Instructions

Please note this presentation is for instructional purposes only. The following screenshots have been provided directly from USCIS. ISSO is not responsible for any changes made to the online application by USCIS.

Ultimately, it is your responsibility to carefully review the USCIS I-765 instructions and I-765 form, and to properly complete and file your application in a timely manner.

You must request an I-20 from ISSO before you begin the I-765 application.

Important Reminders

- **<u>Do not submit an online application if you have already filed by mail.</u>** Duplicate applications may be denied by USCIS.
- You may only file Form I-765 online from within the U.S. You are not eligible to apply for OPT from outside the country.
- While filing Form I-765 online may be quicker and easier than filing by mail, it does not speed up the time required for USCIS to adjudicate your application. See the USCIS website for current processing times.
- <u>Once you submit your application, you cannot go back to edit or change information</u>. Please contact an ISSO advisor immediately if you believe you have provided incorrect or incomplete information when filing Form I-765. Failing to do so can result in Requests for Evidence (RFEs), processing delays, or the denial of your application by USCIS.
- <u>You can still choose to file your I-765 using the paper process.</u> However, as noted above in point (1), please do not file using both methods.

Benefits of Filing Online

- All information is submitted online. There is no mailing or postage cost involved
- You must complete all required fields before the system will allow you to proceed. This may mean less chances that your application will be rejected due to incomplete information
- Immediate receipt number
- You can use the online portal to respond to Requests for Evidence (RFEs)
- Updating your address/contact information in profile is immediate
- Can sign up for alerts on case actions
- You can save your work and come back!!!

Sign Up

Your USCIS account is only for you. Do not create a shared account with family or friends. Individual accounts allow us to best serve you and protect your personal information.

You must provide your own email address below if you are the one who is filing a form online, submitting an online request, or tracking a case.

Email *

Email confirmation *

Your email address is used to log in to your USCIS Account. All USCIS email communications will be sent to this address.
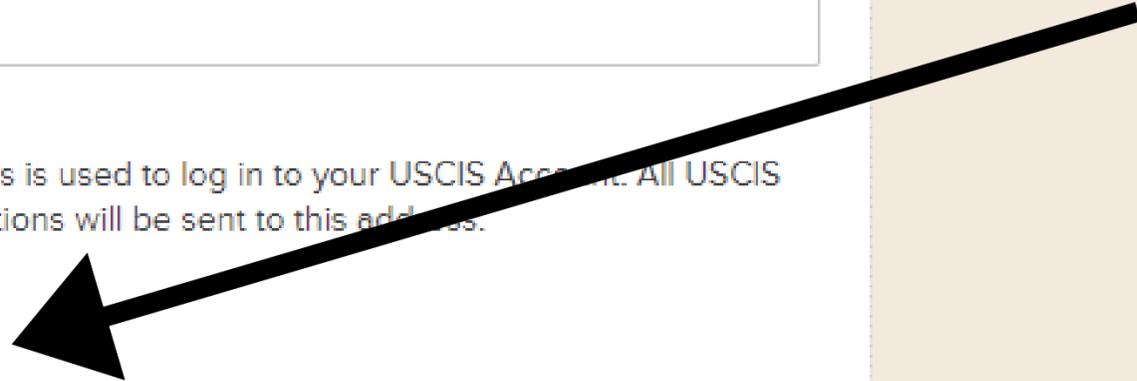
Sign Up

Already have an account?
Sign In

Step 1: Sign-in or create a USCIS Account

If you have previously created an account with USCIS, use that account to sign in. If not, you can use either your personal email address or UNC Charlotte email address.

Account Type

Select an account type:

◯ **I am an applicant, petitioner, or requestor.**

- USCIS only offers certain benefit types for online filing. Please refer to uscis.gov for further guidance.

- You may use this account type to file an online Form I-134A as an individual agreeing to financially support a beneficiary. You may also use this account type if you are a beneficiary of a confirmed online Form I-134 or I-134A.

- You cannot file an H-1B Registration with this account type.

◯ **I am a Legal Representative.**

- I am an attorney eligible to practice law in the United States.

- I am an accredited representative of a qualified organization that is recognized by the Department of Justice in accordance with 8 CFR part 1292.

◯ **I am an H-1B registrant.**

- I am an authorized signatory submitting an H-1B Registration or signing an H-1B Registration to be submitted by a legal representative.

- A registrant account can be used only to submit H-1B Registrations.

- If you are an attorney or accredited representative that requires the submission of a Form G-28 and are submitting H-1B Registrations on behalf of an H-1B employer or agent, you must use a Legal Representative account.

Submit

Welcome to your USCIS Account

Select what you want to do

Edit My Account Profile — Editing your profile includes making changes to your email, password, phone number, security questions, or the two-step verification method and backup code.

Login to a USCIS Service

USCIS — Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community.

FIRST — Submit, manage and receive Freedom of Information Act (FOIA) requests.

myE-Verify — Confirm your records for employment eligibility, track E-Verify or Self-Check case status, and protect your identity by locking your Social Security Number (SSN).

Not sure what service you need? Start at USCIS.gov

Return to top

You may be prompted either of these pages when you first create your account. Please select what is highlighted in red.

Step 2: Click "File a form online"

Step 3: Select Form and Eligibility Category

Select the form you want to file online.

I-765, Application for Employment Authorization ▾

What is your eligibility category?

If your eligibility category is not listed in the drop down menu, you can submit a paper form by mail.

(c)(3)(B) Student Post-Completion OPT ▾

Select "I-765, Application for Employment Authorization"

Select "Choose c(3)(b) Student Post-Completion OPT"

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

Step 5a: Select Eligibility Category

Post-completion OPT begins after graduation or completion of the formal coursework (during thesis, dissertation, or final project).

Choose c(3)(b) Student Post-Completion OPT

Step 5b: Premium Processing

Would you like to request Premium Processing Service?

Premium Processing Service guarantees that USCIS will take one of several possible actions (issue an approval notice, a denial notice, a notice of intent to deny, or a request for evidence or open an investigation for fraud or misrepresentation) on your Form I-765 within 30 days.

If you request premium processing, you will be asked to complete the Form I-907 after you sign your Form I-765. You will then be able to pay for and submit both forms at the same time.

○ Yes

◉ No

Premium processing (PP) guarantees USCIS will process OPT applications within 30 calendar days of receiving the premium processing request. The fee for premium processing is $1,780 ($2,250 all together).

You can discuss with an ISSO advisor before you apply for PP to see if it is the right decision for you.

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

Step 6:
Reason for applying
Post-Completion OPT applicants
should select **Initial permission** to
accept employment.

Have you previously filed Form I-765?
Select "No" if you have not previously
applied for work authorization with an
I-765.

Select "Yes" if you have previously filed
an I-765 (you will be required to upload
a copy of your last EAD card in the
"Evidence" section).

Is someone assisting you with completing this application?

○ Yes

◉ No

Step 7:
Preparer and interpreter information
Select "no" unless someone (e.g., an interpreter) is assisting you with the application.

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

Step 8: Enter your full legal name(s)
Enter your full legal name used on your passport in this section. If you have used any prior names, be sure to select yes to the second question and enter all prior names.

(Other names would apply if you have legally changed your name, have gotten married, etc.)

How may we contact you?

Daytime telephone number

Mobile telephone number (if any)

☐ This is the same as my daytime telephone number.

Email address

Step 9:
Enter your phone number
and email 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**

Step 10:
Enter your U.S. mailing address*

*If your current mailing address is not the same as your physical address, enter your physical address.

**This address is where your EAD card will arrive to. (You can change the address while your application is pending in your USCIS account.)

What is your sex?

Indicate whether you are male or female as provided on your birth certificate issued at the time of birth or issued closest to the time of birth or in secondary evidence you provided to USCIS, if applicable.

○ Male

○ Female

What is your marital status?

○ Single

○ Married

○ Divorced

○ Widowed

Step 12:
Select your gender and marital status

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?

MM/DD/YYYY

IMPORTANT

Be sure to enter your date of birth in **month/day/year format**. Incorrect date of birth formatting is one of the most common EAD card errors. As a reminder, errors caused by incorrect information provided on Form I-765 will require an additional filing fee.

What is your country of citizenship or nationality?

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

▼

+ Add country

Step 14:
Enter your country or countries of citizenship or nationality

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

MM/DD/YYYY

Place of arrival

Status at last arrival

IMPORTANT

Access Your I-94 & Travel History Online
To retrieve your I-94 and travel history information, click <u>here</u>.
If you have trouble accessing your I-94 information, try your prior passport number(s), if possible. If you continue to have issues accessing your I-94 information, email your ISSO advisor.

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?

[MM/DD/YYYY   ]

What country issued your passport or travel document?

[▼]

Step 16:
Enter passport information

Please leave blank as your travel document is your passport.

Your passport must be valid for at least six months into the future while applying for OPT.

What is your current immigration status or category?

F-1 Student, Academic, 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-

Your SEVIS ID number can be found on the top left hand corner of your I-20

Step 17:
Enter your immigration status and SEVIS number

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.

Step 18:
A-Number and USCIS Account Number

Most F-1 students do not have an A-Number or USCIS Online Account Number. If you do not, select the boxes that state you do not know or have the number.

If you have been issued an EAD card in the past, the USCIS # is your A number.
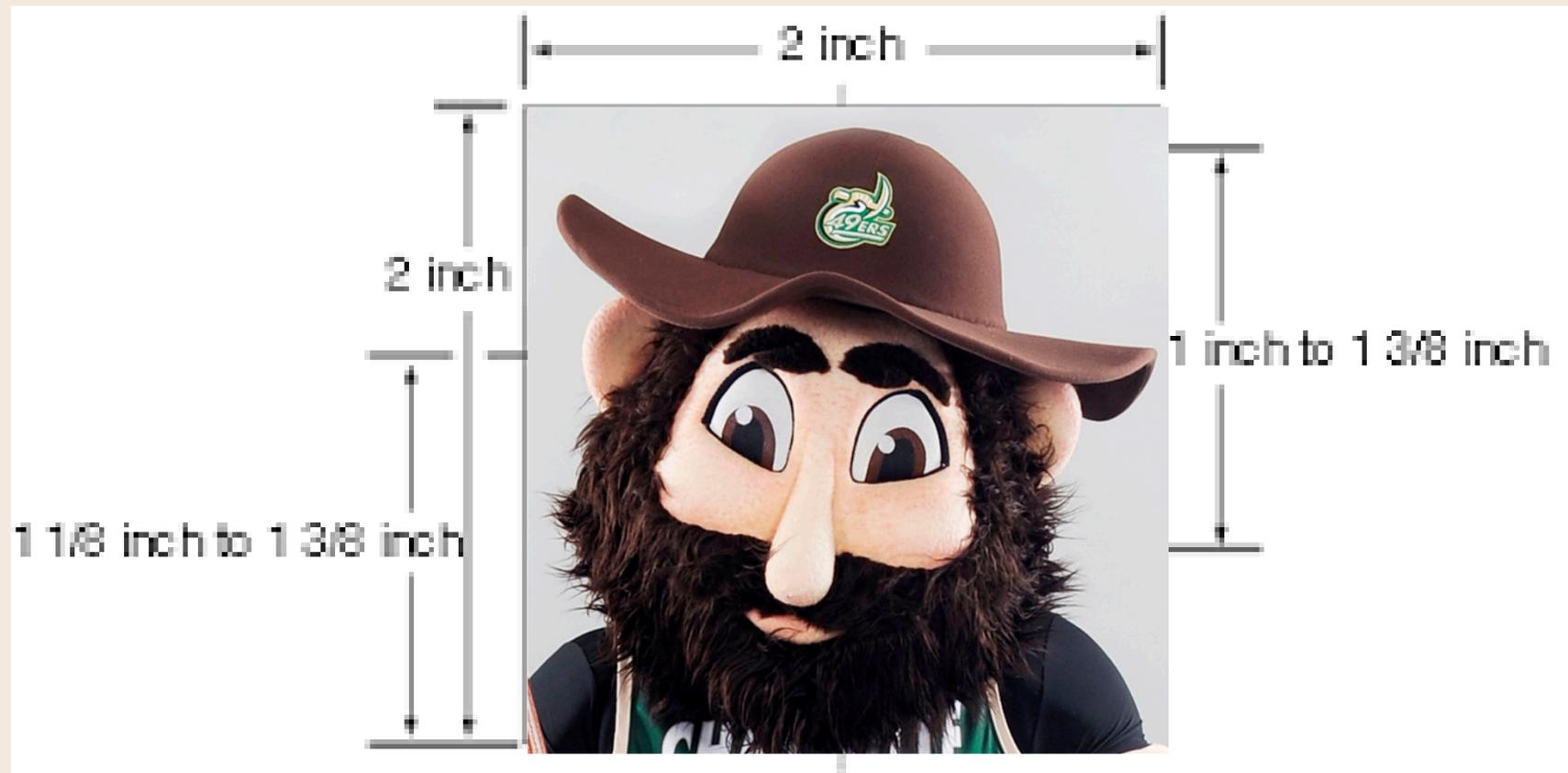
What is your U.S. Social Security number (SSN)?

☐ I do not have or know my U.S. Social Security number.

[   ]

Provide a 9-digit Social Security number.

Step 19:
Social Security Card Question

If you do not have a U.S. Social Security number, you will have to apply for one after your EAD card has arrived in the mail.

Step 20:
Upload 2x2 Color Passport Sized Photo

Passport photos can be taken at Union Station (on campus), USPS, or other drug stores

USCIS requires you either scan them in or take a picture with your phone and upload

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.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

Step 21:
Upload I-94 record OR passport biographical page

IMPORTANT
Access Your I-94 & Travel History Online
To retrieve your I-94 and travel history information, click **here**.
If you have trouble accessing your I-94 information, try your prior passport number(s), if possible. If you continue to have issues accessing your I-94 information, email your ISSO advisor.

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.

- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses

- Maximum size: 6MB per file

Choose or drop files here to upload

Step 22:
Upload Any Prior EAD Cards Issued By USCIS

If you have not been issued an EAD card before, you must upload a government issued identity document.
Example: Passport ID page, Visa, NC State ID, NC Drivers License

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.

- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses

- Maximum size: 6MB per file

Choose or drop files here to upload

Step 23:
Upload evidence of prior approved OPT and/or CPT (past OPT approved I-20s/CPT I-20s suffice)

If you have not previously been authorized for OPT or CPT, please do not upload anything.

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.

- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses

- Maximum size: 6MB per file

Choose or drop files here to upload

Step 24:
Upload OPT-Requested I-20 given to you by ISSO

The ISSO advisor must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. Your application will be denied if it is submitted outside of the 30 days of issuance.

Don't forget to sign your I-20.... IN BLUE PEN INK!!!!

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 25:
Additional Information

SEE NEXT SLIDE IF YOU QUALIFY FOR ADDITIONAL INFORMATION

(if none of these apply to you, you do not have to upload any additional information)

Section

Evidence ▾

Page

College degree ▾

Question

College Degree ▾

Additional information

Previously enrolled at Cornell University, from
8/1/2011 5/15/2015
N009999999
Graduated on 5/15/2015
Bachelors in Mat Sci. Engineering
Transferred to UNC-Charlotte

195/500

If you have done a previous degree level in the US

Section

About You

Page

Your immigration information

Question

What is the passport number of your most recentl...

Additional information

I most recently entered the U.S. on MM-DD-YYYY with passport ######## and was issued I-94 #######. Since this date, I have renewed my passport. The number of my new passport is #######.

185/500

If you have renewed your passport since you last arrived in the US

Section

About You ▾

Page

Your immigration information ▾

Question

What is your current immigration status or category? ▾

Additional information

Previous H-4 status
From 8/2/2017 to 4/29/2018
Exited US on 4/29/2018.
OR
Change of Status approved on 4/29/2018

112/500

If you changed your visa status while a student (ex. H4 to F-1.)

Review the I-765 form information

Print

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

Step 26:
Review Application

Please triple check and review your application. The online I-765 form will indicate if there is any missing information.

View your draft snapshot and SAVE a copy of your application for your own records.

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.

Step 27:

Read and agree to the applicant's statement

Copies of any documents I have submitted are exact photocopies of unaltered, original documents, and I understand that USCIS may require that I submit original documents to USCIS at a later date. Furthermore, I authorize the release of any information from any and all of my records that USCIS may need to determine my eligibility for the immigration benefit that I seek.

....

I furthermore authorize release of information contained in this application, in supporting documents, and in my USCIS records, to other entities and persons where necessary for the administration and enforcement of U.S. immigration law.

....

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

Step 28:
Read and agree to the applicant's statement

USCIS I-765

Payment Information

Payment Amount $470

I want to pay with my

◯ Bank account (ACH)

◯ Debit or credit card

[Continue] Cancel

Step 29:
Pay the $470 filling fee with either a bank account (account and routing number needed) or with a debit/credit card

Payment is taken the next business day, and must be within the 30 days of I-20 issue date

USCIS processing times as of 02/01/2026

80% of cases are completed within

4.5
Months

How to check the status of your case:
(click picture)

CASE STATUS ONLINE

Use this tool to track the status of an immigration application, petition, or request.

Enter a Receipt Number ?

CHECK STATUS

PRIVACY ACT STATEMENT