



Guide to Filing OPT Form I-765 Application

Effective April 12, 2021, F-1 students seeking optional practical training (OPT) approval can [file the Form I-765 online](#) via [myUSCIS](#). The online filing option allows F-1 students to apply for OPT, request a Social Security Number (SSN), if needed, upload supporting application documents, pay the \$410 filing fee, track the status of their application, communicate with USCIS through a secure inbox, and respond to Requests for Evidence (RFE). Students still have the option to complete and mail in the paper I-765.

It is the student's responsibility to ensure the Form I-765 is completed fully, accurately, and includes all required document uploads before submitting their application to USCIS.

Students must have copies of the following documents ready to upload when filing the Form, I-765 through [myUSCIS](#):

- ☐ **Recent passport-style color photograph (JPG, JPEG, or PNG)**
 - Must comply with [U.S. Department of State passport photograph requirements](#)
- ☐ **Passport photo page that includes name, passport number and expiration date (JPG, JPEG, PDF, TIF, TIFF)**
 - Passport must be valid for at least 6 months from application date
- ☐ **Most recent electronic Form I-94 (JPG, JPEG, PDF, TIF, TIFF)**
- ☐ **If applicable, all previously issued EAD cards and I-20s with CPT, pre- or post-completion OPT, STEM OPT Extension or economic hardship work authorization (JPG, JPEG, PDF, TIF, TIFF)**
 - I-20s signed electronically by USC DSOs are acceptable
 - Only include copies of I-20s with work authorization; initial I-20s and/or other copies without work authorization are *not* required
- ☐ **Signed OPT I-20, all pages (JPG, JPEG, PDF, TIF, TIFF)**
 - Must have DSO signature (can be digital or signed in ink)
 - Student must sign the **Student Attestation** section in ink (a typed or electronic student signature is **not** allowed)
 - Verify the following information is under **Employment Authorizations** section: *pre-completion OPT, post-completion OPT, or STEM extension OPT, full-time, requested, start date, end date*. Example:

EMPLOYMENT AUTHORIZATIONS

| TYPE | FULL/PART-TIME | STATUS | START DATE | END DATE |
|---------------------|----------------|-----------|--------------|--------------|
| POST-COMPLETION OPT | FULL TIME | REQUESTED | 08 JULY 2018 | 07 JULY 2019 |

- Students who do not have an I-20 with OPT information must **not** proceed with application and need to first request an OPT I-20 from [ISS](#) by completing the Florida Poly OPT Request form

Student must sign
and date in ink.

USCIS **must** receive the student's OPT application within 30 days of **Date Issued*** date on **Page 1** of their OPT I-20. OPT applications received more than 30 days after **Date Issued*** **will be denied** by USCIS.

**And no more than 60 days after Program End Date on Page 1*



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After receiving OPT I-20 from ISS, the student must create a [myUSCIS account](#). From the student's myUSCIS account, under *File A Form*, select "**Application for Employment Authorization (I-765)**". It is the student's responsibility to complete the Form I- 765 application fully and accurately in accordance with USCIS instructions. Students may use the guide below for additional assistance.

| Form I-765 Question or Entry Field | Response |
|--|---|
| What is your eligibility category? | Choose applicable category (Pre-OPT, Post-OPT or STEM OPT) (Example: <i>c(3)(B) Student Post-Completion OPT</i>) |
| What is your reason for applying? | Select "Initial permission to accept employment", "Replacement" or "Renewal" |
| Have you previously filed Form I-765? | Select "No" if you have never applied for OPT before. If you have applied for OPT with USCIS in the past and it was approved, denied, or withdrawn, select "Yes". |
| Is someone assisting you with completing this application? | Select "No". |
| What is your current legal name? | Enter name exactly as it appears on your passport. |
| Have you used any other names since birth? | Select "Yes" or "No". If "Yes", the student must enter other names. Most students will select "No". |
| How may we contact you? | Enter preferred phone number(s). |
| Email address | It is recommended to use your personal email address instead of your Poly email (account may be inactivated after graduation) |
| What is your current U.S. mailing address? | Students are recommended to use an address they will reliably have access to up to six months after graduating from Florida Poly. Students may use someone else's address in the U.S., if they will be moving by listing a: In care of name (if any) ONLY if the student is using someone else's address, such as a friend or family member's, to receive their mail, Otherwise, leave blank – if not applicable |
| Is your current mailing address the same as your physical address? | Select "Yes" or "No". If "No", the student must enter their current physical address (i.e., where they currently live). |
| What is your gender? | Select one of the options. |
| What is your marital status? | Select one of the options. |
| What is your city, town, or village of birth? | Enter your city, town, or village of birth. |
| What is your state or province of birth? | Enter your state or province of birth. If none, leave blank. |
| What is your country of birth? | Enter the country where you were born. |



Guide to Filing OPT Form I-765 Application

| Form I-765 Question or Entry Field (<i>continued</i>) | Response |
|---|--|
| What is your date of birth? | Enter your date of birth formatted as MONTH/DAY/YEAR. |
| What is your country of citizenship or nationality? | List all countries where you are a citizen or national (as applicable). |
| What is your Form I-94 Arrival-Departure Record Number (if any)? | Enter the number from your most recent electronic Form I-94 Record . |
| When did you last arrive in the United States? | <p>Enter the arrival date, place of arrival, and status at arrival, as it appears on your most recent I-94 record.</p> <p>Date of arrival – Enter the date of arrival as MONTH/DAY/YEAR.</p> <p>Place of arrival – Select the city or port of entry. If you were admitted at a CBP pre-clearance site, you may select that site as your place of arrival (e.g., “ABU DHABI PRECLEARANCE AIRPORT”).</p> <p>Status at last arrival – Most students will select “F1 – STUDENT, ACADEMIC, OR LANGUAGE PROGRAM.”</p> |
| What is the passport number of your most recently issued passport? | Enter passport number. |
| What is your travel document number (if any)? | Leave blank. |
| What is the expiration date of your passport or travel document? | Enter passport expiration date. |
| What country issued your passport or travel document? | Select the country that issued your passport. |
| What is your current immigration status or category? | Select “F1 – STUDENT, ACADEMIC, OR LANGUAGE PROGRAM.” |
| What is your Student and Exchange Visitor Information System (SEVIS) Number (if any)? | Enter the SEVIS number from top left corner of your OPT I-20, beginning after “N”. |
| What is your A-Number? | If you were previously issued an EAD by USCIS, enter the USCIS # from the EAD. If you do not know your A- Number or do not have an A-Number, select the checkbox. Most students will select the checkbox. |
| What is your USCIS Online Account Number? | If applicable, enter your USCIS Online Account Number (OAN). If you do not know your OAN or do not have an OAN, select the checkbox. Most students will select the check-box. |



Guide to Filing OPT Form I-765 Application

| Form I-765 Question or Entry Field (<i>continued</i>) | Response |
|--|--|
| Has the Social Security Administration (SSA) ever officially issued a Social Security card to you? | If you have been issued a Social Security Number (SSN), select “Yes” then enter the SSN. If you have never applied for an SSN you must select “No”. |
| Do you want the SSA to issue you a Social Security card? | If you needs an SSN or would like the SSA to issue a reprint of you SSN card, select “Yes”. Selecting “Yes” requires the applicant to agree to the Consent for Disclosure and enter their father’s and mother’s birth names. |
| Evidence | Files to upload |
| 2 x 2 Photo of You | Copy of a recent passport-style color photograph that meets U.S. Department of State passport photograph requirements . |
| Form I-94 | Copy of most recent electronic Form I-94 Record ; travel history is not required. |
| Employment Authorization Document or Government ID | Copy of passport page that includes photo, passport number and expiration date. Passport must be valid for at least 6 months from application submission date. |
| Post-Completion CPT or OPT | Copies of all previously issued I-20s with CPT, pre- or post-completion OPT, STEM OPT Extension or economic hardship work authorization. Only include copies of I-20s with work authorization; initial I-20s and/or other copies without work authorization are not required. I-20s signed electronically by USC DSOs are acceptable. IMPORTANT: Refer to Additional Information below for additional requirements. |
| Form I-20, Certificate of Eligibility for Nonimmigrant Student Status | You must sign and date OPT I-20 in the Student Attestation section in ink Student’s typed or electronic signatures on the OPT I-20 are not allowed. (Only DSO signature can be digital or in ink) You must check Date Issued and Program End Date on Page 1 of their OPT I-20. If your application is submitted to USCIS more than 30 days after Date Issued and/or more than 60 days after Program End Date on Page 1 , your OPT application will be denied . |

Additional Information—Students may use this section to explain, clarify, or elaborate on their responses or document uploads. Students with past work authorization (CPT, OPT, STEM OPT, or economic hardship) must use this section (*Section - Evidence, Page - Post-Completion CPT or OPT; Question - Post-Completion CPT or OPT*) to type their current and previous (if applicable) F-1 SEVIS ID numbers and any previously authorized CPT or OPT and the academic level in which it was authorized. (**Example:** *I have completed work authorization under two SEVIS IDs: N0000000000, Bachelor’s, 4 months of full-time CPT, no OPT; N0000000001, Master’s, 6 months of full-time CPT.*)

Filing Fee—Prior to submitting the Form I-765, you will be prompted to complete the \$410 filing fee payment online. Payment can be completed by electronic bank transfer or with a credit or debit card.