Applying for OPT - USCIS Form I-765 ONLINE FILING CHECKLIST

https://www.dhs.gov/publication/f1-opt-tip-sheet

➤ **STEP ONE: Review the checklist below BEFORE you begin the USCIS Form I-765 online application.** Make sure all files are saved as pdf, jpg, jpeg & png files. Uploaded files should be no larger than 6MB per file. You may only use English characters in the file name.

- **Passport Style Photo** • Recent photo (within the last 6 months) - electronic version
  Passport measurements: https://travel.state.gov/content/travel/en/passports/how-apply/photos.html
  2×2 on a white background. Use the Free Photo Checker here to crop: https://tsg.phototool.state.gov/photo
  This online service will crop the picture exactly to match the proportions needed, and edit the background for you (plus a person manually checks the edits before sending the final picture to you, appx cost: $15) https://passport-photo.online/us-passport-photo). If using an actual recent passport photo, you will need to scan and upload the jpg, jpeg & png files. Specific photo requirements are given in that portion of upload evidence. You can use this app to resize if necessary: http://www.simpleimageresizer.com/

- **Form I-94** • Download your electronic record and travel history at "Get Most Recent I-94."

- **Previous I-20s** issued for employment purposes only (CPT or OPT)

- **Previous EAD** (Employment Authorization Document)• Front and back (if applicable)

- **Passport ID Page** • If your passport will expire within 6 months of applying for OPT, you should renew your passport before filing for OPT.

- **F-1 Visa Photo and Stamp Page** • It is ok if visa is expired

- **I-20 Issued for OPT from ISSS** • Print, Sign and keep the original I-20.
- You must submit your application to USCIS within 30 days of the I-20 issue date and before the end of your grace period

- **All other previous I-20s** (ONLY if you have taken leave of absence and issued multiple SEVIS IDs)

- **Filing Fee** • Visit https://www.uscis.gov/i-765 for the current filing fee amount. (Biometric fee not required.) Make sure you have amount in US bank account or US credit card
    - You can pay with a withdrawal from a US checking or savings account or with a US debit or credit card.

➤ **STEP TWO: Request your OPT or STEM OPT I-20 from ISSS**

http://www.drew.edu/international-student-services/opt-request-form-2/

- ● **DO NOT start the I-765 application process UNLESS you have received a new OPT or STEM Extension OPT I-20 from the International Center. You cannot apply for OPT or the STEM Extension of OPT until you have received your new OPT I-20 or STEM Extension I-20 from ISSS.**
- ● *Students can only apply up to 30 days AFTER ISSS requests OPT I-20. STudents should not complete and submit an online application BEFORE receiving their I20 showing OPT requested.*

➤ **STEP THREE: Create online account @ USCIS -**https://myaccount.uscis.gov/

Need help? Click here for instructions.

https://www.uscis.gov/file-online/how-to-create-a-uscis-online-account

➤ **STEP FOUR: Begin your I-765 application** • Complete I-765 Form online, upload evidence online (drag & drop feature), electronic signature online, pay online

1. Login to your USCIS Account
2. Select 'File a Form Online"
3. Select "I-765 - Application for Employment Authorization
4. Eligibility Category
   a. (c)(3)(B) – Post-Completion OPT
5. Upload evidence
   a. 2x2 Digital Passport Photo
   b. I-94 (most recent I-94)
   c. Government Issued ID (passport, visa and visa stamp)
   d. I20 with CPT and/or previous OPT (if applicable)
   e. I20 showing OPT request

6. Review and digitally sign your form
7. Pay the filing fee

Tips for completing the I-765 online

- ● **Eligibility Category**
  - ○ (c)(3)(B) – Post-Completion OPT (for all undergrad or graduate students with any major applying for OPT)

- ● **Mailing Address** • If you list an address where you do not officially live according to the U.S. Postal Service, put the name of the person who is living there in the "in care of" field.

- ● **Travel Document Number:** type NA (not applicable)

- ● **What is your A-Number**?: 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."

- **Additional Information**: Include previous SEVIS ID Numbers, CPT, or OPT.

Additional Tips/Resources

- While completing the I-765, students' responses will be automatically saved. If you log out, you may log back in and resume where you left off last time.

- After you pay online and click submit, your application is submitted and filed. Receipt number is produced immediately on screen. You can view receipt info through the USCIS online account (they will also mail receipt and RFE notices)

- Students can upload corrections if they feel there was an error with their online application after filing

- If a student files a paper application AND online application, the OPT application may be denied.

- Students need to be inside the US when filing