [-], underscores [_] or parentheses [()]. Do not use any special characters.

Examples of proper formatting are: FamilyName_FirstName_OPTI20.pdf
FamilyName_FirstName_Passport.jpg

It is highly recommended that you do not take pictures. We recommend scanning your documents from a scanner/copier machine and uploading *clean clearly-legible PDFs*, free of shadows, and with nothing in the “background” – no fingers, tabletops, other paperwork, etc.

Screenshots to guide you through the OPT Online Application

Filling Out the Form—Review & Submit



Your fee

i Your form filing fee is: \$410

Alerts and warnings

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

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

i There are errors in About You: Your immigration information

[Edit my responses](#)

- Review your entries before you pay
- Once you submit payment, you cannot make corrections

Filling Out the Form—Review & Submit



Review the I-765 form information



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

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

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

[View draft snapshot](#)

Getting Started

Basics of eligibility

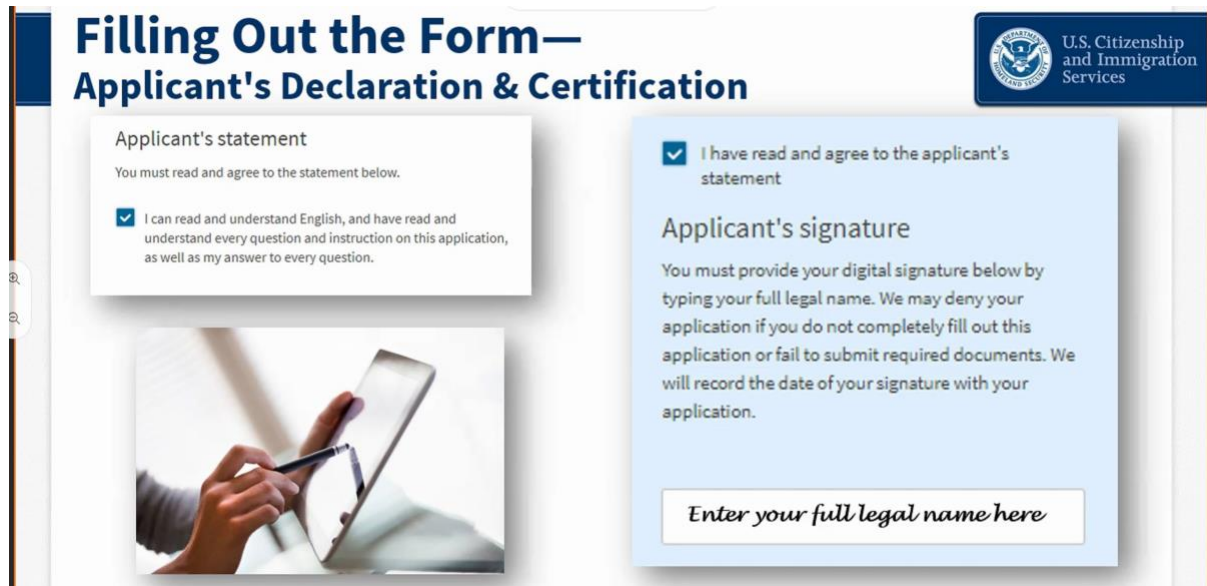
What is your eligibility category? c(3)(A) Student Pre-Completion OPT

Before moving to payment, the application will check for errors and notify you if you may need to edit your response. **Errors will NOT be checking your answers for accuracy – you must make sure that the data you provided in your application is correct.** An “error” simply means you may have missed something on the application or formatted something incorrectly. If an error is highlighted in **red**, it must be corrected before you can submit your application. A “yellow” error calls your attention to something that *may* need correction. Review it to make sure your information is correct. If it is, you can submit without changing your response.

STOP: DO NOT move to the next step of payment and submission of your application until after you have received your OPT I-20, and uploaded this evidence to your application. You will be preparing a draft of your I-765 for review at this time. **Download the draft snapshot and send it to the International Programs office at international@humboldt.edu.**

Screenshots to guide you through the OPT Online Application

After reviewing your draft I-765, you will receive an email with **your new I-20 with the OPT recommendation**. After you have your new I-20 and have signed it, and uploaded it to your application, proceed to the submission and payment page.



The screenshot shows a web form for the OPT Online Application. The title is "Filling Out the Form— Applicant's Declaration & Certification". In the top right corner, there is a logo for the U.S. Citizenship and Immigration Services. The form is divided into two main sections. The first section, "Applicant's statement", contains a checkbox that is checked, with the text "I can read and understand English, and have read and understand every question and instruction on this application, as well as my answer to every question." Below this is an image of a person's hands holding a tablet and a pen. The second section, "Applicant's signature", contains a checkbox that is checked, with the text "I have read and agree to the applicant's statement". Below this is a text box with the placeholder "Enter your full legal name here".

Filling Out the Form— Applicant's Declaration & Certification

U.S. Citizenship and Immigration Services

Applicant's statement
You must read and agree to the statement below.

I can read and understand English, and have read and understand every question and instruction on this application, as well as my answer to every question.



Applicant's signature
You must provide your digital signature below by typing your full legal name. We may deny your application if you do not completely fill out this application or fail to submit required documents. We will record the date of your signature with your application.

Enter your full legal name here

You will electronically sign your I-765. This is the only electronic signature allowed (again, your I-20 copy must show a signature signed physically, in ink). You will then be directed to pay.gov to pay your application fee.

Screenshots to guide you through the OPT Online Application

Filling Out the Form—Paying the Fee



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

The screenshot shows the Pay.gov interface for USCIS I-765. It prompts the user to "Please select a payment method:" with two options: "I want to pay with a withdrawal from a checking or savings account (ACH)" (unselected) and "I want to pay with a debit or credit card" (selected). Below the second option are logos for VISA, MASTERCARD, AMEX, DISCOVER, and MONEY ORDER. A green house icon is positioned above the ACH option. At the bottom, there are "Cancel" and "Continue" buttons.

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

The screenshot shows the "Review and submit payment" screen for USCIS I-765. It displays the following information: Agency Tracking ID: LNJT31CK7SQ1KH, Payment Amount: \$410.00, Payment Method: Plastic Card, Account Holder Name: Lee Smith, Card Type: VISA, Card Number: *****1111, Billing Address: 20 Ninian Street, Billing Address 2: City: Springfield, Country: United States, State/Province: LA, ZIP/Postal Code: 39248. At the bottom, there is a checkbox for "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement" which is checked. "Previous", "Cancel", and "Continue" buttons are visible at the bottom.

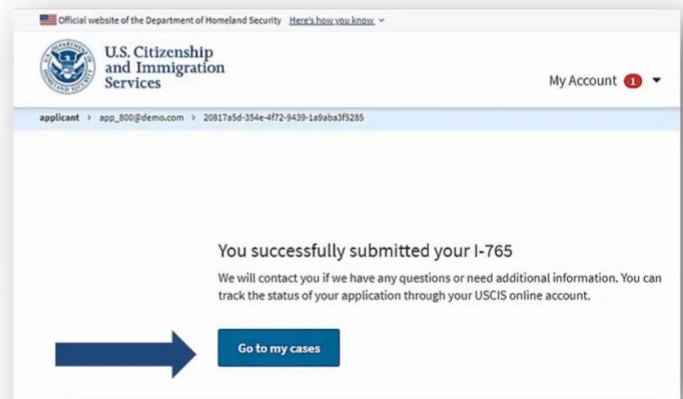
You may pay by bank transfer (ACH) or via a debit/credit card issued by a U.S. bank. The U.S. billing address provided must match the details on your bank/credit card account.

Screenshots to guide you through the OPT Online Application

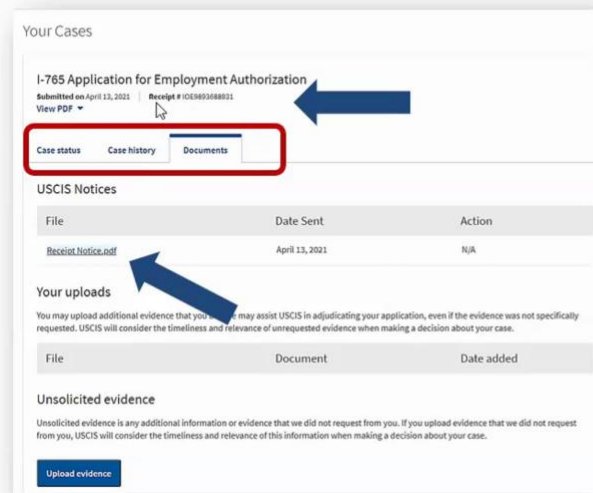
Filling Out the Form—After You Submit



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



Tracking Your Case



All notices are posted to your account

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

* Notices are also mailed to the mailing address on file

Make sure that you have completed submission. A confirmation will be displayed on the screen, and you will immediately get a receipt notice with your case number. Click on “Go to my cases,” then click on “Documents,” to download and send your receipt to international@humboldt.edu (please include your full name and ID number when emailing us). If you receive an RFE, speak with us before responding.