



I-765 Application Guide

This guide assists with filing the online Form I-765 with USCIS. It is F-1 student's responsibility to ensure their application is completed correctly (with sufficient supporting documents and required evidence) and filed in a timely manner. Following this guide does not guarantee approval of OPT by USCIS and should not be interpreted as legal advice.

Before applying online to USCIS, students must be complete the [OPT training module](#) (*pre/post-OPT only*) or [STEM OPT onboarding](#) (*STEM OPT only*); upon completion the OPT/STEM OPT Request will be accessible; you must complete and submit to International Student Services (ISS) via [email](#). Upon receipt of completed form, you will be issued the Form I-20 recommending OPT, which you will need to file the I-765 online application.

NOTE: You must file the I-765 no later than 60 days from the DSO recommendation date (date OPT I-20 was issued). If it has been **more than 60 days from this date, do not file the I-765**; request an updated OPT I-20, then file. If you file after the 60-day deadline, USCIS will deny your application and you will be required to request a new OPT I-20, refile the I-765 **and pay the \$470 USD filing fee again**.

Evidence Required

Be sure to prepare the following items and have the required documents available for upload before filing the I-765 online application:

- Funds to pay the filing fee by credit or debit card or have your bank account information (i.e., routing and account number).
- New digital passport style photo (2 inches x 2 inches) – see [photo guidelines](#).
- Form I-20 with OPT recommendation (issued by DSO upon approval of OPT Request).
 - Copies of all previously issued I-20s with CPT or OPT authorization (*only if applicable*)
- Color Copies of Passport (biographical page), F-1 visa, or most recent EAD (if you were previously issued one).
- **STEM Only:** Copy of STEM diploma and unofficial transcript

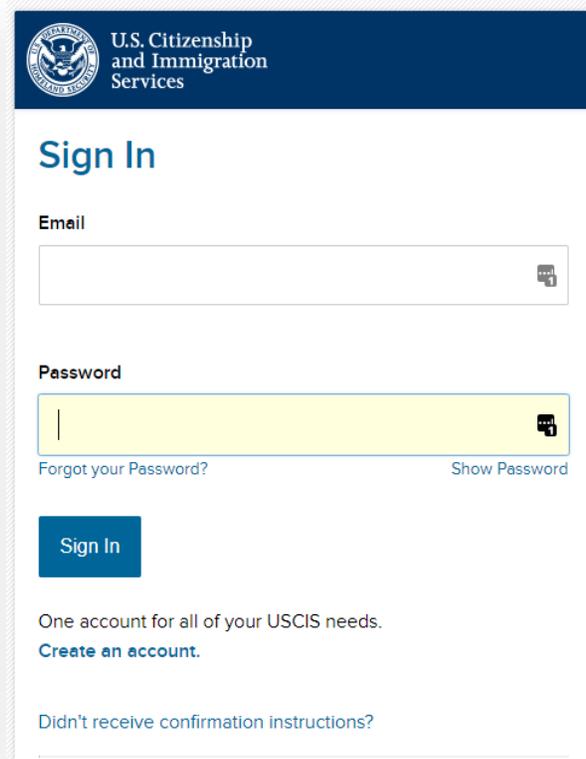


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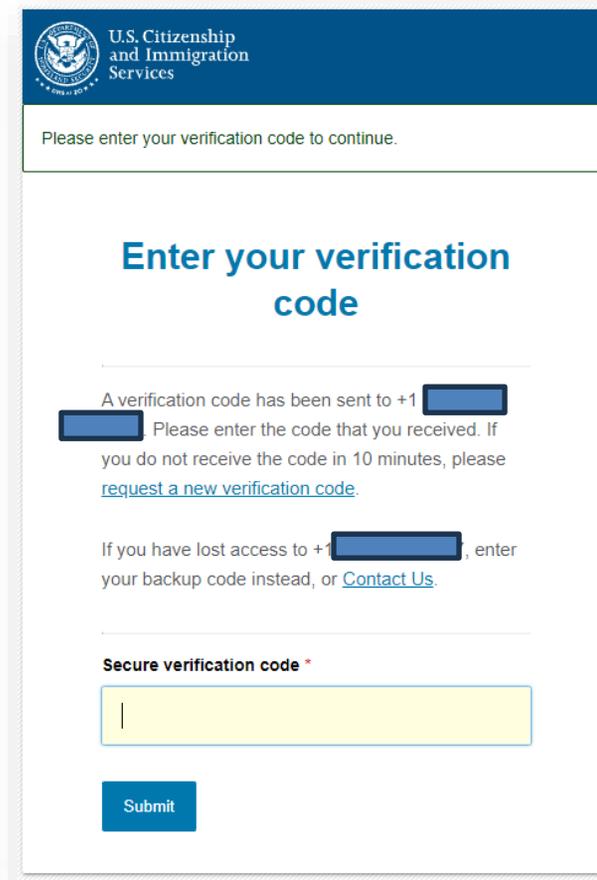
1. Sign-In or Create a USCIS Account.

Visit myaccount.uscis.gov to login or create an account. Please note that the USCIS online account requires two-step verification, where you can request to receive a security code via text or email (ensure to check your spam/junk folder). You may watch a tutorial on how to create your account [here](#).

Note: If you already have a USCIS Online Account, please use the same account to file your I-765 application. **Do not** create a new account.



The screenshot shows the USCIS Sign In page. At the top left is the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below this is the heading "Sign In". There are two input fields: "Email" and "Password". The "Password" field is highlighted in yellow. Below the "Password" field are two links: "Forgot your Password?" and "Show Password". A blue "Sign In" button is positioned below the input fields. At the bottom of the page, there is a line of text: "One account for all of your USCIS needs. [Create an account.](#)" and another line: "Didn't receive confirmation instructions?"



The screenshot shows the "Enter your verification code" page. At the top left is the USCIS logo and the text "U.S. Citizenship and Immigration Services". Below this is the heading "Enter your verification code". A message states: "Please enter your verification code to continue." Below this is a large blue "Enter your verification code" heading. A message follows: "A verification code has been sent to +1 [redacted] [redacted]. Please enter the code that you received. If you do not receive the code in 10 minutes, please [request a new verification code.](#)" Below this is another message: "If you have lost access to +1 [redacted], enter your backup code instead, or [Contact Us.](#)" At the bottom, there is a "Secure verification code *" label above a yellow input field. A blue "Submit" button is located below the input field.



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2. Select “File the Form Online.”

The screenshot shows the USCIS My Account dashboard. At the top left is the U.S. Citizenship and Immigration Services logo. To its right is the text "U.S. Citizenship and Immigration Services". Further right is a "My Account" link with a user icon. On the far right of the top navigation are "My Account" (with a dropdown arrow), "Resources" (with a dropdown arrow), and "Sign Out". The main content area has a blue background with a cityscape and the Statue of Liberty. The heading "Welcome To Your USCIS Account" is centered, followed by "Select What You Want To Do". Below this are four white cards with icons and text:

- 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. (This card is highlighted with a purple border.)
- 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.



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3. Select “I-765, Application for Employment Authorization” From the Drop-Down Menu, then select “Start Form”.

File a Form

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

Fee waiver: If you are requesting a fee waiver, you cannot file online. You must file a paper version of both the Form I-912, Request for Fee Waiver and the form for the specific benefit you are requesting. You can review the fee waiver guidance at www.uscis.gov/feewaiver.

Select the form you want to file online.

- I-90, Application to Replace Permanent Resident Card
- I-130, Petition for Alien Relative
- I-131, Application for Travel Document
- I-134A, Online Request to be a Supporter and Declaration of Financial Support
- I-539, Application To Extend/Change Nonimmigrant Status
- I-589, Application for Asylum and for Withholding of Removal
- I-765, Application for Employment Authorization

Use this form to request employment authorization and an Employment Authorization Document (EAD) if your immigration status allows you to work in the United States.

Note: You may apply online if your eligibility category is:

- (a)(12) - Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821);
- (c)(3)(A) - F-1 student, pre-completion OPT;
- (c)(3)(B) - F-1 student, post-completion OPT;
- (c)(3)(C) - F-1 student, 24-month extension for STEM students (students holding a degree in science, technology, engineering, or mathematics);
- (c)(8) - Applicants for Asylum under the ABC Settlement Agreement;
- (c)(8) - Application for Employment Authorization Based on Pending Form I-589, Application for Asylum or for Withholding of Removal;
- (c)(11) - Parole;
- (c)(19) - Temporary Protected Status (You have a pending Form I-821); or
- (c)(33) - Consideration of Deferred Action for Childhood Arrivals (DACA) (You must have a pending or approved Form I-821D in order to file Form I-765).

All other applicants must submit a paper [Form I-765](#).

Concurrent filing available

You can file Form I-907, Request for Premium Processing Service, if you are filing under one of the eligible categories.

If you request premium processing, we will present Form I-907 for you to complete after you sign Form I-765. This will allow you to pay for and submit both forms at the same time.

Start form



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4. Review “I-765, Application for Employment Authorization” and “Completing Your Form Online” pages.

After selecting “**Start Form**” the next two pages will provide general information for you to review regarding eligibility, documents required, biometric services appointments, filing fees, other regulations, and how to track your application after filing – Select “**Next**” after reviewing this page.

After selecting “**Next**” the following page will provide tips about filing your online application, the DHS Privacy Notice, Paper Reduction Act, and a Security Reminder – after reviewing this page select “**Start.**”

→ After You Submit Your Application

🕒 Track your case online

After you submit your form, you can track its status through your USCIS account. Sign in to your account often to check your case status and read any important messages from USCIS.

↶ Respond to requests for information

If we need more information from you, we will send you a Request for Evidence (RFE) or Request for Information (RFI). You can respond to our request and upload your documents through your USCIS account.

✉ Receive your decision

The decision on Form I-765 involves a determination of whether you have established eligibility for the immigration benefit you are seeking. USCIS will notify you of the decision in writing. If your application is approved, we will either mail your EAD to you or we may require you to visit your local USCIS office to pick it up. If USCIS cannot approve your application, you will receive a written notice explaining the basis of your denial.

Next

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection, and a person is not required to respond to a collection of information, unless it displays a currently valid Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at 4 hours and 30 minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. The collection of biometrics is estimated to require 1 hour and 10 minutes. The public reporting burden for the collection of information for Form I-765WS is estimated at 30 minutes per response, including the time for reviewing instructions, gathering the required documentation and information, completing the application, preparing statements, attaching necessary documentation, and submitting the application. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

U.S. Citizenship and Immigration Services
Office of Policy and Strategy, Regulatory Coordination Division
5900 Capital Gateway Drive, Mail Stop #2140
Camp Springs, MD 20588-0009

Do not mail your completed I-765 application to this address.

OMB No. 1615-0040
Expires: 10/31/2025

🔒 Security Reminder

If you do not work on your application for more than 30 days, we will delete your data in order to prevent storing personal information indefinitely.

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Start



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5. Select Your Eligibility Category

As a reminder, pre-completion OPT begins **prior** to graduation, post-completion OPT begins **after** graduation, and STEM OPT begins immediately **after the end of the post-completion OPT**.

STEM OPT ONLY: Be sure to include the name of your degree (for example, MS in Engineering); you must be prepared to enter the name and E-Verify number of your current employer as this is one of the criteria for STEM OPT.

I-765, Application for Employment Authorization

- Getting Started
 - Basis of eligibility
 - Reason for applying
 - Preparer and interpreter information
- About You
- Evidence
- Additional Information
- Review and Submit

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.

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

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

(c)(3)(C) STEM Extension

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

STEM OPT Applicants Only!

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?

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) on your Form I-765 within 30 days.

The fee for Premium Processing Service for Form I-765 is \$1,500.

If you request premium processing, you will be asked to complete 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

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6. Step 5: Select Your Reason for Applying.

Select the reason applicable for filing the I-765, then select **Yes** or **No**, to verify if you have previously filed Form I-765 before (i.e., if you previously applied for pre/post/STEM OPT).

- **Initial permission (Initial EAD)** – If this is your first time applying for pre- or post-OPT.
- **Replacement EAD** – Issued to an eligible applicant when the previously issued EAD was lost, stolen, damaged, or contains errors, such as a misspelled name.
- **Renewal of permission** – Issued to an eligible applicant after the expiration of a previous EAD issued (**select only** if you have an EAD for previously issued pre- or post-OPT).

The screenshot shows a web form titled "I-765, Application for Employment Authorization". On the left is a navigation menu with the following items: "Getting Started" (expanded), "Basis of eligibility", "Reason for applying" (selected), "Preparer and interpreter information", "About You", "Evidence", "Additional Information", and "Review and Submit". The main content area is titled "What is your reason for applying?" and contains 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". Below this is a question "Have you previously filed Form I-765?" with "Yes" and "No" radio button options. At the bottom are "Back" and "Next" buttons.



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7. Verify if Someone is Assisting you With Completing the I-765.

Select **No** unless someone is directly assisting you to complete I-765. If you select **Yes**, the form will prompt you to provide information about the interpreter or preparer who is assisting you.

I-765, Application for Employment Authorization

Getting Started ^

- Basis of eligibility
- Reason for applying
- Preparer and interpreter information**

About You v

Evidence v

Additional Information v

Review and Submit v

Is someone assisting you with completing this application?

Yes

No

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



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8. Enter Your Current Legal Name.

Enter your full legal name as it appears on your birth certificate, however, if it has changed since birth (i.e., marriage or other legal action) then list your name as it appears on your passport. If you have used any prior names used on any official records or documents (i.e., maiden names, nicknames, etc.), be sure to select **Yes** to the second question and **enter all prior names** (*as applicable*). If you do not have additional names that have been used on official documents, select **No**.

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



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9. Enter Your Contact Information and U.S. Mailing Address.

Enter your U.S. 10-digit phone number, personal email address (**do not use your Florida Poly email**), and current U.S. mailing address where you may receive your I-797 notices and EAD card. Prior to entering your U.S. mailing address, verify your address with [USPS address lookup tool](#) to ensure your address is listed as deliverable and is correct. **This must be your current residence for the next 5 months; if you will be moving within this period, use the address of a dependable relative or friend that can receive mail on your behalf.**

- **DO NOT USE** campus or University email or mailing addresses as it will become inactive after graduation.
- If your address is cited as non-deliverable, the EAD card will be returned to USCIS, and you may be required to reapply and repay the I-765 application fee again.
- Attempting to change the address midway through the I-765 application process can cause delays and be extremely disruptive, resulting in lost, or returned EADs.
- If you select **No** to “Is your current mailing address the same as your physical address?” You will be prompted to enter your physical address.

The image displays three sequential screenshots of the I-765 application form:

- First Screenshot: "How may we contact you?"** This section includes fields for "Daytime telephone number" and "Mobile telephone number (if any)". The mobile number field has a checkbox for "This is the same as my daytime telephone number." Below these is the "Email address" field, which contains the example "roquiah@gmail.com" and a note "Example: user@domain.com".
- Second Screenshot: "What is your current U.S. mailing address?"** This section includes a "In care of name (if any)" field, followed by "Address line 1" (Street number and name) and "Address line 2" (Apartment, suite, unit, or floor). At the bottom, there are fields for "City or town", "State" (a dropdown menu), and "ZIP code" (with a note: "Provide a 5 or 9-digit ZIP code").
- Third Screenshot: "Is your current mailing address the same as your physical address?"** This section has two radio button options: "Yes" and "No". Below the options are "Back" and "Next" buttons.



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10. Select Your Gender and Marital Status.

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](#)



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11. Enter When and Where You Were Born.

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.**

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?

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12. Enter Your Immigration Information.

List the country or countries you are a citizen of or national (*there is a button to select add additional countries*). Your I-94 number, last date of arrival in the U.S. and status information can be found on your recent I-94 ([print from here](#)); ensure to save as a PDF as you will need to upload it later in the application. Enter passport information of your most recently issued passport. Under “Current Immigration Status Category” select the “F” button on your keyboard then select “F1 Student, Academic or Language Program”. Lastly enter the SEVIS ID number as listed at the top of your I-20 (starts with the letter “N”)

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 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)?

Provide an 11 character I-94 Number.

When did you last arrive in the United States?
List your arrival date, place of arrival, and status at arrival.

Date of arrival (on or about)

MM/DD/YYYY

Place of arrival

Status at last arrival

What is the passport number of your most recently issued passport?

What is your travel document number (if any)?

Note: Most F-1 students will not have a travel document number if you do not, please leave this area blank.

What is the expiration date of your passport or travel document?

MM/DD/YYYY

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.

N-

Provide a 10, 11, or 12-digit SEVIS number.

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13. Provide Other Information

An “A-Number” is an Alien Registration Number USICS uses to identify immigrants who have applied to live in the U.S. If you do not have an “A-Number” check the “**I do not have or know my A-number**” box. You will only have a USCIS Online Account Number (OAN) if you previously filed a USCIS application, if you have not, then select the “**I do not have or know my USCIS Online Account Number**” box.

Check **Yes** if you were issued a Social Security Number (SSN) card by the SSA then enter the number listed on your Social Security Card. Select **No** if you do not, then select **Yes** to “**Do you want the SSA to issue you as Social Security card?**”; then select **Yes** to the “**Consent for Disclosure**”. This allows USCIS to request a SSN card on your behalf.

The image shows a screenshot of the I-765 application form. On the left is a navigation menu with sections: 'Getting Started', 'About You' (expanded), 'Other information', 'Evidence', 'Additional Information', and 'Review and Submit'. The 'About You' section contains fields for 'Your name', 'Your contact information', 'Describe yourself', 'When and where you were born', and 'Your immigration information'. Below these are two questions: 'What is your A-Number?' and 'What is your USCIS Online Account Number?'. Each question has a checkbox for 'I do not have or know my...' and a text input field. The 'A-Number' field contains 'A-'. Below the form is a confirmation dialog with two questions: 'Has the Social Security Administration (SSA) ever officially issued a Social Security card to you?' and 'Do you want the SSA to issue you a Social Security card?'. Both questions have radio buttons for 'Yes' and 'No'. At the bottom of the dialog are 'Back' and 'Next' buttons.



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14. Upload a 2" X 2" Photo of Yourself.

Follow the prompts and upload a recent passport photo taken within 30 days of your application. Please view digital photo guidelines [here](#). (Note: Failure to submit a correct photo will trigger a biometrics appointment). Photos taken at Walgreens, CVS, Walmart can meet specifications. **Do not use old photos.**

I-765, Application for Employment Authorization

- Getting Started
- About You
- Evidence**
 - 2" x 2" photo of you**
 - Form I-94 or passport
 - Employment Authorization Document
 - Form I-20
 - College degree
 - Institution accreditation
- Additional Information
- Review and Submit

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.

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.
- Upload no more than one document at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

Choose or drop files here to upload

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

PASSPORT PHOTO TIPS

Your passport photo must be:

2" x 2" 	Recent (taken within the last six months) 	In color (not over or under exposed)
Taken with a white background 	No selfies 	No filters or retouching tools - you don't need them!

Examples of Acceptable and Unacceptable Passport Photos



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16. Upload a Copy of Your EAD card (if applicable) and other accepted identification.

Upload a copy of all previously issued EAD cards, if you have never been issued one, then upload a copy of your passport, F-1 visa, birth certificate with photo ID ,or other national ID document with photo and/or fingerprints.

I-765, Application for Employment Authorization

Getting Started ▼

About You ▼

Evidence ▲

- 2" x 2" photo of you
- Form I-94 or passport
- Employment Authorization Document**
- Form I-20
- College degree
- Institution accreditation

Additional Information ▼

Review and Submit ▼

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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

[Choose](#) or drop files here to upload

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



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17. **Post-OPT Only:** Upload Evidence of Previously Authorized CPT and/or OPT (if applicable).

If you are applying for post-completion OPT, you will be prompted to upload evidence of any previously authorized CPT (i.e., Form I-20 with authorized CPT) and/or OPT (i.e., Form I-20 with approved OPT or EAD card). **If you do not** have a previously authorized CPT/OPT I-20, **then skip this section** by selecting the “Form I-20”, on the left side of the screen.

The screenshot shows a web application interface for uploading evidence. On the left is a navigation menu with the following items: 'Authorization', 'Getting Started' (with a dropdown arrow), 'About You' (with a dropdown arrow), 'Evidence' (with an upward arrow), '2" x 2" photo of you', 'Form I-94 or passport', 'Employment Authorization Document', 'Previously authorized CPT or OPT' (with a downward arrow), 'Form I-20', 'Additional Information' (with a dropdown arrow), and 'Review and Submit' (with a dropdown arrow). The main content area is titled 'Previously Authorized CPT Or OPT' and includes the instruction: 'Upload evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.' 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.', 'Upload no more than five documents at a time', 'Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses', and 'Maximum size: 12MB per file'. A dashed box contains the text 'Choose or drop files here to upload'. At the bottom, a yellow warning box states: 'You should provide evidence. If you do not provide evidence, your application processing may be delayed.'



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18. Upload a Copy of I-20 with DSO Recommendation for OPT.

Upload a copy of the I-20 you were issued with DSO recommendation (listed as "OPT Requested" on I-20) for OPT.

I-765, Application for Employment Authorization

Getting Started

About You

Evidence

- 2" x 2" photo of you
- Form I-94 or passport
- Employment Authorization Document
- Form I-20**
- College degree
- Institution accreditation

Additional Information

Review and Submit

I-20, Certificate Of Eligibility For Nonimmigrant Student Status

⚠ Important information regarding your Form I-20

Do **NOT** submit this form until you receive a Form I-20 recommendation from your DSO. We will deny your application if you do not include your Form I-20 recommendation when you submit Form I-765. If you need to provide Form I-765 to your DSO, print or download this draft before you submit.

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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

[Choose](#) or drop files here to upload

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

EMPLOYMENT AUTHORIZATIONS				
TYPE	FULL/PART-TIME	STATUS	START DATE	END DATE
POST-COMPLETION OPT	FULL TIME	REQUESTED	10 JANUARY 2023	09 JANUARY 2024
CHANGE OF STATUS/CAP-GAP EXTENSION				
AUTHORIZED REDUCED COURSE LOAD				
CURRENT SESSION DATES				
CURRENT SESSION START DATE			CURRENT SESSION END DATE	
07 SEPTEMBER 2022			17 DECEMBER 2022	
TRAVEL ENDORSEMENT				



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19. STEM OPT Only: Upload Evidence of STEM Degree.

If you are applying for STEM OPT, you will be prompted to upload a copy of your college degree (STEM diploma) or Unofficial Transcript displaying degree earned.

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), 'College degree', 'Institution accreditation', 'Additional Information', and 'Review and Submit'. Under the 'Evidence' section, there are links for '2" x 2" photo of you', 'Form I-94 or passport', 'Employment Authorization Document', and 'Form I-20'. The 'College degree' section is currently selected, displaying the following content:

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.
- Upload no more than five documents at a time
- Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 12MB per file

Below the requirements is a dashed box containing the text: 'Choose or drop files here to upload'. At the bottom of the interface are two buttons: 'Back' and 'Next'.



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20. **STEM OPT ONLY:** Upload Evidence of Institution Accreditation (not required for Pre/Post-OPT) (**This is only required** if you are using a previously earned STEM Degree, if you are using your currently earned STEM Degree, then skip this section and move to “Additional Information”).

If you are applying for STEM OPT based on a **prior** STEM degree (prior to your most recently earned degree), upload evidence of institutional accreditation through the US Department of Education and SEVP Certification. Most students do not apply for STEM OPT based on a prior degree. You may obtain Florida Poly Accreditation information from [SACSCOC Accreditation](#) and [ABET Accreditation](#) web pages.. Recommended to take a screenshot and upload as a PDF or JPG/JPEG.

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, Institution accreditation, Additional Information, and Review and Submit. The 'Evidence' section is expanded, showing items like '2" x 2" photo of you', 'Form I-94 or passport', 'Employment Authorization Document', 'Form I-20', and 'College degree'. The 'Institution accreditation' section is selected and highlighted. The main content area is titled 'Institution Accreditation' and contains the following text: '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.' 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.', 'Upload no more than five documents at a time', 'Accepted file name characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses', and 'Maximum size: 12MB 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 of the interface are two buttons: 'Back' and 'Next'.



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21. Upload Additional Information (if applicable)

If you have additional information to provide, then upload it in this section. In most cases, students will not need to upload additional information and may skip this section and select **“Next.”** If you do not have a copy of your unofficial or official transcript to copy and upload, you may Order Transcripts [here](#) (Select **“Transcripts”** drop down menu pay the required \$10 transcript fee.

The screenshot shows a web application interface for the I-765 Application for Employment Authorization. On the left is a navigation sidebar with the following items: 'Getting Started' (dropdown), 'About You' (dropdown), 'Evidence' (dropdown), 'Additional Information' (expanded, with a sub-item 'Additional information'), and 'Review and Submit' (dropdown). The main content area is titled 'Additional Information' and contains the following text: '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.' and 'If you do not need to provide any additional information, you may leave this section blank.' Below the text is a blue button labeled '+ Add a response'. At the bottom of the main area are two buttons: 'Back' and 'Next'.



22. Review Your Application Before You Submit.

If you have no Alerts or Warnings, you may select **“Next.”** If you do, it will indicate there are **“alerts and warnings”** and provide the button to go back to address them. If you are unsure of how to resolve discrepancies on your application, please email [ISS](#). Once completed ensure to download a copy of your responses to keep for your record by selecting **“View Draft Snapshot”**

I-765, Application for Employment Authorization

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

Check your application before you submit

Please review your application and check it for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application. Missing or incomplete information may slow down the review process after you submit your application.

You can return to this page to review your application as many times as you want before you submit it.

Your fee

i Your form filing fee is: \$410

Refund Policy: USCIS does not refund fees, regardless of any action we take on your application, petition or request, or how long USCIS takes to reach a decision. By continuing this transaction, you acknowledge that you must submit fees in the exact amount and that you are paying the fees for a government service.

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 Getting Started: Reason for applying

Edit my responses

Review the I-765 form information



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](#)

Alerts and warnings

If you have no errors.

✓ We found no alerts or warnings in your application.

Back

Next

If you have errors.





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23. Read and Agree with the Applicant Statement.

The screenshot shows a web application interface for an I-765 application. On the left is a vertical navigation menu with the following items: 'I-765, Application for Employment Authorization' (highlighted), 'Getting Started', 'About You', 'Evidence', 'Additional Information', 'Review and Submit' (expanded), 'Review your application', 'Your application summary', and 'Your statement'. The main content area is titled 'Applicant's statement' and contains the text: 'You must read and agree to the statement below.' Below this text is a checkbox with the label: '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.' At the bottom of the main area are two buttons: 'Back' and 'Next'.



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24. Applicant's Declaration and Certification

Be sure to review the certification carefully. If you agree and are ready to proceed, confirm the acknowledgement and provide your electronic signature.

Review and Submit ^

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



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

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.

Back **Next**



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25. Pay and Submit

You must submit your payment of \$470 USD for the application filing fee. Please note the filing fee is nonrefundable. You must be ready to submit your payment by credit card, debit card or by checking or savings account.

The screenshot shows the USCIS online application interface. On the left is a navigation menu with options: 'Getting Started', 'About You', 'Evidence', 'Additional Information', 'Review and Submit', 'Review your application', 'Your application summary', 'Your statement', 'Your signature', and 'Pay and submit'. The main content area is titled 'Pay for and submit your application' and includes the following text:

The final step to submit your Form I-765, Application for Employment Authorization, is to pay the required fee.

Your application fee is: **\$410.**

Refund policy: By continuing this transaction, you agree that you are paying for a government service and that the filing fee, biometric services fee and all related financial transactions are final and not refundable, regardless of any action USCIS takes on an application, petition or request, or how long USCIS takes to reach a decision. You must submit all fees in the exact amounts.

Below the text is the USCIS seal and a light blue box containing the following information:

We will send you to Pay.gov — our safe, secure payment website — to pay your fees and submit your form online.

Here are the steps in the payment and submission process:

1. Provide your billing information on Pay.gov
2. Provide your credit card or U.S. bank account information
3. Submit your payment

When you have paid your fee, your application will be submitted.

Pay.gov will redirect you to a uscis.gov confirmation screen, which will include your receipt number. Please keep a copy of your receipt number for your records. You can track the status of your application through your USCIS online account.

At the bottom of the light blue box is a dark blue button labeled 'Pay and submit'.

PLEASE NOTE:

Once your application is submitted, you will be directed to a confirmation page with your receipt number for the case. You can use this receipt number to check the status of your case online at:

<https://egov.uscis.gov/casestatus/landing.do>

Processing can take 90 or more days. Current USCIS processing times can be viewed online at: <https://egov.uscis.gov/processing-times/>



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26. After Submission

- You will get a receipt number in your USCIS account right away. You can check occasionally to see other status updates.
- Your approval notice and EAD card from USCIS will come to the mailing address listed in your application. If your mailing address changes while the process is pending, submit a Change of Address with [USCIS online](#) or by calling 800-375-5283.
- If you receive a Request for Evidence (RFE) it is important to respond promptly with the requested information. If you are unsure of what to provide, please contact ISS via email and upload a copy of the RFE you received. Failure to respond to a RFE will lead to denial of your OPT Request.
- Check your EAD for accuracy once it is received (i.e., misspelled name, wrong dates, etc.). If there are errors, [follow USCIS guidelines](#) for updating or correcting your documents.
- If you want to withdraw your OPT application after submission to USCIS and before it has been approved contact ISS via email. If your OPT application is “pending” status or “approved”, you must follow the instructions in the [Cancelling OPT Guide](#). There is no guarantee, USCIS will cancel your OPT application after it has been approved or is in pending status.