

# ONLINE I-765 GUIDE FOR PRE- AND POST-COMPLETION OPT

Tips for Submitting the Online USCIS Application for  
Employment Authorization



EMORY  
UNIVERSITY

International Student  
and Scholar Services

# GUIDE CONTENT

- [Overview of OPT application process](#)
- [Benefits of filing online](#)
- [Filing reminders, quick tips, and format requirements](#)
- [Create a USCIS online account](#)
- [Completing the form](#)
- [Required evidence](#)
- [After submitting the form](#)

# OVERVIEW OF OPT APPLICATION PROCESS

- 1 Attend an ISSS OPT workshop
- 2 Complete the OPT Request e-form in [ISSS Link](#) and get an **OPT I-20**
- 3 Create a USCIS online account
- 4 Submit the online I-765 form
- 5 Wait for EAD card to begin employment on approved OPT start date

# BENEFITS OF FILING ONLINE



Immediate receipt confirmation from USCIS



Send and receive secure messages from USCIS



Respond online to a request for evidence



Access every notice USCIS sends you



Check case status and sign up for alerts



Update your address and contact information



Ask about a typo or missing mail



Pay online with credit or debit card



Access case information any time from any device

# FILING REMINDERS

 **Get an OPT I-20 first!** USCIS denies applications submitted without OPT I-20s. Get your OPT I-20 from ISSS before submitting the I-765 online.

 **Do NOT file too early!** Post-completion OPT applications may be submitted 90 days before through 60 days after the completion of your program. Pre-completion OPT applications can be submitted 90 days before either completing 1 full academic year or your requested OPT start date.

 **File in 30 days!** USCIS denies applications submitted after 30 days of the date OPT was recommended in your SEVIS record. Submit your I-765 within 30 days of receiving your new OPT I-20 from ISSS.

 **File inside US.** OPT eligibility requires physical presence in the US.

 **Do NOT file both paper and online applications!** USCIS denies duplicate applications.

 USCIS processing time is the same for paper and online forms. See USCIS processing times [here](#).

# QUICK TIPS



Online form is designed to work with all browsers, but Chrome is the preferred browser.



Your answers are automatically saved as you work. You can begin form and return to it later.



Drafts are saved for 30 days from the last time you worked on the form.



Changes to online form cannot be made after payment and submission.



Technical support for online form available through USCIS account or by sending message through [USCIS online help form](#).

# FORMAT REQUIREMENTS

The online form requires several document uploads.

Format requirements for uploads:

- **Photos:** JPEG or PNG
- **Documents:** JPG, JPEG, PDF, TIF or TIFF
- **Max file size:** 6 MB per file
- English translations required for any foreign language documents
- **No encrypted or password-protected files**



# CREATE A USCIS ONLINE ACCOUNT

Go to [www.my.uscis.gov](http://www.my.uscis.gov) to create an account.  
Or sign-in to existing account.

To learn more about creating an account, watch the video embedded on this slide and visit [How to Create a USCIS Online Account](#).



## myUSCIS makes immigration simpler

myUSCIS provides a personalized account to help you navigate the immigration process. On myUSCIS, you will find:

- Up-to-date information about the application process for immigration benefits;
- Tools to help you prepare for filing and help finding citizenship preparation classes; and
- Information to help explore your immigration options.

Sign up



## Try us on mobile

You can use myUSCIS anytime and on any device.

# Completing the Online I-765 Form



1. Login to your USCIS online account.
2. Select the **File a form online** tile.

# Select I-765

Select **I-765, Application form Employment Authorization** from the list of USCIS online forms.

Click on **Start form**.

Thoroughly read all provided information before proceeding to form questions.

## 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.

---

 Concurrent filing available 

---

Select the form you want to file online.

- I-90, Application to Replace Permanent Resident Card
- I-130, Petition for Alien Relative
- I-539, Application To Extend/Change Nonimmigrant Status
- I-765, Application for Employment Authorization
- I-821, Application for Temporary Protected Status (TPS)
- N-336, Request for a Hearing on a Decision in Naturalization Proceedings
- N-400, Application for Naturalization
- N-565, Application for Replacement Naturalization/Citizenship Document
- N-600, Application for Certificate of Citizenship
- N-600K, Application for Citizenship and Issuance of Certificate Under Section 322

[Start form](#)

[Cancel](#)



# Getting Started

Complete the form in order from the top section, **Getting Started**, to the bottom section, **Review and Submit**.

## Basis of eligibility

Select the appropriate eligibility category:

- c(3)(A) for pre-completion OPT; or,
- c(3)(B) for post-completion OPT.

Not sure? Review the [OPT workshop](#) or contact your [ISSS advisor](#).

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

What is your eligibility category?

**!** You can file your request online only for certain eligibility categories

If your eligibility category does not appear on the drop-down list, you must file a paper [Form I-765](#). If you submit online and are not eligible for one of the listed categories, your application may be denied.

▼

- A(12) Temporary Protected Status Granted
- c(3)(A) Student Pre-Completion OPT
- c(3)(B) Student Post-Completion OPT
- c(3)(C) STEM Extension

# Getting Started

## Reason for applying

Select **Initial permission to accept employment.**

Indicate whether you previously filed Form I-765.

I-765, Application for Employment Authorization

**Getting Started** 

Basis of eligibility

**Reason for applying**

Preparer and interpreter information

About You 

Evidence 

Additional Information 

Review and Submit 

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

---

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# Getting Started

## Preparer and interpreter information

Select **No** unless someone is directly assisting you to complete the form.

If you select **Yes**, the form will prompt you to provide information about the interpreter or preparer who is assisting you.

I-765, Application for Employment Authorization

**Getting Started** ^

- Basis of eligibility
- Reason for applying
- Preparer and interpreter information**

About You v

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Additional Information v

Review and Submit v

Is someone assisting you with completing this application?

Yes

No

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# About You

## Your name

Enter your name exactly as it appears in your passport.

If applicable, report any additional names you may currently use or have used in the past. This may include alternate spellings, nicknames, or alternate name order.

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 

### What is your current legal name?

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.

**Given name (first name)** **Middle name**

**Family name (last name)**

---

### Have you used any other names since birth?

Other names used may include nicknames, aliases and maiden names.

Yes

No

---

# About You

## Your contact information

Provide your US phone number and email address.

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

How may we contact you?

**Daytime telephone number**

**Mobile telephone number (if any)**

This is the same as my daytime telephone number.

**Email address**

# About You

## Your contact information

### *US Mailing Address*

I-797 notices and your EAD card will be mailed to the address you provide as your current US mailing address.

Enter an address that will be valid and secure to receive mail at least 5 months after filing your I-765.

Enter the name of the person who will accept your mail on your behalf if you will use an address other than your US residential address.

## 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**

# About You

## Your contact information

### *US Mailing Address*

You may choose to enter the Emory ISSS Office address as your US mailing address:

*Emory ISSS MSC 1784 001 1AV  
1784 N. Decatur Rd., Suite 130  
Atlanta, GA 30322*

Do not list the ISSS address as the place where you physically live in the US.

**Note:** Emory ISSS is not responsible for documents lost in the mail.

## 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)

Emory ISSS MSC 1784 001 1AV

### Address line 1

1784 N DECATUR RD NE

Street number and name

### Address line 2

STE 130

Apartment, suite, unit, or floor

### City or town

ATLANTA

### State

Georgia

### ZIP code

30322-1048

# About You

## Your contact information

### *US Physical Address*

Provide the US address where you currently live if you listed a different address as your US mailing address.

Your current physical address should match the address listed as your local address in OPUS. **Login to your OPUS account and confirm your “local” address is up to date.**

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

Yes

No

---

Where in the United States do you live?

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

State

ZIP code

---

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# About You

## Describe yourself

Select the responses that apply to 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 ▼

What is your gender?

Male

Female

---

What is your marital status?

Single

Married

Divorced

Widowed

---

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# About You

## When and where you were born

Respond to each question.

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

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Review and Submit ▼

What is your city, town, or village of birth?

---

What is your state or province of birth?

---

What is your country of birth?

---

What is your date of birth?

---

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# About You

## Your immigration information

List all countries where you have citizenship.

Refer to your current I-94 to answer questions about last arrival in the US.

Access your current I-94 at <https://i94.cbp.dhs.gov/>.

If your most recent entry to the US was through a land port of entry, you may have a paper I-94 instead of an electronic I-94.

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 ▾

What is your country of citizenship or nationality?

List all countries where you are currently a citizen or national.

---

What is your Form I-94 Arrival-Departure Record Number (if any)?

---

When did you last arrive in the United States?

List your arrival date, place of arrival, and status at arrival.

**Date of arrival**

**Place of arrival**

**Status at last arrival**

# About You

## Your immigration information

Respond to each question.

If you do not have a travel document, do not respond to that question.

What is the passport number of your most recently issued passport?

What is your travel document number (if any)?

What is the expiration date of your passport or travel document?

What country issued your passport or travel document?

# About You

## Your immigration information

Select your current immigration status from the dropdown menu.

Your current immigration status must be F-1 to be eligible for OPT.

Your SEVIS Number is located on top left corner of your I-20.

Use the **Additional Information** section to provide any previous SEVIS numbers if applicable.

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.

N- 000000000000

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# About You

## Other information

If you received an EAD in the past, enter the USCIS# from that EAD as your A-Number. Otherwise check the box to indicate you do not have or know your A-Number.

Your **Online Account Number (OAN)** may auto-populate in this field box.

If not, then enter your OAN or check the box to indicate you do not have or know your USCIS Online Account Number.

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

What is your A-Number?

I do not have or know my A-Number.

A-

What is your USCIS Online Account Number?

Providing your unique USCIS Online Account Number (OAN) helps us 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 can find the OAN at the top of the notice; it is not the same as an A-Number.

I do not have or know my USCIS Online Account Number.

# About You

## Other information

If you have an SSN, answer **Yes** and enter your number.

If you would like the SSA to mail you duplicate SSN card, answer **Yes**. Otherwise answer **No**.

Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

- Yes  
 No

---

What is your Social Security number (if known)?

---

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

- Yes  
 No

---

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# About You

## Other information

If you **do not** have an SSN, answer **No**.

You may choose to allow the SSA to issue you an SSN. Note, SSNs are required for employment in the US. If you choose not to allow the SSA to issue you an SSN now, you will need to apply for one later.

Indicating **Yes** requires agreement to Consent for Disclosure and to enter birth names of your father and mother.

Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?

- Yes  
 No

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

- Yes  
 No

 You must agree to the Consent for Disclosure  
If you answer "Yes", you must also answer "Yes" to the Consent for Disclosure.

Consent for Disclosure: I authorize disclosure of information from this application to the SSA as required for the purpose of assigning me an SSN and issuing me a Social Security card.

- Yes  
 No

# Evidence

Scan and upload clear and legible copies of required documents.

Refer to [Format Requirements slides](#) in this deck for upload requirements including file size and file naming.

## List of required documents:

- US passport-style photo of you
- Current I-94
- Most recently issued passport ID page
- Any EAD cards (front and back)
- Previous CPT and OPT I-20s
- New I-20 with OPT recommendation on page 2

## 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 ▼

### 2 X 2 Photo Of You

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 without your photo.

### File requirements

- Clear and readable
- 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 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: 6MB per file

[Choose](#) or drop files here to upload

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# Evidence

## 2 x 2 photo of you

Upload a recent color photograph of yourself that measures 2 inches by 2 inches and meets the [US passport photo specifications](#).

Use either JPEG or PNG format.

**Caution:** Do not use the same photo used with other applications or other documents such as visa. **Obtain a new photo 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

#### 2 X 2 Photo Of You

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 without your photo.

#### File requirements

- Clear and readable
- 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 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: 6MB per file

[Choose](#) or drop files here to upload

[Back](#) [Next](#)

# Evidence

## Form I-94

Upload electronic I-94, I-94 card, or travel document.

Obtain your electronic I-94 at <https://i94.cbp.dhs.gov/>.

If your most recent entry to the US was through a land port of entry, you may have a paper I-94 instead of an electronic I-94.

### 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 ▼

## I-94, Arrival And Departure Record

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 [CBP website](#) 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 [Form I-102, Application for Replacement/Initial Nonimmigrant Arrival-Departure Record](#), with USCIS. USCIS does charge a fee for this service.

### 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: 6MB per file

**Choose** or drop files here to upload

# Evidence

## Employment Authorization Document

Upload previously issued EAD card(s) (front and back), if any.

Upload your current passport ID page in this section if you do not have a previously issued EAD.

*Not required:* If you wish to also upload your visa, you may do so here or as **Unsolicited Evidence** in your I-765 case in your *myUSCIS* account after you submit your online I-765.

### 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 

## Employment Authorization Document Or Government ID

Upload a copy of your last Employment Authorization document (EAD) (front and back). If you were not previously issued an EAD, you must upload 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.

### 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: 6MB per file

[Choose](#) or drop files here to upload

File name	Document	Action
<a href="#">photo-148727491...0.jpg</a>	Employment authorization or Government issue ID	 Delete
<a href="#">photo-148727491...0.jpg</a>	Employment authorization or Government issue ID	 Delete

# Evidence

## Previously authorized CPT or OPT

Upload any I-20s with previously authorized CPT and/or OPT on page 2.

You will enter the details about previous CPT and/or OPT authorizations later in the **Additional Information** section of the form.

### **Recommended but not required:**

You may also upload a file containing **all other** previously issued I-20s as **Unsolicited Evidence** in your I-765 case in your *myUSCIS* account after you submit your online I-765.

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 

## Previously Authorized 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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

[Choose](#) or drop files here to upload

File name	Document	Action
<a href="#">photo-155422415...8.jpg</a>	Previously authorized CPT or OPT	 Delete
<a href="#">chipmunk.jpg</a>	Previously authorized CPT or OPT	 Delete

# Evidence

## Form I-20

Upload your new **OPT I-20** with the OPT recommendation on page 2.

Do NOT upload any other I-20 here – only the new OPT I-20.

Ensure your OPT I-20 is **hand signed and dated** by you. Digital or electronic student signatures are not accepted.

Do **NOT** submit the I-765 without your new OPT I-20!

Submit the I-765 within 30 days of ISSS recommending OPT in your SEVIS record.

### I-765, Application for Employment Authorization

- Getting Started
- About You
- Evidence**
- Additional Information
- Review and Submit

2 x 2 photo of you

Form I-94

Employment Authorization Document

Previously authorized CPT or OPT

**Form I-20**

### I-20, Certificate Of Eligibility For Nonimmigrant Student Status

Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status endorsed by the Designated School Official (DSO). For the (c)(3)(B) eligibility category, your DSO must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so, we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.

#### 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: 6MB per file

[Choose](#) or drop files here to upload

File name	Document	Action
<a href="#">cute chipmunk.jpg</a>	Form I-20	Delete

# Additional Information

## Additional information

Use this section to provide additional information about any responses to questions in previous sections.

Examples of additional information:

- Previous SEVIS ID number different from your current SEVIS ID number
- Any previous CPT or OPT authorizations

I-765, Application for Employment Authorization

Getting Started ▼

About You ▼

Evidence ▼

**Additional Information** ▲

Additional information

Review and Submit ▼

**Additional Information**

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

**Section**

About You ▼

**Page**

Your immigration information ▼

**Question**

What is your Student and Exchange Visitor Inform... ▼

**Additional information**

Previous SEVIS ID Number

25/500

**Save response** **Cancel**

# Additional Information

## Additional information

### Example 1: Previous SEVIS ID number(s)

- **Section:** Select **About You**
- **Page:** Select **Your immigration information**
- **Question:** Select **What is your Student and Exchange Visitor Information (SEVIS) Number (if any)?**
- **Additional information:** Enter previous SEVIS ID number, name of associated institution, degree level, and program dates.

I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

Evidence ▾

**Additional Information** ▲

Additional information

Review and Submit ▾

### Additional Information

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

Section

About You ▾

Page

Your immigration information ▾

Question

What is your Student and Exchange Visitor Inform... ▾

**Additional information**

Previous SEVIS ID Number

25/500

Save response Cancel

# Additional Information

## Additional information

### Example 2: Previous CPT or OPT authorization

- **Section:** Select **Evidence**
- **Page:** Select **Previously authorized CPT or OPT**
- **Question:** Select **Previously authorized CPT or OPT**
- **Additional information:** Enter type of authorization (CPT or OPT), dates of authorization, full- or part-time, employer name, degree level, and SEVIS ID.
- Add additional information for each instance of previously authorized CPT and/or OPT.

I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

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**Additional Information** ▲

Additional information

Review and Submit ▾

### Additional Information

If you need to provide any additional information for any of your answers to the questions in this form, enter it into the space below. You should include the questions that you are referencing.

If you do not need to provide any additional information, you may leave this section blank.

Section

Evidence ▾

Page

Previously authorized CPT or OPT ▾

Question

Previously authorized CPT or OPT ▾

**Additional information**

Previous CPT or OPT authorization, include:

- Start and End dates of authorization
- Degree level during CPT or OPT authorization
- Indicate if CPT or OPT was full-time or part-time

181/500

Save response Cancel

# Review and Submit

## Review your application

Review any system alerts or warnings and make any needed corrections.

Changes cannot be made after form is submitted.

I-765, Application for Employment Authorization

Getting Started ▾

About You ▾

Evidence ▾

Additional Information ▾

**Review and Submit** ▲

Review your application

Your application summary

Your statement

### Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

#### Your fee

**i** Your form filing fee is: \$410

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

#### Alerts and warnings

**✓** We found no alerts or warnings in your application

[Back](#) [Next](#)

# Review and Submit

## Your application summary

Review responses and ensure all required fields are completed.

A form summary can be printed.

A PDF of I-765 form completed with your responses and a summary of uploaded evidence can be generated by clicking **View draft snapshot**.

Saving a copy of your completed form is strongly recommended.

The screenshot shows the 'I-765, Application for Employment Authorization' interface. On the left is a navigation menu with sections: 'Getting Started', 'About You', 'Evidence', 'Additional Information', and 'Review and Submit'. The 'Review and Submit' section is expanded, showing 'Review your application', 'Your application summary', and 'Your statement'. The main content area has a link 'Review the I-765 form information' with a blue underline and a printer icon labeled 'Print' to its right. A pink arrow points from this link to the right. Below this is a summary paragraph: '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.' This is followed by another paragraph: 'We also prepared a draft case snapshot with your responses, which you can download below.' Below this is a link 'View draft snapshot' with a document icon, and a pink arrow points from this link to the left. At the bottom, a section titled 'Getting Started' is visible, with a sub-section 'Basis of eligibility' containing the question 'What is your eligibility category?' and the answer '(c)(3)(B) Student Post-Completion OPT'.

# Review and Submit

## Your statement

Confirm you understand English and all questions on form.

I-765, Application for Employment Authorization

- Getting Started
- About You
- Evidence
- Additional Information
- Review and Submit**

- Review your application
- Your application summary
- Your statement**
- Your signature

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.

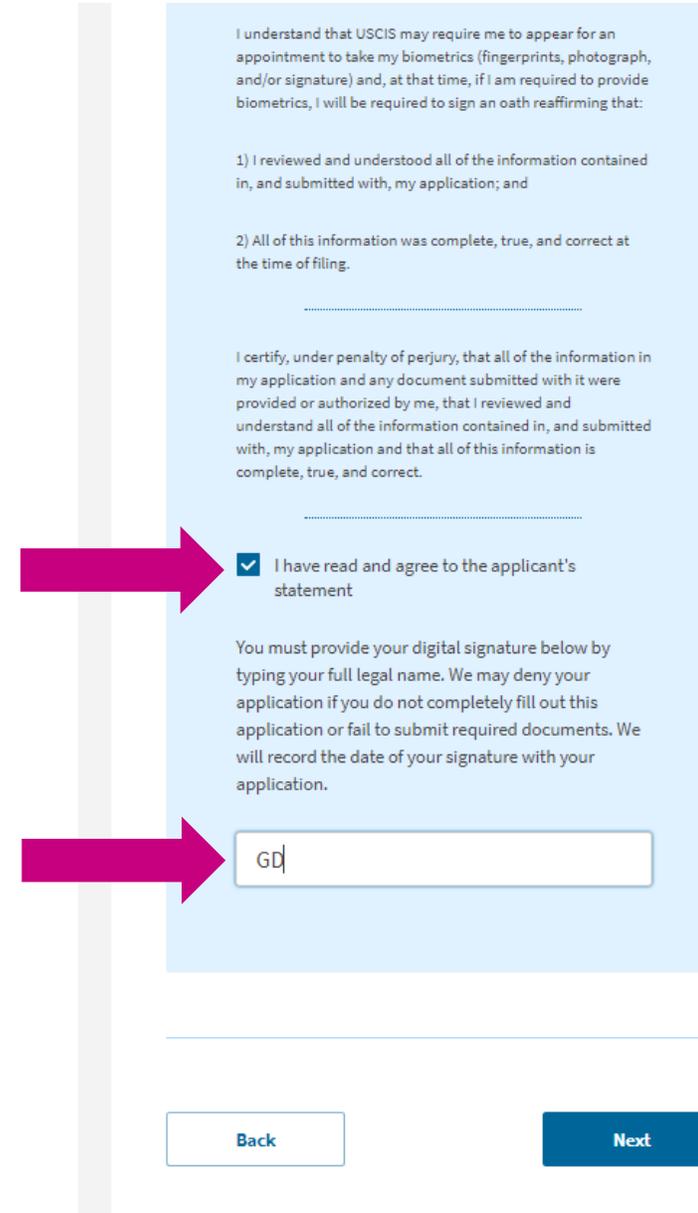
[Back](#) [Next](#)

# Review and Submit

## Your signature

Read and confirm you have read and agree to the applicant's statement.

Provide your digital signature by typing your full legal name.



I understand that USCIS may require me to appear for an appointment to take my biometrics (fingerprints, photograph, and/or signature) and, at that time, if I am required to provide biometrics, I will be required to sign an oath reaffirming that:

- 1) I reviewed and understood all of the information contained in, and submitted with, my application; and
- 2) All of this information was complete, true, and correct at the time of filing.

.....

I certify, under penalty of perjury, that all of the information in my application and any document submitted with it were provided or authorized by me, that I reviewed and understand all of the information contained in, and submitted with, my application and that all of this information is complete, true, and correct.

.....

I have read and agree to the applicant's statement

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.

GD

Back Next

# Review and Submit

## Pay and Submit

Enter secure government portal, Pay.gov.

Pay application fee by ACH withdrawal from bank account or with a credit or debit card.

Your form is submitted after completing your payment.

Do **NOT** pay and submit I-765 without new OPT I-20 from ISSS or any other required evidence or information.

Do **NOT** pay and submit I-765 more than 30 days after ISSS recommended OPT in your SEVIS record.

The screenshot shows the USCIS I-765 application review and submission interface. On the left is a navigation menu with the following items: 'Getting Started', 'About You', 'Evidence', 'Additional Information', 'Review and Submit' (highlighted with a blue bar and an upward arrow), 'Review your application', 'Your application summary', 'Your statement', 'Your signature', and 'Pay and submit'. A large pink arrow points from the 'Pay and submit' button in the menu to the main content area. The main content area has a light blue background and features the USCIS seal at the top. Below the seal, the text reads: 'We will send you to Pay.gov — our safe and secure payment website — to pay your fees and submit your form online.' This is followed by a list of steps: 'Here are the steps in the payment and submission process: 1. Provide your billing information on Pay.gov, 2. Provide your credit card of U.S. bank account information, 3. Submit your payment.' Below the list, it states: 'When you have paid your fee, your form will be submitted.' At the bottom, it says: 'Pay.gov will redirect you to a uscis.gov confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your application through your USCIS online account.' At the very bottom of the main content area is a dark blue button labeled 'Pay and submit'.

**Pay for and submit your application**

The final step to submit your Form I-765, Application for Employment Authorization, is to pay the required fee.

Your application fee is: **\$410**.

**Refund Policy:** By continuing this transaction, you agree that you are paying for a government service and that the filing fee, biometric services fee and all related financial transactions are final and not refundable, regardless of any action USCIS takes on an application, petition or request, or how long USCIS takes to reach a decision. You must submit all fees in the exact amounts.

We will send you to Pay.gov — our safe and secure payment website — to pay your fees and submit your form online.

Here are the steps in the payment and submission process:

1. Provide your billing information on Pay.gov
2. Provide your credit card of U.S. bank account information
3. Submit your payment

When you have paid your fee, your form will be submitted.

Pay.gov will redirect you to a uscis.gov confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your application through your USCIS online account.

**Pay and submit**

# After Submission

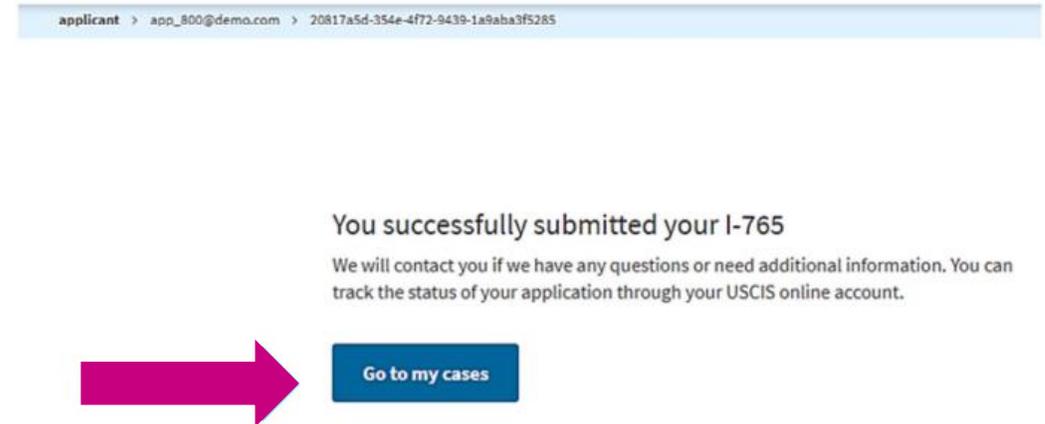
Form submission is confirmed immediately upon payment of fee.

Your receipt number is immediately generated in your *myUSCIS* account.

Click **Go to my cases** to see case information including status, history, and documents.

USCIS processing times vary but expect about 90-100 days.

Do **NOT** begin employment before EAD card is received and the approved OPT start date listed on EAD card.



# After Submission

## Helpful features of USCIS online account

Your receipt notice is available to print. A hardcopy will be mailed to the mailing address entered in I-765.

Additional notices available through account:

- Biometrics notice if applicable
- Request for Evidence (RFE)
- PDF of submitted I-765 form
- Decision notice

Track the status and history of your application.

Upload additional evidence not requested by USCIS such as copies of all previously issued I-20s.

Sign up through account profile to receive case updates via email or text.

## Your Cases

I-765 Application for Employment Authorization  
Submitted on April 13, 2021 | Receipt # IOE9893688931  
[View PDF](#)

Case status Case history **Documents**

### USCIS Notices

File	Date Sent	Action
<a href="#">Receipt Notice.pdf</a>	April 13, 2021	N/A

### Your uploads

You may upload additional evidence that you believe may assist USCIS in adjudicating your application, even if the evidence was not specifically requested. USCIS will consider the timeliness and relevance of unrequested evidence when making a decision about your case.

File	Document	Date added
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### Unsolicited evidence

Unsolicited evidence is any additional information or evidence that we did not request from you. If you upload evidence that we did not request from you, USCIS will consider the timeliness and relevance of this information when making a decision about your case.

[Upload evidence](#)

# Additional Resources

## **USCIS**

[Benefits of a USCIS Online Account](#)

[How to Create a USCIS Online Account](#)

[Sign Up for USCIS account](#)

[Tips for Filing Forms Online](#)

[Technical support with online account](#)

[Checklist of Required Initial Evidence for Form I-765](#)

[USCIS Case Processing Times](#)

## **ISSS**

[Optional Practical Training for F-1 students](#)

[OPT Frequently Asked Questions](#)

[OPT Request E-form](#)

[Find your student advisor](#)

Thank you for using this guide to filing the online I-765.

Please contact [your Emory ISSS advisor](#) for additional assistance.

[www.iss.emory.edu](http://www.iss.emory.edu)

Main office: 404.727.3300

[iss@emory.edu](mailto:iss@emory.edu)



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**International Student  
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