Online I-765 Filing Guidance Sheet

Before applying, please attend an OPT Workshop and review the OPT guidelines/regulations on the OPT page. This guidance sheet should be used for instructional purposes only and should not be constituted as legal advice.

What is OPT?

Optional Practical Training (OPT) is a temporary employment benefit that is available to eligible international students to gain practical training experience directly in their field of study- most commonly after their academic program. OPT allows F-1 students who have been in valid lawful status for one full academic year to be able to engage in employment up to a 12-month period that is directly related to their field of study - on or off-campus. This sheet covers Post-Completion OPT which is post-graduate work authorization for all F-1 students including non-STEM and STEM graduates.

Step One: Obtain your OPT I-20 from UCR ISS Office

REMINDER: You must first receive the OPT I-20 from the UCR ISS Office. Please DO NOT submit your I-765 application to USCIS until you receive your OPT I-20.

Please gather the following items and email them to internationalstudents@ucr.edu. Please allow 7-10 business days for an ISS Advisor/DSO to review your documents and issue your OPT I-20.

- ☐ OPT Request Form
    - Signed by your Academic Advisor (Undergraduate Students) or Graduate Advisor (Graduate Students)
- ☐ Draft Only Form I-765
    - Recommended to complete a paper version of Form I-765 (downloadable via the I-765 website) and submit a practice version to receive feedback from an ISS Advisor
    - Do NOT submit an I-765 to USCIS until you receive an OPT I-20 from UCR ISS Office. You must have an OPT I-20 before submitting your I-765 to USCIS.
    - You can refer to the Sample I-765 as an example, and review the official USCIS I-765 Instruction Sheet
- ☐ Copy of your most recent Form I-94
- ☐ Copy of your most recently issued valid passport or most recently issued F-1 visa
- ☐ (If Applicable) Supporting Documents: Copies of previous CPT I-20, EAD cards, OPT I-20, I-20 with different SEVIS number, or others

Step Two: Gather Final OPT (I-765) Application Documents to Submit to USCIS

Once your OPT documents are reviewed, an ISS Advisor will email your OPT I-20 to your UCR email. Please review your OPT I-20 and sign it at the bottom. Please be sure to submit your documents to USCIS within the OPT eligibility period and within 30 days of OPT I-20 issue date. Here are the documents that USCIS will require:
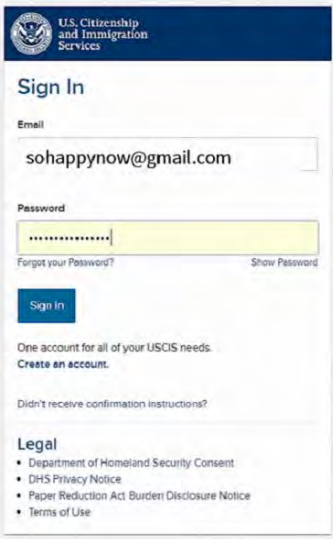
- ☐ Draft Form I-765
    - You can refer to the Sample I-765 as an example
- ☐ OPT I-20 (MUST BE ISSUED BEFORE THE I-765 IS SUBMITTED TO USCIS)
    - The OPT I-20 must have OPT Recommendation from a DSO on the 2nd page. DSO recommendation must be made before the I-765 Application is submitted to USCIS.
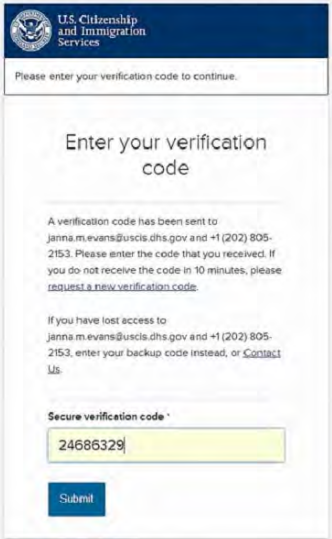
☐ Passport Photo:
- For Online Applications: 1 Digital Copy of your U.S. Passport-style photo

☐ Government Identification:
- For Online Applications: Digital copy of a previous EAD card, valid passport, or most recent F-1 visa

☐ Form I-94

☐ Supporting Documents (if applicable): Copies of previous CPT I-20, OPT I-20, EAD card, I-20 with different SEVIS ID number, or others

☐ $410 USCIS I-765 Fee

- For Online Applications: Debit/Credit Card or Electronic Bank Transfer

Step Three: Create an Online USCIS Account

Go to I-765 Website > Scroll down the I-765 page and click 'File Online' > Create USCIS Online Account

900 University Ave   Phone: 951-827-4113   Fax: 951-827-3778
Skye Hall 321   Email: internationalstudents@ucr.edu
Riverside, CA 92521   Website: international.ucr.edu

091622HN

Step Four: Complete Form I-765

A) Once you log in your account, click on 'File a Form Online'

B) Click on 'Application for Employment Authorization (I-765)'

C) Please make sure to carefully review all the information before officially completing the I-765 form online to submit to USCIS. We recommend having all the required documentation (including the OPT I-20 from UCR ISS Office) beforehand. Please do not skip questions and answer the questions in order. The form has conditional logic, and the next questions will be displayed based on your previous answer. Your data on the form will autosave.

D) For the 12-month Post-Completion OPT, please select **(c)(3)(B) Student Post-Completion OPT**.
The following questions will be similar to the paper Form I-765 format. You can use the Sample I-765 on our website as an example.

Filling Out the Form—Getting Started

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

E) If this is your first time applying for OPT, please select 'Initial Permission to Accept Employment.' Then, for 'Have you previously filed Form 'I-765'? select 'No'
If this is not your first time applying for OPT, please select 'Renewal of my Permission to Accept Employment.' Then for 'Have you previously filed Form I-765'? select 'Yes' and provide evidence (i.e., OPT EAD card, Denial Notice)

Filling Out the Form—Getting Started

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?

F) Answer the questions for the following sections as written in your legal documents

Filling Out the Form—About You

U.S. Citizensh and Immigra Services

- Biographical questions

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

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)
Antony

Middle name

Family name (last name)
Smith

G) Please make sure to have ready your immigration documents including your OPT I-20, passport, most recent I-94 (downloadable at https://i94.cbp.dhs.gov/).
If you do not have a Travel Document Number, A-Number or your USCIS Online Account Number, you may leave these blank.

Filling Out the Form— Your Immigration Information

U.S. Citizensh and Immigra Services

- 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

H) If you do not have a Social Security Number (SSN) and need one, you can request an SSN in this same application. The SSN card will be mailed to you separately.
If you already have an SSN, please provide your SSN.

I) For the 'Evidence' Section, gather the required documentation for **Post-Completion OPT (c)(3)(B)**

- Passport Photo
- I-94
- Most Recent EAD or Government Photo ID
- (If Applicable) Previously Authorized CPT or OPT
- Form I-20 (with OPT Recommendation from a DSO, UCR ISS Office)

Make sure the document files are in proper format. We recommend scanning your documents instead of taking a picture of your documents to make sure your documents are clear and legible.

Filling Out the Form—Formats

U.S. Citizen and Imm Services

- 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

NOT ALLOWED
foreign characters
.doc or .bmp files
special characters
NOT ALLOWED

ق Æ $
Ñ & 国
.bmp .doc
@
.xlsx

Examples of proper formatting for files are:

FamilyName_FirstName_OPTI20.pdf

FamilyName_FirstName_Passport.jpg

Filling Out the Form—Formats
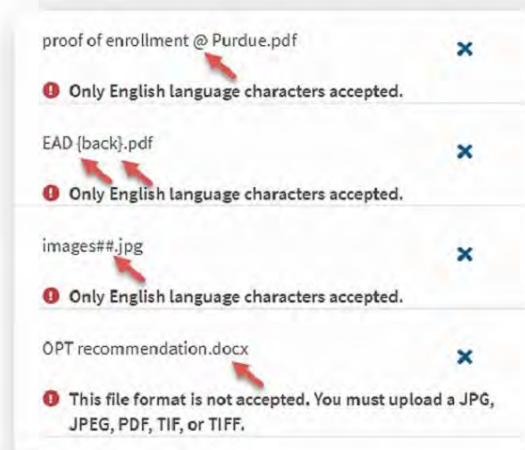
U.S. Citizenshi and Immigrat Services

The only characters allowed in document file name are:

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

***Do NOT use special characters

proof of enrollment @ Purdue.pdf ✕
❗ Only English language characters accepted.

EAD {back}.pdf ✕
❗ Only English language characters accepted.

images##.jpg ✕
❗ Only English language characters accepted.

OPT recommendation.docx ✕
❗ This file format is not accepted. You must upload a JPG, JPEG, PDF, TIF, or TIFF.

Special characters include ! # ~ @ ' $ & ^

J)   Upload a 2x2 Passport Photo in this section

You can use the photo composition tool to adjust your passport photo to the U.S. Department of State standards.

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.

K)   Upload your Most Recent I-94

Your I-94 should reflect your most recent entry to the U.S. Download your most recent I-94 at i94.cbp.dhs.gov.

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.

L)   Upload your previous EAD or a Government Photo ID

If you do not have an EAD, please upload a copy of either your valid passport or your F-1 visa.

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.

M) *(Only If Applicable)* Upload evidence of previously authorized CPT or OPT

If you were authorized for CPT at the current degree level, upload your CPT I-20(s).

If you were authorized for OPT before, upload evidence of your OPT.

If you were not authorized for CPT at the current degree level or OPT before, you can leave this section blank.

Previously Authorized CPT Or OPT

Upload evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.

N) Upload your Form I-20 (with OPT Recommendation from the DSO/ISS Advisor)

This is the **OPT I-20** that the UCR ISS office will issue you. The OPT I-20 must be issued or the OPT recommendation must be made **BEFORE** you submit your I-765 application to USCIS.

Please do NOT submit the I-765 application to USCIS until you receive the OPT I-20 from the UCR ISS office. Once you receive the OPT I-20, you must submit the I-765 application within 30 days from the OPT I-20 issue date.

Make sure that the OPT I-20 is signed by you and an ISS Advisor/DSO.

USCIS will deny any OPT application that does not comply with the rules stated above.

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.

WARNING

If you did not receive your OPT I-20 from the ISS office, please go back to 'Step One.'

O) If you have additional information you need to provide, please complete this section. Examples may include different SEVIS ID Number

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.

+ Add a response

Step Five: Review your I-765 Form before Paying

Review the form for any errors and make sure the required documents are uploaded. **Double-check to see if your OPT I-20 (with OPT Recommendation by the UCR ISS Office issued at a prior date) is uploaded in the 'Form I-20' section. Do NOT submit the I-765 without the OPT I-20.**

Once you submit the payment, you will not be able to make corrections or upload required documents in the proper sections.

Filling Out the Form—Review & Submit

U.S. Citizenship and Immigration Services

Your fee

ⓘ 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.

❗ 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

Before you submit the payment, you can print out a draft I-765.

Step Six: Make I-765 Fee Payment and Submit Application to USCIS

Once you have reviewed your application for any errors and proper documents, you can electronically sign the I-765 and submit your payment.

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.

☑ I have read and agree to the applicant's statement

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 may pay the I-765 fee using your debit card, credit card, or bank transfer.

Filling Out the Form—Paying the Fee

U.S. Citizenship and Immigration Services

- 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

Pay.gov

USCIS I-765

Please select a payment method:

○ I want to pay with a withdrawal from a checking or savings account (ACH)

● I want to pay with a debit or credit card   VISA MasterCard AMEX DISCOVER JCB UnionPay Diners

Cancel   Continue

Once you click on 'Continue', the payment will be processed, and your I-765 application will officially be submitted to USCIS.


Step Seven: Receive Confirmation of I-765 Submission

Once you have successfully submitted your I-765 application, you will receive a confirmation notice and access your I-765 Receipt Notice. Print a copy for yourself.

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
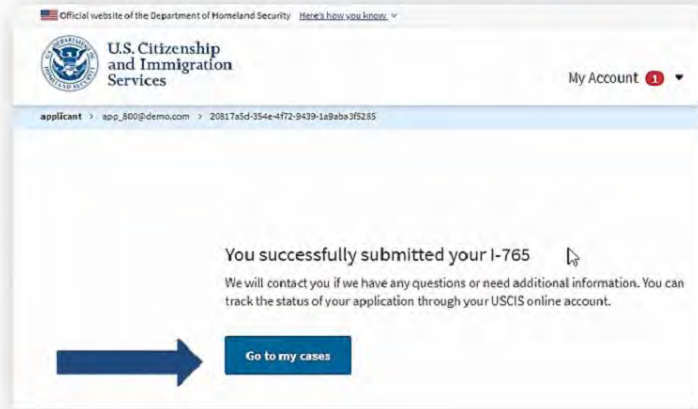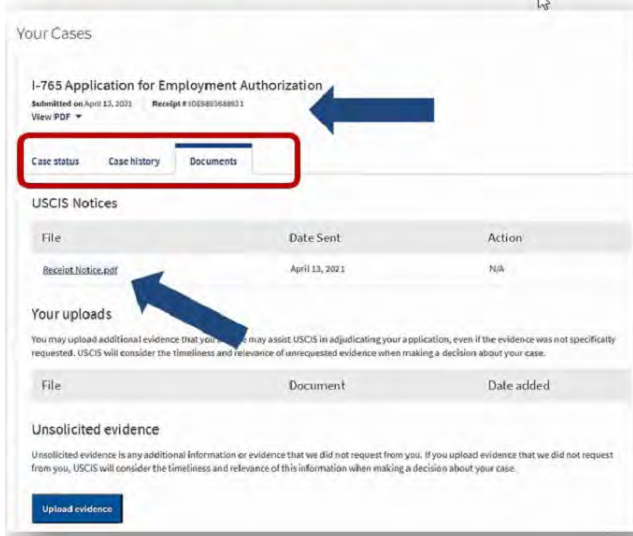
Step Eight: Track your Case

You can track your case through your USCIS online account.

Please monitor your USCIS online account for any time-sensitive notifications such as a Request for Evidence (RFE).

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