

# Post-Completion OPT APPLICATION SAMPLE Online application to USCIS

*VISA & IMMIGRATION SERVICE  
ADVISING*



**OLD DOMINION**  
UNIVERSITY

October 2021

# OPT ONLINE APPLICATION CHECKLIST

1. Create a USCIS Online account at [uscis.gov](https://uscis.gov)
2. Complete OPT request form & responsibilities page
3. Approval from your GPD (GR) or Academic Advisor (UG)
4. Completed a DRAFT online I-765 form (See slide 23)
5. Attach the following documents:
  - Copies of passport ID page and F-1 visa stamp
  - I-94 arrival record print-out
  - **A copy OPT I-20 received from us and signed with a wet ink. You will receive this I-20 after we review your OPT application.**
  - Copies of CPT and OPT I-20s (if applicable)
  - Copies of any previous EADs (if applicable)
  - JPEG, JPG, or PNG file of a 2 inches by 2 photo taken within 30 days of filing your application.

The photos must be in color with full face, frontal view on a white to off-white background. Your head must be bare unless you are wearing headwear as required by a religious order of which you are member.



# OPT Request Form

View your addresses in LeoOnline

Enter your academic program info

Enter your requested OPT EAD start date

Start date can be as early as the day after your program end date and must be no later than 60 days after your program end date

SIGN & DATE HERE

Your Academic Advisor (UG) or Graduate Program Director (GR) must complete this section

REQUEST FOR REGULAR OPT		
<b>Personal Information</b>		
Name	_____	UIN _____
Student E-Mail	_____@odu.edu	Phone _____ SEVIS ID# N _____
Current U.S. Address	_____	
This should be <u>your</u> current residential address. If using another address to get your EAD, put it on the I-765—not on this form.		
Need a letter to request your VA Driver's License to be extended for 60 days past program end date? <input type="radio"/> Yes <input type="radio"/> No		
<b>Academic Program Information</b>		
Major	_____	<i>Applied</i> Graduation <input type="radio"/> May <input type="radio"/> August <input type="radio"/> December Year _____
Level:	<input type="radio"/> Bachelors <input type="radio"/> Masters <input type="radio"/> Ph.D.	Expiration Date of Current I-20: _____
Is your major on your I-20 correct? <input type="radio"/> Yes <input type="radio"/> No		
PhD Students ONLY: Will your requested OPT start date be BEFORE your dissertation defense? <input type="radio"/> YES <input type="radio"/> NO		
If yes, did you speak with your immigration advisor about your OPT timeline? <input type="radio"/> YES <input type="radio"/> NO		
<b>Requested Dates for Your OPT EAD Card</b>		
Start Date:	_____ (within 60 days of your program end date)	End Date: _____
<i>I agree to follow the policies and procedures outlined on the Regular OPT Responsibilities Form.</i>		
<i>You may receive an email from Terra Dotta, the software our office uses. PLEASE TAKE NO ACTION.</i>		
Signature	_____	Date _____
<b>Graduate Program Director (Graduate)/ Academic Advisor (Undergraduate)</b>		
• When did or will this student complete his/her coursework? Month _____ Year _____		
• Student's confirmed semester of graduation? <input type="radio"/> May <input type="radio"/> August <input type="radio"/> December 20 _____ OR <input type="radio"/> PhD ABD		
• Student's major: _____		
Signature	_____	Date _____
Name & Title	_____	
Phone	_____	E-Mail _____
<b>FOR VISA USE ONLY</b>		
BANNER	TerraDotta	DMV Letter: Yes NA
SOAHOLD: Yes No	OPT Workshop Date: _____	Shorten Program: Yes NA
SHATERM: _____ (GPA)	Prior CPT/OPT: Yes No	Major Updated: Yes NA
SHADEGR: Yes No	I-765 Version:	New OPT Added: Yes
SPAIDEN: Yes NA		TD Unintegrated: Yes
SFAREGF: _____ #cr. Less than full-time, RLC on file: Yes No		
Comments: _____		



# OPT Responsibilities Form

## Regular OPT Responsibilities Form

All applicants for OPT must ensure they have met all Immigration-mandated requirements and must also show they are aware of the responsibilities to maintain their status. This form will help you be aware of what you must do. Please **INITIAL EACH SECTION** in the space provided to indicate your understanding of the items below. Any changes to the following policies and regulations will be announced on the ISSlist-I listserv, to which all ODU international students must belong. There is a separate F-1 OPT Responsibilities Form for STEM OPT.

While on Regular OPT (12-month authorization), I understand that:

1. I must complete my thesis/project and graduate **before the start date of my OPT**. (This may not apply to Ph.D. students.)
2. **EMPLOYMENT:** I must notify VISA of any information updates while I am on OPT (e.g. name change, address changes, etc.). In addition, I will send VISA a scan of my EAD when I receive it.
3. **TRAVEL:** If I leave and return to the U.S. during my OPT, I must be returning to begin or resume a job upon re-entry and will have proof of my employment, my EAD and my I-20 (with valid travel signature). Travel while my application is pending with USCIS is strongly discouraged.
4. **I-20:** OPT Authorization and dates will be listed on the second page of the I-20. I-20s will not be issued automatically upon OPT approval or employment update, but I may request an updated I-20 if needed.
5. **OPT EMPLOYMENT UPDATES:** I can change employers and/or have multiple jobs as long as all employment is directly related to my major (including volunteer work). If I change my job or become unemployed, I must notify VISA via the OPT Employment Update.
6. **UNEMPLOYMENT:** I have a period of 90 days in which I can be unemployed but remain in the U.S.
7. **CLASS REGISTRATION:** I can register for one or two classes per semester for recreational or professional development reasons but only as a nondegree student.
8. **INSURANCE:** Having health insurance is **STRONGLY** recommended when I am doing OPT, and I am still eligible for the ODU health insurance.
9. **SEVIS TRANSFER:** My OPT will be terminated once my I-20 is transferred from ODU to another school or an I-20 for another degree program is issued.
10. **STEM OPT:** If I am eligible for STEM OPT, I will submit my application to VISA between three and four months before my Regular OPT expires.
11. **POLICY UPDATES:** This responsibilities form is valid for current VISA policies and USCIS regulations. I will follow any regulatory updates, which will be announced on the VISA site and/or via the ISSlist.

*I have read and agree these regulations.*

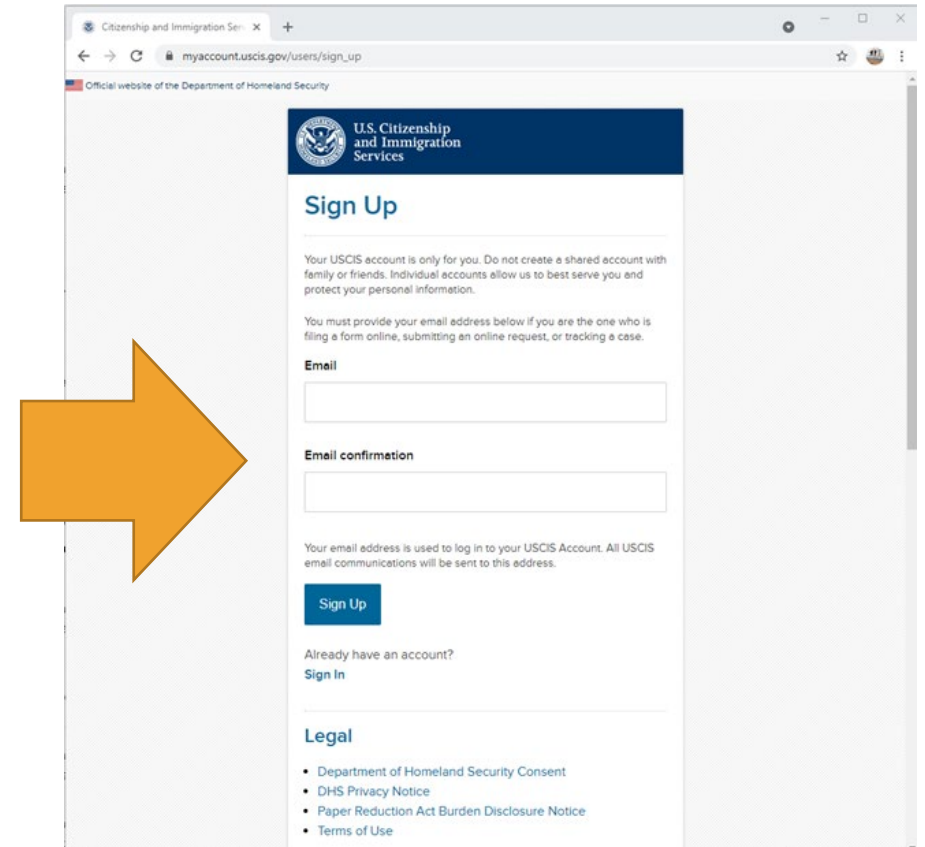
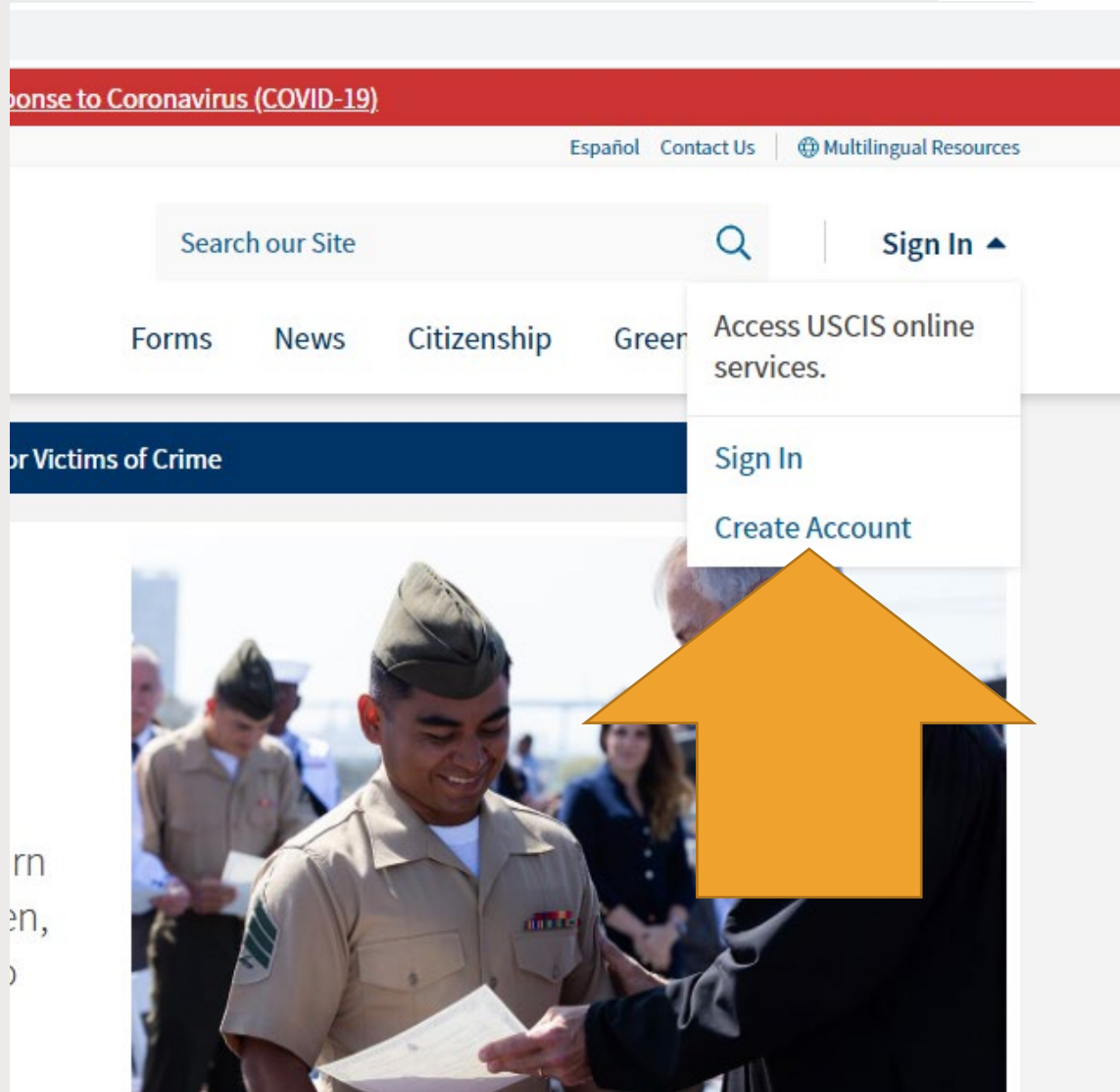
Student Name (Print) & UIN

Student Signature    Date

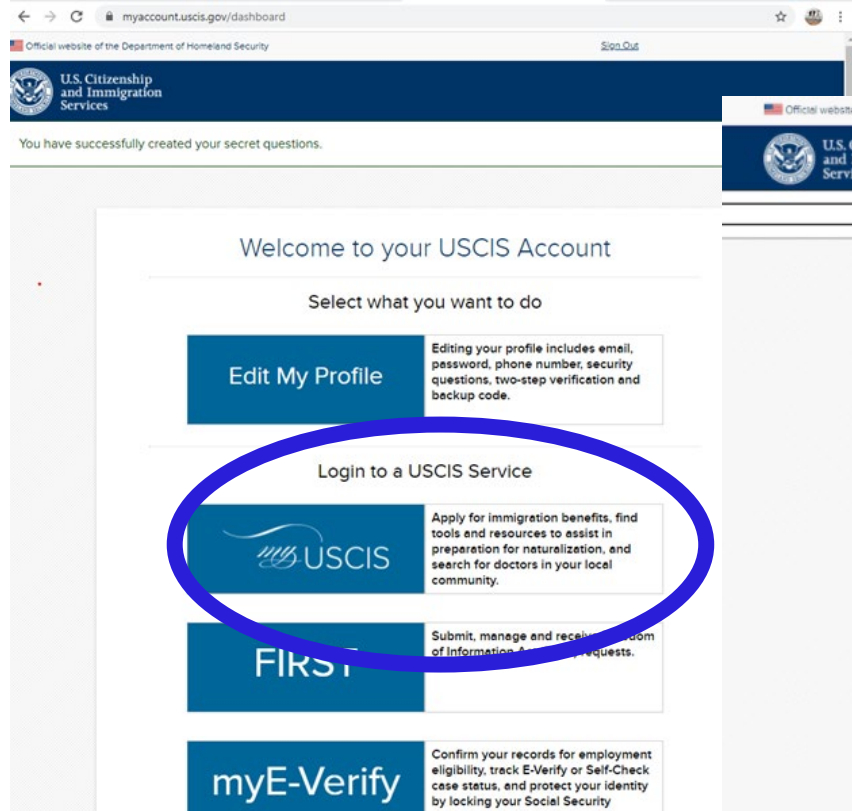
**CAREFULLY READ AND  
SIGN THE  
RESPONSIBILITIES FORM**



# Create your account at USCIS.GOV



# Create your account



Official website of the Department of Homeland Security

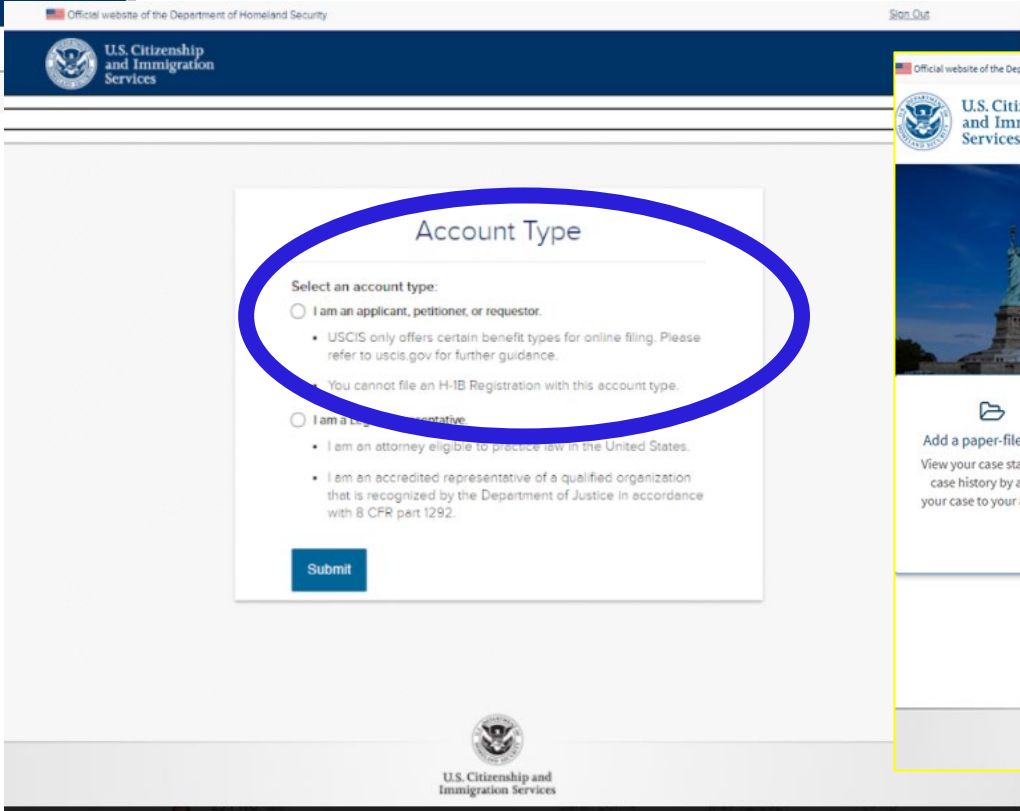
U.S. Citizenship and Immigration Services

You have successfully created your secret questions.

### Welcome to your USCIS Account

Select what you want to do

- Edit My Profile**  
Editing your profile includes email, password, phone number, security questions, two-step verification and backup code.
- Login to a USCIS Service**  
Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community.
- First Step**  
Submit, manage and receive Freedom of Information Act 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



Official website of the Department of Homeland Security

U.S. Citizenship and Immigration Services

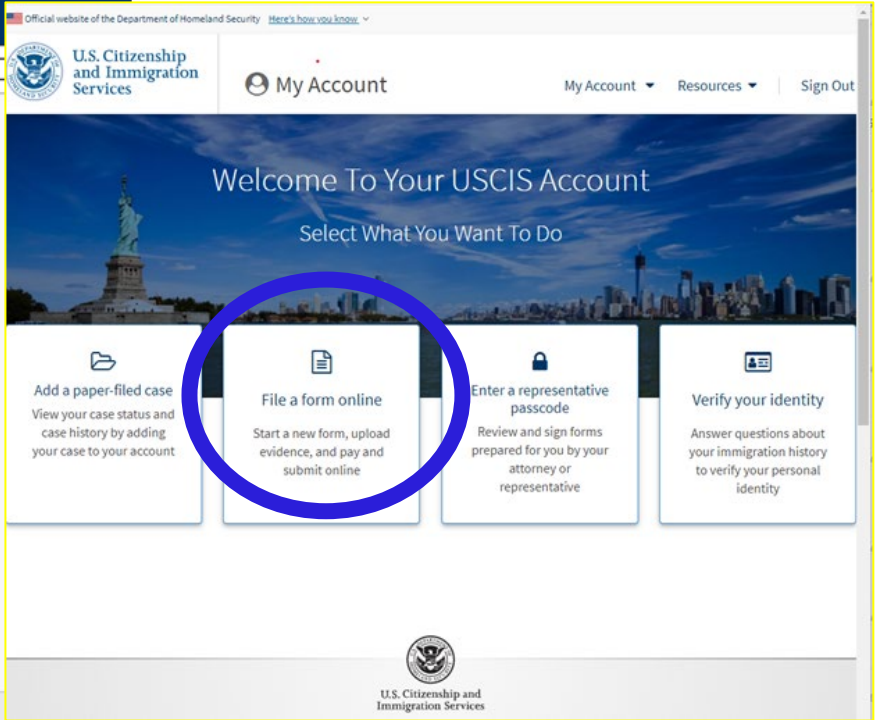
### Account Type

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](https://uscis.gov) for further guidance.
  - 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.

**Submit**

U.S. Citizenship and Immigration Services



Official website of the Department of Homeland Security [Here's how you know](#)

U.S. Citizenship and Immigration Services

My Account My Account Resources Sign Out

### Welcome To Your USCIS Account

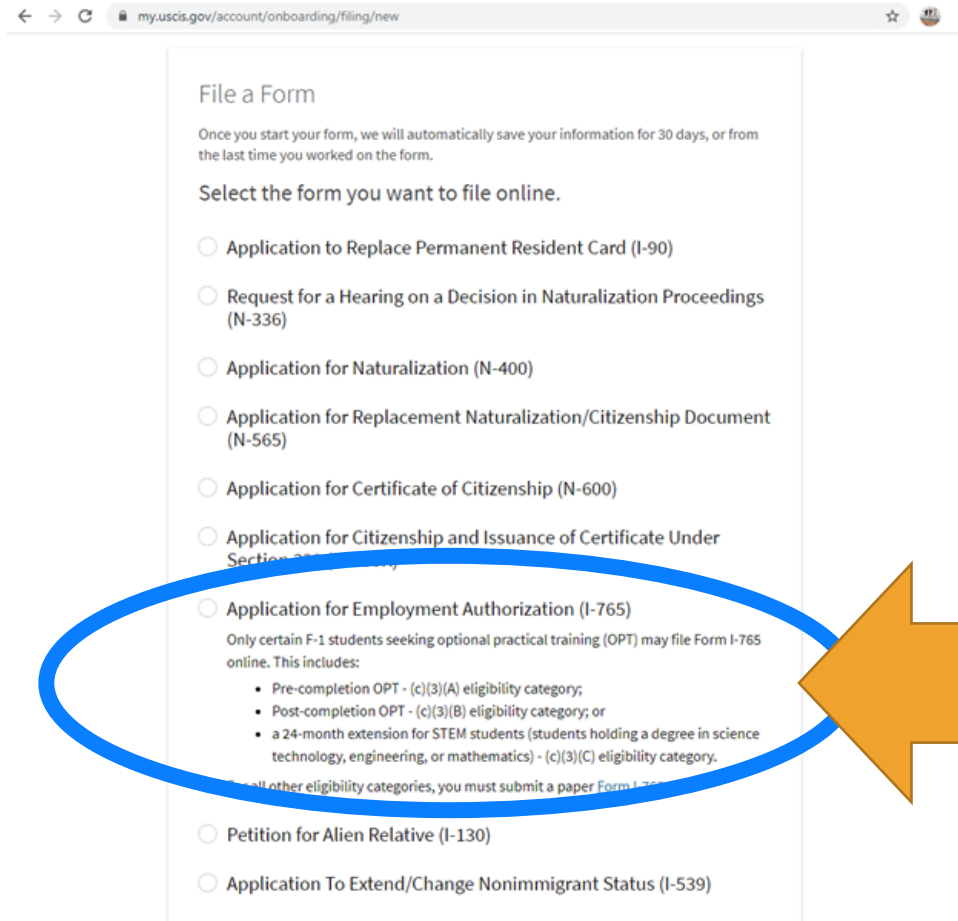
Select What You Want To Do

- Add a paper-filed case**  
View your case status and case history by adding your case to your account
- File a form online**  
Start a new form, upload evidence, and pay and submit online
- Enter a representative passcode**  
Review and sign forms prepared for you by your attorney or representative
- Verify your identity**  
Answer questions about your immigration history to verify your personal identity

U.S. Citizenship and Immigration Services



# Online I-765 Form – Post Completion Regular OPT



File a Form

Once you start your form, we will automatically save your information for 30 days, or from the last time you worked on the form.

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 316
- 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.For all other eligibility categories, you must submit a paper Form I-765.
- Petition for Alien Relative (I-130)
- Application To Extend/Change Nonimmigrant Status (I-539)

Your application will auto save a draft as you go through. BUT the draft will delete if you do not have any updates within 30 days.



# Online I-765 Form – Post Completion Regular OPT

The screenshot shows the 'I-765, Application for Employment Authorization' form. The page title is 'I-765, Application for Employment Authorization'. The main heading is 'What is your eligibility category?'. A large orange arrow points to the dropdown menu. The dropdown menu is open, showing three options: 'c(3)(A) Student Pre-Completion OPT', 'c(3)(B) Student Post-Completion OPT', and 'c(3)(C) STEM Extension'. The 'Next' button is highlighted in blue.

**IMPORTANT!!!**  
**C(3)(B) FOR REGULAR OPT**  
**C(3)(C) FOR STEM OPT**

The screenshot shows the 'I-765, Application for Employment Authorization' form. The page title is 'I-765, Application for Employment Authorization'. The main heading is 'What is your reason for applying?'. A large orange arrow points to the radio button options. The options are: 'Initial permission to accept employment' (selected), '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', and 'Renewal of permission to accept employment'. Below this, there is a question 'Have you previously filed Form I-765?' with 'Yes' and 'No' radio buttons. The 'No' option is selected. The 'Next' button is highlighted in blue.

**STEM OPT students:**  
**Select "YES"**  
**Or if you have files I-765 previously for any reason**





# Online I-765 Form – Post Completion Regular OPT



My Account ▾ Resources ▾ Sign Out

I-765, Application for  
Employment Authorization

Getting Started ^

Select "No"

Information

About You ▾

Evidence ▾

Additional Information ▾

Review and Submit ▾

Is someone assisting you with completing this application?

Yes

No


Back


Next




# Online I-765 Form – Post Completion Regular OPT


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 

### 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


Select "Yes" if you used other names in any other legal documents.



# Online I-765 Form – Post Completion Regular OPT

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

- Use name exactly as it is on your Passport
- Type Full Family Name
- Type Full Given Name



Select “Yes” if you used other names in any other legal documents.



- 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

### How may we contact you?

Daytime telephone number

Mobile telephone number (if any)  
 This is the same as my daytime telephone number.

Email address



**If you don't have a US cell phone, leave it blank, it does not accept int'l numbers.**

### 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  
       



**IMPORTANT!!! THIS IS THE ADDRESS TO WHICH YOUR EAD CARD WILL BE MAILED**

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

- Yes
- No

# Online I-765 Form – Post Completion Regular OPT

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 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?

---

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

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

---

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



# Online I-765 Form – Post Completion Regular OPT

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

What is your country of citizenship or nationality?  
List all countries where you are currently a citizen or national.

+ Add country

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

Retrieve I-94:  
i94.cbp.dhs.gov  
I-94 can be retrieved  
within 5 years of entry

Name of the Port of  
Entry city,  
for example:  
Washington DC,  
Atlanta, New York

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?

What is your current immigration status or category?

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.

Back End

Your SEVIS # from  
your current I-20

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.

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

Back

Next



If you've had an EAD card before, include the USCIS# written on the card here.



If you Select Yes - You'll be asked to include your SSN #

If you Select No, then we recommend you select Yes to the next question.

# 2x2 Photo Requirement

The screenshot shows the U.S. Citizenship and Immigration Services (USCIS) website interface. The header includes the USCIS logo and navigation links for "My Account", "Resources", and "Sign Out". The main content area is titled "I-765, Application for Employment Authorization" and features a sidebar with navigation options: "Getting Started", "About You", "Evidence", "Additional Information", and "Review and Submit". The "Evidence" section is expanded to show "2 x 2 photo of you".

### 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 photos.

#### File requirements

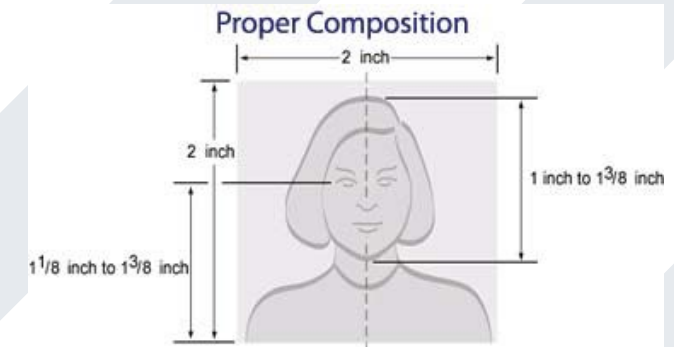
- Clear and readable
- Accepted file formats: JPG, JPEG, or PNG
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

Back Next

## JPG, JPEG or PNG Only

- 2 identical color passport-style photographs taken recently
- white to off-white background, be printed on thin paper with a glossy finish
- Glasses are not allowed
- Directly facing camera with a neutral expression, eyes are clearly visible
- Head centered and sized between 1" and 1.4" (25 and 35 mm)





# I-94 Arrival Record\*

\*If you changed your status in the US, please upload a copy of the approval notice from USCIS

The screenshot shows the 'I-94, Arrival And Departure Record' upload page. On the left is a navigation menu with options: Getting Started, About You, Evidence (expanded), Additional Information, and Review and Submit. Under 'Evidence', there are sub-items: 2 x 2 photo of you, Form I-94 (selected), Employment Authorization Document, Previously authorized CPT or OPT, and Form I-20. The main content area is titled 'I-94, Arrival And Departure Record' and includes instructions on what to upload (Form I-94, printout, or passport), information about electronic vs. paper forms, and file requirements (clear, readable, accepted formats, no encryption, English translation, character rules, and 6MB max per file). A file upload area contains a 'Choose' button and a 'Drop files here to upload' instruction. At the bottom are 'Back' and 'Next' buttons.

- Retrieve I-94: [i94.cbp.dhs.gov](http://i94.cbp.dhs.gov)
- I-94 can be retrieved within 5 years of entry
- The electronic I-94 record is only one page
- The paper I-94 issued before May 2013 has front and back side

The screenshot shows the 'U.S. Customs and Border Protection' website for 'Admission (I-94) Number Retrieval'. It features a search bar with 'I-94 FAQ' selected. Below the search bar, it displays the 'Admission (I-94) Record Number: 69000888062' and the 'Admit Until Date (MM/DD/YYYY): 10/10/2012'. A section titled 'Details provided on Admission(I-94) form:' lists the following information:

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 screenshot shows the back side of a paper I-94 Arrival Record. At the top, it displays the 'Departure Number: 813106b3b 11'. Below this is the 'Department of Homeland Security' logo and the text 'CBP I-94A (11/04) Departure Record'. A circular stamp from the 'U.S. CUSTOMS AND BORDER PROTECTION' is visible, dated '09/17/2007' with 'L1' and '12345' markings. The form fields include: 'Family Name: SAMPLE', 'First (Given) Name: AHMET', 'Country or Citizenship: PAKISTAN', and 'Birth Date (Day, Mo, Yr): 22, 12, 50'. At the bottom, it shows the record number '20041122 US-VISIT 20050207 MULTIPLE' and instructions to 'See Other Side' and 'STAPLE HERE'.



# Other Supporting Documents

*Prepare to upload your saved docs, pay attention to type, size & naming requirements listed under “File Requirement”.*

The screenshot shows the 'I-765, Application for Employment Authorization' interface. On the left is a navigation menu with options: 'Getting Started', 'About You', 'Evidence', 'Additional Information', and 'Review and Submit'. The 'Evidence' section is expanded, listing '2 x 2 photo of you', 'Form I-94', 'Employment Authorization Document', 'Previously authorized CPT or OPT', and 'Form I-20'. The 'Employment Authorization Document' item is selected. The main content area is titled 'Employment Authorization Document Or Government ID' and contains the following text: '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.' Below this is a 'File requirements' section with a bulleted list: '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', and 'Maximum size: 6MB per file'. At the bottom of the main content area is a dashed box with the text 'Choose or drop files here to upload'. At the very bottom are two buttons: 'Back' and 'Next'.

Documents to upload in this section:

- Passport Biographical Page
- Visa stamp page
- EAD card (if you received one before)

# Previously authorized CPT or OPT

*Prepare to upload your saved docs, pay attention to type, size & naming requirements listed under “File Requirement”.*

The screenshot shows the 'I-765, Application for Employment Authorization' interface. On the left is a navigation menu with the following items: 'Getting Started', 'About You', 'Evidence' (which is expanded to show '2 x 2 photo of you', 'Form I-94', 'Employment Authorization Document', 'Previously authorized CPT or OPT', and 'Form I-20'), 'Additional Information', and 'Review and Submit'. The main content area is titled 'Previously Authorized CPT Or OPT' and contains the following text: 'Upload evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.' Below this is a section for 'File requirements' with a bulleted list: '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', and 'Maximum size: 6MB per file'. A dashed box contains the text 'Choose or drop files here to upload'. At the bottom are 'Back' and 'Next' buttons.

- Make sure to include all previous CPT and OPT I- 20's.
- If you've had OPT before, upload any previous OPT EAD cards too.



# OPT I-20

## 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-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

Back

Next

Upload your New OPT Request I-20 in this section. Please ensure that the OPT /STEM OPT requested dates are correct on page 2 of the OPT I-20

You CANNOT submit OPT application to USCIS without an OPT I-20 from our office

# Application Submission to USCIS

- Review your entire I-20 but especially OPT information on the second page of the new I-20. Should there be any errors, VISA must be notified immediately.

- OPT Endorsement on I-20

## EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	REQUESTED	02 SEPTEMBER 2021	01 SEPTEMBER 2022

- STEM OPT Endorsement on I-20

## EMPLOYMENT AUTHORIZATIONS

TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	APPROVED	01 JULY 2020	30 JUNE 2021
STEM OPT	FULL TIME	REQUESTED	01 JULY 2021	30 JUNE 2023

- Remember, your application must be submitted to USCIS no later than:
  - 30 days after your I-20 has been issued OR
  - before your 60-day grace period end date OR
  - Regular OPT EAD card end date (for STEM OPT)



# Proof of Enrollment | Proof of Enrollment | Institution Accreditation

Please Skip These Sections if Applying for regular Post-Completion OPT

The image displays three sequential screenshots of the USCIS I-765 application form, illustrating the 'Proof of Enrollment' section for different types of applicants. Each screenshot shows the top navigation bar with the USCIS logo and 'U.S. Citizenship and Immigration Services' text, along with 'My Account' and 'Resources' links. The main content area is titled 'I-765, Application for Employment Authorization' and includes a left-hand navigation menu with options like 'Getting Started', 'About You', 'Evidence', and 'Additional Information'. The 'Evidence' section is expanded in all three screenshots, showing a list of required documents: '2 x 2 photo of you', 'Form I-94', 'Employment Authorization Document', 'Proof of enrollment', 'Previously authorized CPT or OPT', and 'Form I-20'. A large dashed box with the text 'Choose or drop files here to upload' is present in each screenshot, indicating where the applicant would upload their evidence. The 'Next' button is highlighted in blue in each screenshot, suggesting the user is progressing through the application.

**Proof of Enrollment**

Upload evidence of having been lawfully enrolled on a full-time basis for one full academic year at a college, university, conservatory, or seminary approved by the U.S. Immigration and Customs Enforcement (ICE) Student and Exchange Visitor Program (SEVP) for attendance by F-1 foreign students.

**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

**College Degree**

Upload evidence the degree that is the basis for the STEM OPT extension is in one of the degree programs currently listed on the [STEM Designated Degree Program List](#) or a copy of your prior STEM degree.

**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

**Institution Accreditation**

Upload evidence that the institution that granted your STEM degree is currently accredited by the U.S. Department of Education and certified by the Student Exchange and Visitor Program (SEVP), if this STEM OPT extension is based on a previously earned STEM degree.

**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

# Additional Information

Official website of the Department of Homeland Security [Here's how you know](#)



U.S. Citizenship  
and Immigration  
Services

My Account | Resources | Sign Out

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.

+ Add a response

Back

Next

You can submit additional information in this section. Such as:

- Changed status to F1 in the US. Date of approval and previous visa status
- Have had a different SEVIS number before



## I-765, Application for Employment Authorization

- Getting Started
- About You
- Evidence
- Additional Information
- Review and Submit**
- Review your application
- Your application summary
- Your statement

### 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 clicking on each application section using the site navigation.

We also prepared a draft case for you.

[View draft snapshot](#)

#### Getting Started

##### Basis of eligibility

What is your eligibility category? c(3)(B) Student Post-Completion OPT

What is your degree? -

What is your employer's name as listed in E-Verify? -

What is your employer's E-Verify company identification number or a valid E-Verify client company identification number? -

##### Reason for applying

What is your reason for applying? Initial permission to accept employment

**VERY IMPORTANT!!!!**  
**Please print the draft version of the I-765 form to email us for a review.**

**Do not submit your I-765 form without an OPT I-20 from our office. Your application will be denied.**





# Review and Applicant's statements

Official website of the Department of Homeland Security [HERE IS HOW YOU KNOW](#)



U.S. Citizenship and Immigration Services

My Account | Resources | Sign Out

## I-765, Application for Employment Authorization

- Getting Started
- About You
- Evidence
- Additional Information

### Review and Submit

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

### 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

## 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 Declaration and Certification

You must read and agree to the certification below. If you knowingly and willfully falsify or conceal a material fact or submit a false document with your application, we can deny your application and may deny any other immigration benefit. You may also face criminal prosecution and penalties provided by the law.



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.

### 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.

PLEASE SIGN!



# \$410 Payment

Once you submit the application, you will be redirected to Pay.Gov for payment.



## 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



[Cancel](#)

[Continue](#)

