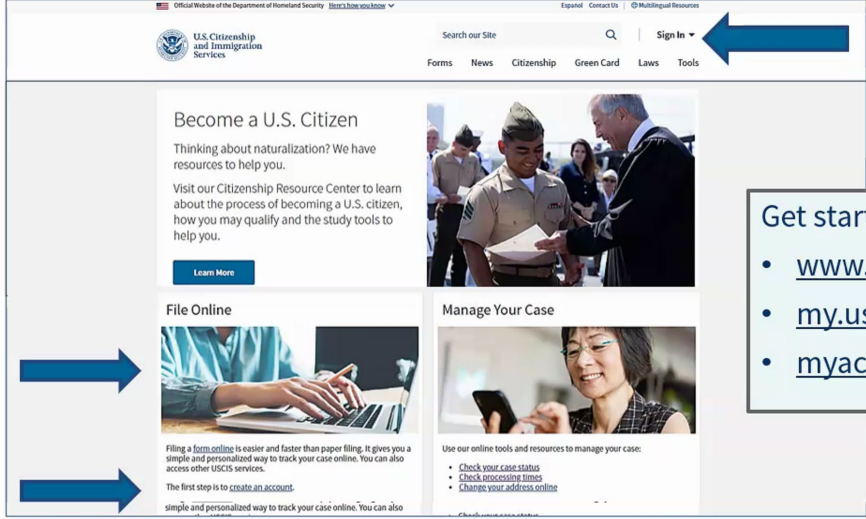


Screenshots to Guide You Through the OPT Online Application

Create an Account or Sign In



Get started at:

- www.uscis.gov
- my.uscis.gov
- myaccount.uscis.gov

Create your account at <https://myaccount.uscis.gov>.

Learn About the USCIS Online Account



www.uscis.gov/file-online

- Filing tips and videos
- Helpful questions & answers
- Resources for attorneys and representatives
- Password resets and how to get technical support



If you need them, there are online help guides available at www.uscis.gov/file-online.

Account Sign In



- Enter your email address & password
- System will send you one-time PIN
- Repeat these steps every time you login

Click on Create an Account to set up your account OR log in to an existing account. **Bookmark this page for easy use later!** If you are setting up an account use a **personal non-NLU email** that you will have access to forever. That way, you do not need to recreate an account after you leave NLU.

Account Onboarding



Once you have logged in, click on “File a form online” to begin your application process.

Screenshots to Guide You Through the OPT Online Application

Our Online Forms

- 11 forms available through USCIS online account
- Form I-765 is near the bottom of the list
- Note the eligibility categories

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 322 (N-600K)
- ☐ Petition for Alien Relative (I-130)
- ☐ Application To Extend/Change Nonimmigrant Status (I-539)
- ☒ 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.

Select “Application for Employment Authorization (I-765)” from the drop down list.

Form Overview

I-765, Application For Employment Authorization

Certain foreign nationals who are in the United States may file Form I-765, Application for Employment Authorization, to request employment authorization and an Employment Authorization Document (EAD). Other foreign nationals whose immigration status authorizes them to work in the United States without restrictions may also use Form I-765 to apply for an EAD that shows such authorization.

Foreign nationals may also apply for a Social Security number and card on Form I-765.

If you are a lawful permanent resident, a conditional permanent resident, or a nonimmigrant only authorized for employment with a specific employer under 8 CFR 274a.12(b), do not use Form I-765.

Learn more about [employment authorization](#).

☒ Before You Start Your Application

☒ Eligibility

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.

- Eligibility
- Application fee
- Required evidence
- Biometrics requirements
- How to track your case
- Requests for evidence
- Getting a decision

Review the information on this page carefully. It will tell you everything you need to file online. **Make sure you have all the items on the list of required evidence prepared before starting your application.** Answer the form questions in order – do not skip ahead. The form has conditional logic that will display the next set of questions according to your answers. **Go in order so that you only see the questions you need to complete. The form will autosave your answers in each section.**

Viewing Janna Evans ((G... ▾

U.S. Citizenship and Immigration Services

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

15

You will be applying for **(c)(3)(B) Student Post-Completion OPT**. Make sure that you select this category.

The screenshot shows the 'Filling Out the Form—Getting Started' section of the OPT Online Application. The U.S. Citizenship and Immigration Services logo is in the top right corner. The form has two main sections. The first section, 'What is your reason for applying?', has three radio button options: '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', and 'Renewal of permission to accept employment'. A blue arrow points to the first option. The second section, 'Have you previously filed Form I-765?', has two radio button options: 'Yes' and 'No'. To the right of the form, there are two bullet points: '• Why are you applying?' and '• Did you submit Form I-765 previously?'.

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?

You must select **“Initial permission to accept employment.”** If you have ever filed form I-765 before (even if it was denied), you must say Yes.

Remember: you can only apply for OPT if you have not already done OPT at this or a higher educational level. **If you have already done OPT at the same level, or have done OPT previously at a higher level, do not apply. You are not eligible and will not be refunded.** If you did not disclose this to the ISSS office and have already received your OPT I-20, please contact us immediately to cancel your recommendation and discuss your next steps.

Viewing Janna Evans ((G... ▾

Filling Out the Form— Your Immigration Information

- 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. Citizenship and Immigration Services



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

The next sections in the application will ask information about you. You will need your [I-94](#), passport, and I-20 to complete the immigration information section. You will generally not have A-Number or USCIS account number. It is ok to leave these blank.

If you want NLU to receive your mail after filing this OPT application, use the following address for the mailing address:
National Louis University
122 S Michigan Ave
Chicago, IL 60603

Use your own address of where you physically live where it asks you for your physical address.

Filling Out the Form— Your Immigration Information

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

- If yes, you need to give us authorization to submit your request to SSA
- Enter your father's first and last name, and your mother's first and last name



U.S. Citizenship and Immigration Services



If you do not have a social security number (SSN) already issued, you can apply for it at the same time as you apply for your EAD card!

Note: do not say yes if you were already issued an SSN and have simply misplaced your card. Contact your local Social Security Office to apply for a replacement document (non-citizens must apply for replacement cards in person).

Filling Out the Form—Evidence



All F-1 I-765 applicants must provide:

- Passport-style photograph
- I-94 card, travel document, or electronic I-94
- Most recent EAD, if you have one, or government-issued photo ID
- Proof of enrollment at SEVP-certified school



***Other evidence depends on student's category. See this checklist for details:

www.uscis.gov/forms/filing-guidance/checklist-of-required-initial-evidence-for-form-i-765-for-informational-purposes-only

Post-completion OPT (c)(3)(B)

- All prior SEVIS numbers and proof of previously authorized CPT / OPT and corresponding academic level—include under **Additional Information**
- DSO must enter OPT recommendation in SEVIS within 30 days before you submit I-765, if not, we will deny OPT request

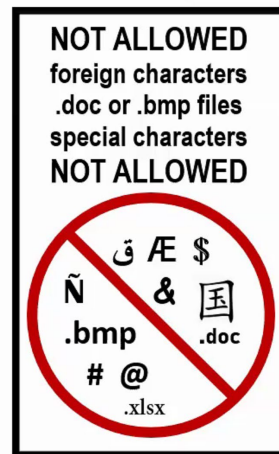


You will be given an I-20 showing your OPT recommendation. **Your I-20 must be printed and physically signed (in ink) before uploading.** Do not electronically sign or insert a digital signature on an I-20. This must be uploaded or your application will be denied.

Review the formatting requirements required for your uploads (see next page). It is your responsibility to format your documents properly for USCIS, according to their instructions.

Filling Out the Form—Formats

- 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

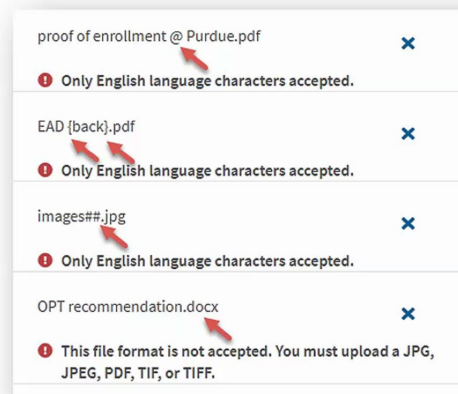


Filling Out the Form—Formats

The only characters allowed in document file name are:

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

***Do NOT use special characters



If you use a formal scanner/copier, you will be creating documents. Documents must be in PDF, JPG/JPEG, or TIF/TIFF formats only. Photos taken with a camera must be formatted as a JPG/JPEG or PNG only. **When naming your documents, use English only.** Characters in other language will cause your file to be rejected. The only characters accepted in your titles are periods [.] , hyphens [-] , underscores [_] or parentheses [()] . Do not use any special characters.

Examples of proper formatting are:

FamilyName_FirstName_OPTI20.pdf

FamilyName_FirstName_Passport.jpg

It is highly recommended that you do not take pictures. We recommend scanning your documents from a scanner/copier machine and uploading “clean” clearly-legible PDFs, free of shadows, and with nothing in the “background” – no fingers, tabletops, other paperwork, etc.

Filling Out the Form—Review & Submit



Your fee

i 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.

i 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

Filling Out the Form—Review & Submit



The image shows the top portion of the I-765 form. It includes the USCIS logo, the title 'Application for Employment Authorization', and the form number 'Form I-765'. Below this, there are sections for 'Personal Information' (Name, Date of Birth, Address), 'Education' (Degree, Institution), and 'Employment History' (Employer Name, Address, Dates of Employment). The form is partially filled out with sample data.

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](#)

Getting Started

Basics of eligibility

What is your eligibility category?

c(3)(A) Student Pre-Completion
OPT

Before moving to payment, the application will check for errors and notify you if you may need to edit your response. **Errors will NOT be checking your answers for accuracy – you must make sure that the data you provided in your application is correct.** An “error” simply means you may have missed something on the application or formatted something incorrectly. If an error is highlighted in **red**, it must be corrected before you can submit your application. A “yellow” error calls your attention to something that *may* need correction. Review it to make sure your information is correct. If it is, you can submit without changing your response.

STOP: DO NOT move to the next step of payment and submission of your application until *after* you have had your OPT appointment, received your OPT I-20, and uploaded this evidence to your application. You will be preparing a draft of your I-765 for review at this time. Download the draft snapshot and send it to me at moriti@nl.edu

Screenshots to Guide You Through the OPT Online Application

After reviewing your draft I-765, you will receive an email with any corrections. You will then be offered the opportunity to schedule your OPT appointment. After you have had your appointment, received your OPT I-20, and uploaded it to your application, proceed to the submission and payment page.

The screenshot shows the 'Filling Out the Form—Applicant's Declaration & Certification' page. The header includes the U.S. Department of Homeland Security logo and the text 'U.S. Citizenship and Immigration Services'. The main content area is divided into two columns. The left column, titled 'Applicant's statement', contains a checkbox labeled '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.' which is checked. Below this is an image of a person's hands signing a document with a pen. The right column, titled 'Applicant's signature', contains a checkbox labeled 'I have read and agree to the applicant's statement' which is checked. Below this is a text box with the placeholder 'Enter your full legal name here'.

Filling Out the Form— Applicant's Declaration & Certification

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.



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 will electronically sign your I-765. This is the only electronic signature allowed (again, your I-20 copy must show a signature signed physically, in ink). You will then be directed to pay.gov to pay your application fee.

Filling Out the Form—Paying the Fee



- 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

The screenshot shows the 'USCIS I-765' payment selection screen on the pay.gov portal. It asks the user to 'Please select a payment method:'. There are two options: 'I want to pay with a withdrawal from a checking or savings account (ACH)' (unselected) and 'I want to pay with a debit or credit card' (selected). To the right of the second option are logos for VISA, MasterCard, AMEX, Discover, JCB, and UnionPay. At the bottom are 'Cancel' and 'Continue' buttons.

Filling Out the Form—Paying the Fee



- Enter payment information
- Note the form type and agency tracking ID at the top
- When you hit “Continue” to pay the fee, your form will be submitted

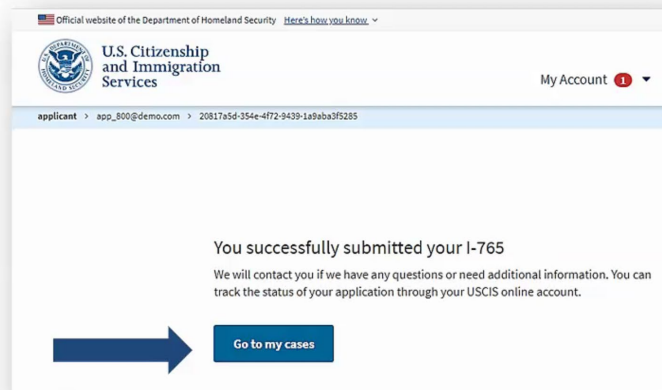
The screenshot shows the 'USCIS I-765' payment review screen. It is titled 'Review and submit payment' and includes a note that '*' indicates required fields. The form displays the following information: Agency Tracking ID: LNJT31CK7SQ1KH, Payment Amount: \$410.00, Payment Method: Plastic Card, Account Holder Name: Lee Smith, Card Type: VISA, Card Number: *****1111, Billing Address: 20 Ninian Street, Billing Address 2: (blank), City: Springfield, Country: United States, State/Province: LA, and ZIP/Postal Code: 39248. At the bottom, there is a checkbox for 'I authorize a charge to my card account for the above amount in accordance with my card issuer agreement' (checked), and 'Previous', 'Cancel', and 'Continue' buttons.

You may pay by bank transfer (ACH) or via a debit/credit card issued by a US bank. The US billing address provided must match the details on your bank/credit card account.

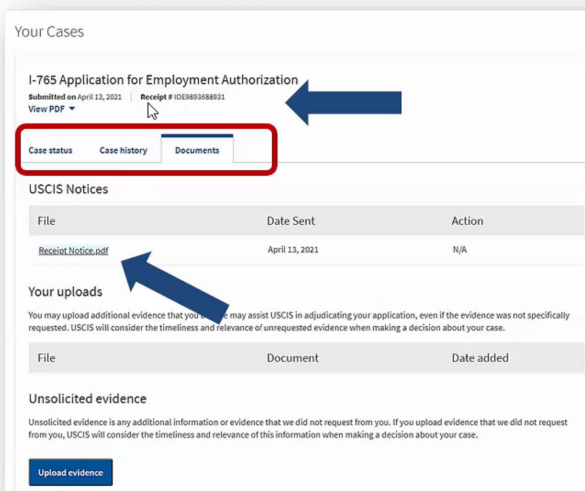
Filling Out the Form—After You Submit



- You will receive confirmation your form was submitted
- Click on “Go to my cases” to see your case card and receipt notice



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

Make sure that you have completed submission. A confirmation will be displayed on the screen, and you will immediately get a receipt notice with your case number. Click on “Go to my cases,” then click on “Documents,” to download and send your receipt to moriti@nl.edu (please include your full name and ID number when emailing me). If you receive an RFE, speak with ISSS before responding.



If you previously paper-filed, you can link your paper-filed case to your account after you receive your receipt. You can then see all notices in the account after that step, just as if you had filed online.