FLORIDA POLYTECHNIC UNIVERSITY

F-1 Students

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

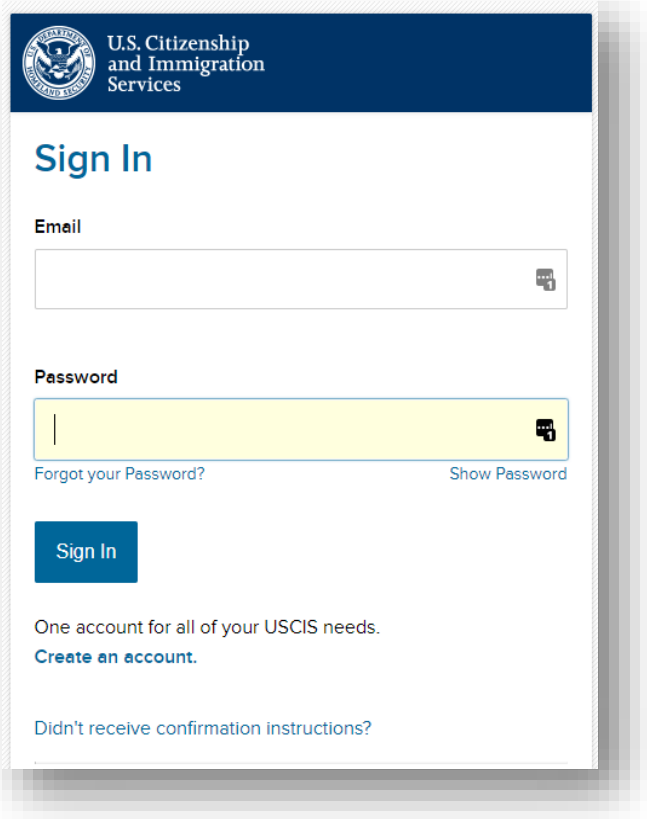
Be sure to prepare the following items and have the required documents available for upload before filing the I-765 online application:

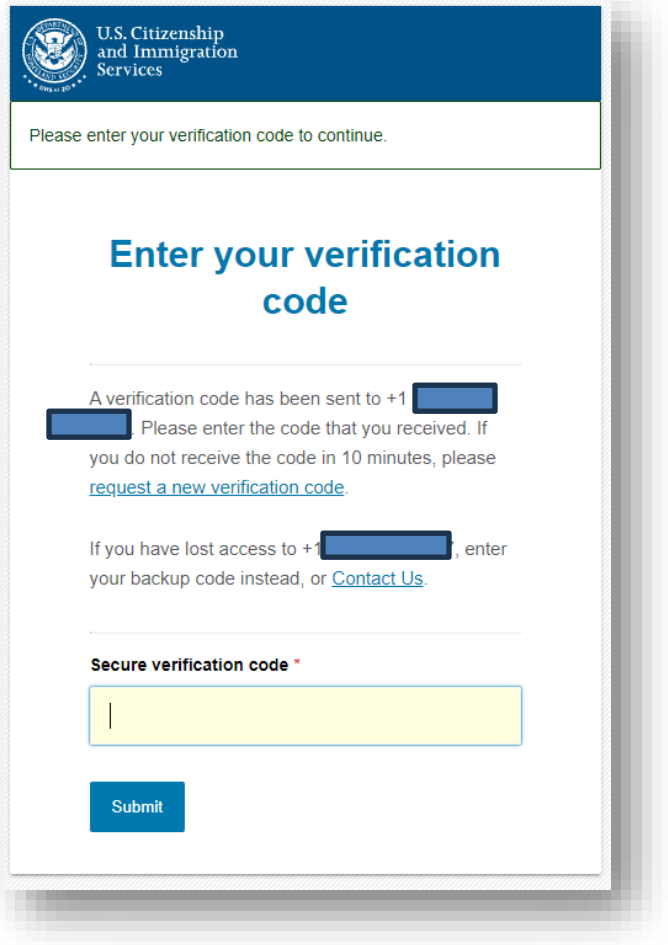
- Funds to pay the filing fee by credit or debit card or have your bank account information (i.e., routing and account number).
- New digital passport style photo (2 inches x 2 inches) – see photo guidelines.
- Form I-20 with OPT recommendation (issued by DSO upon approval of OPT Request).
    - Copies 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

1. Sign-In or Create a USCIS Account.

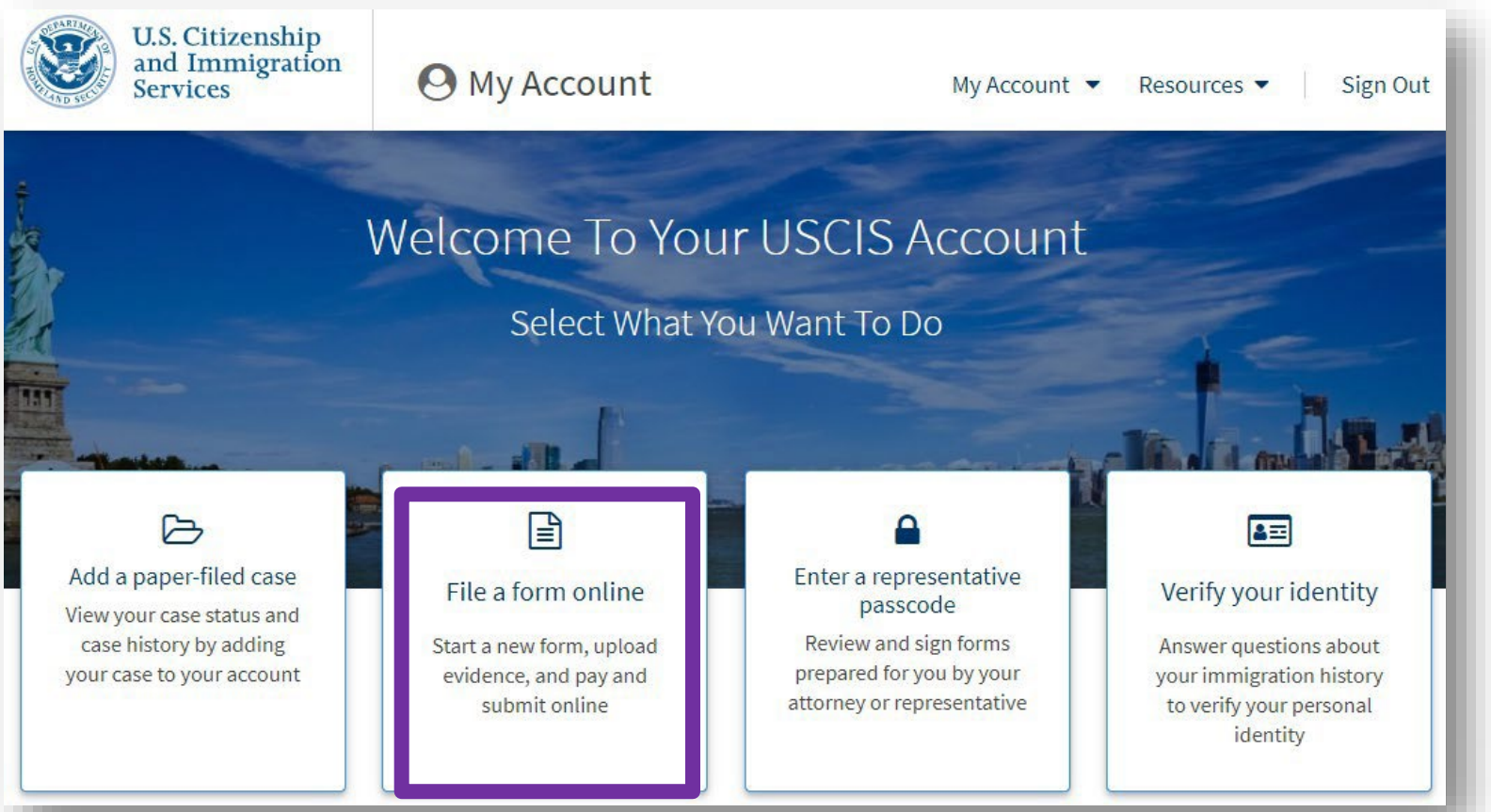
Visit myaccount.uscis.gov to login or create an account. Please note that the USCIS online account requires two-step verification, where you can request to receive a security code via text or email (ensure to check your spam/junk folder). You may watch a tutorial on how to create your account here.

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.

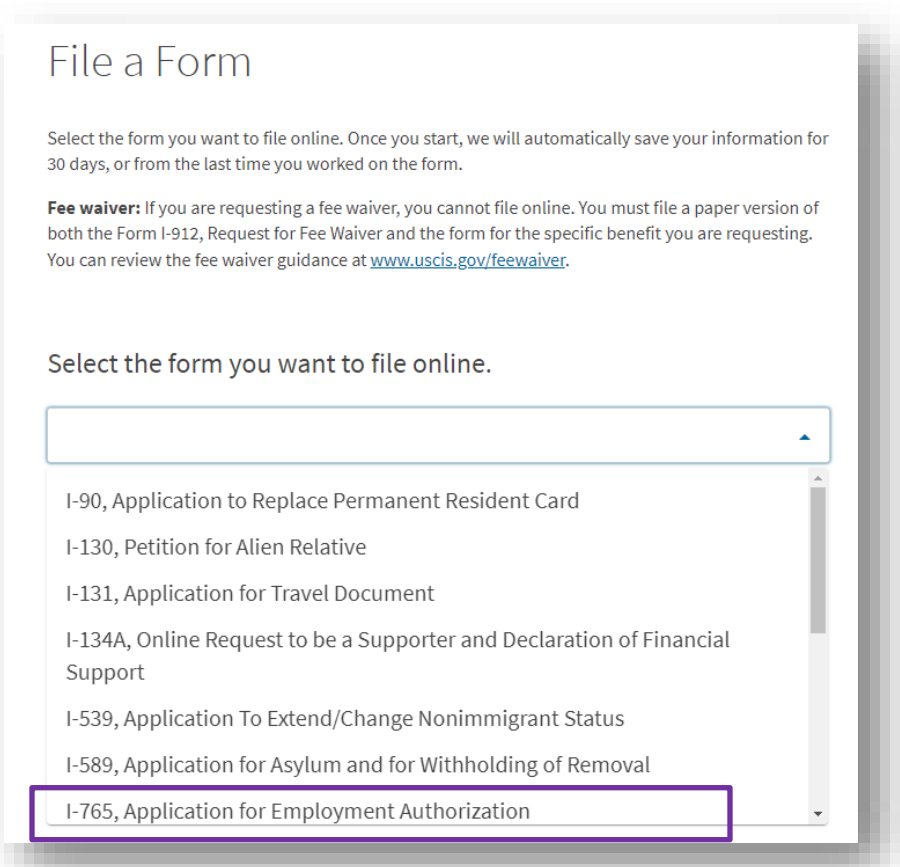


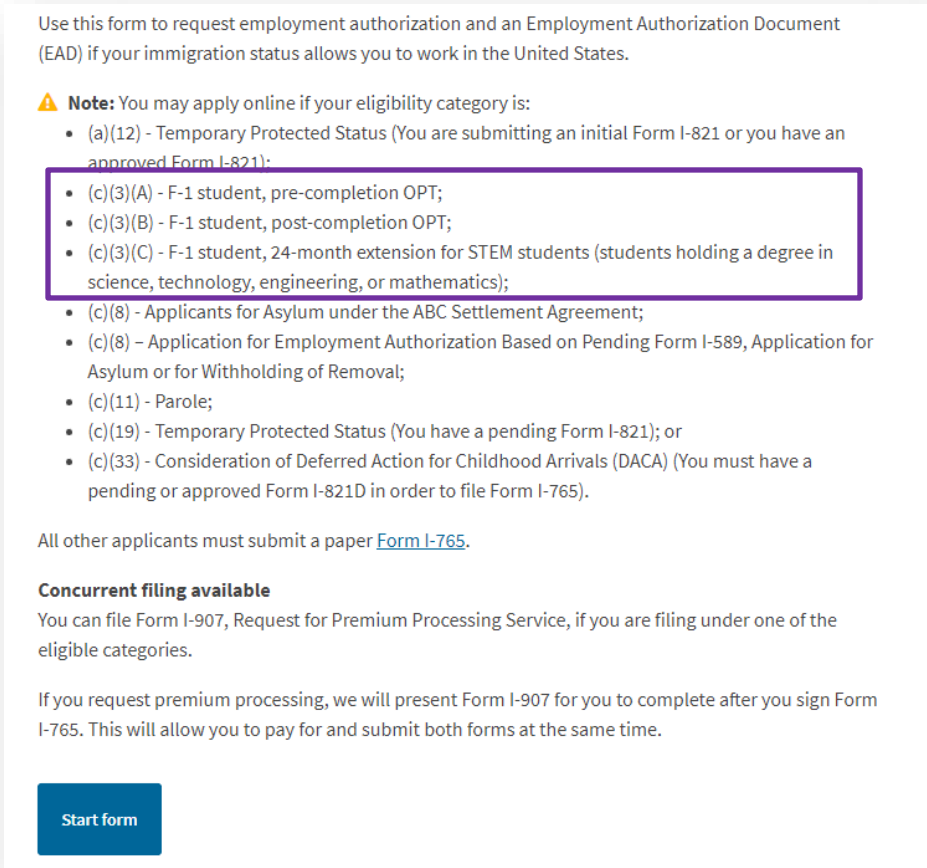


2. Select “File the Form Online.”



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

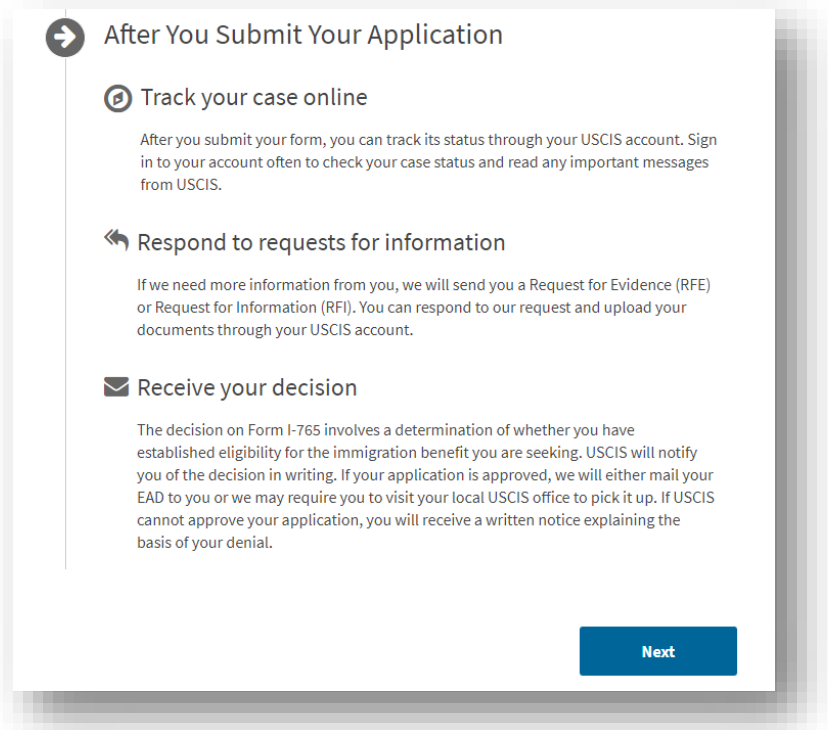


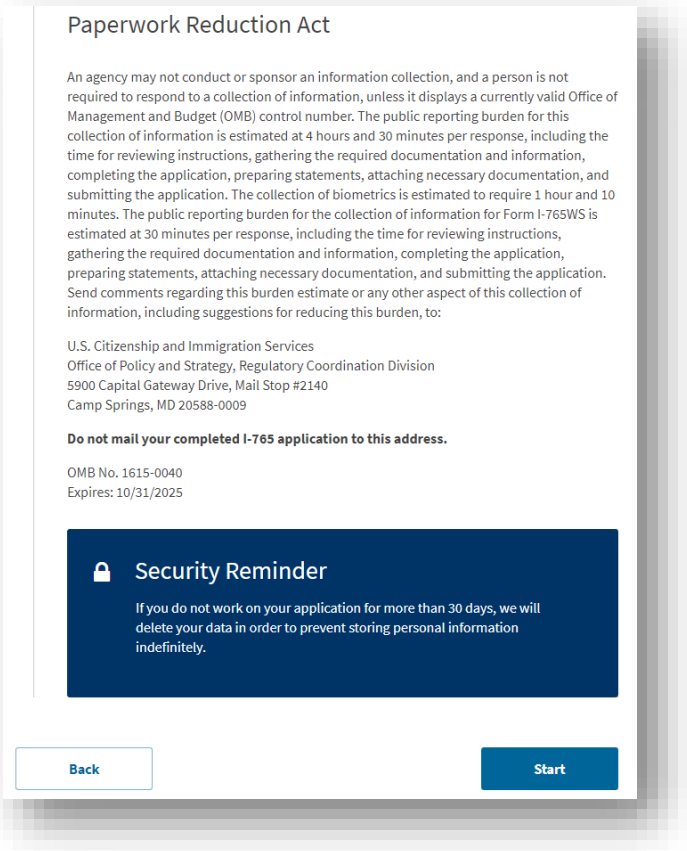


4. Review "I-765, Application for Employment Authorization" and "Completing Your Form Online" pages.

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."**

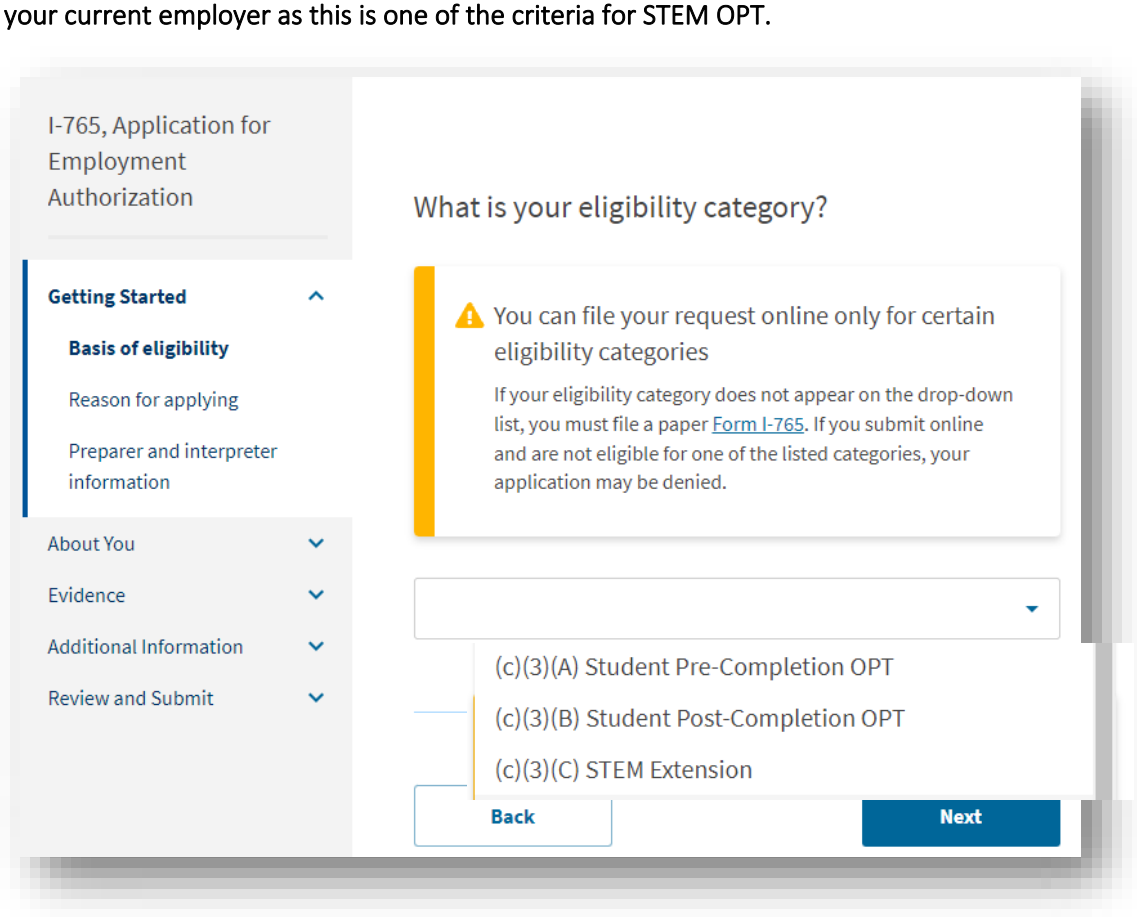




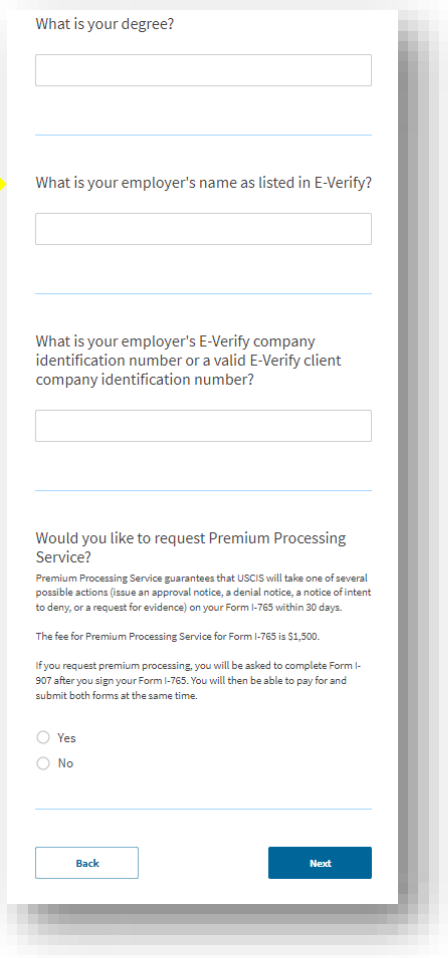
5. Select Your Eligibility Category

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.



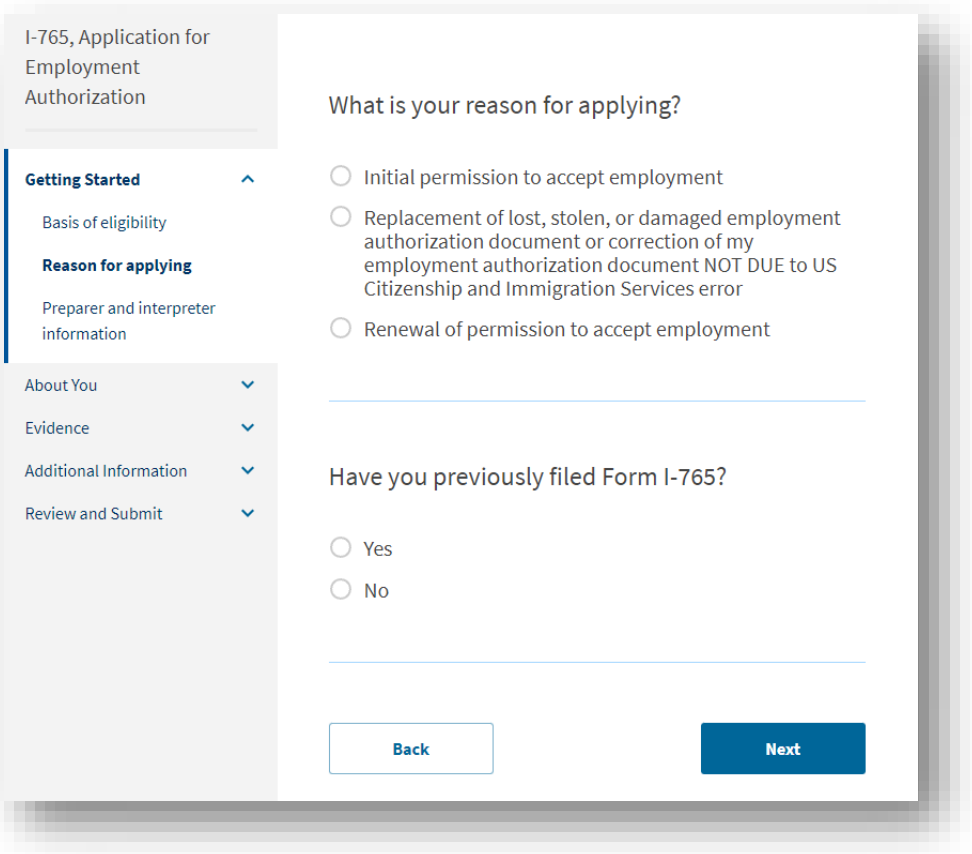
STEM OPT Applicants Only!



6. Step 5: Select Your Reason for Applying.

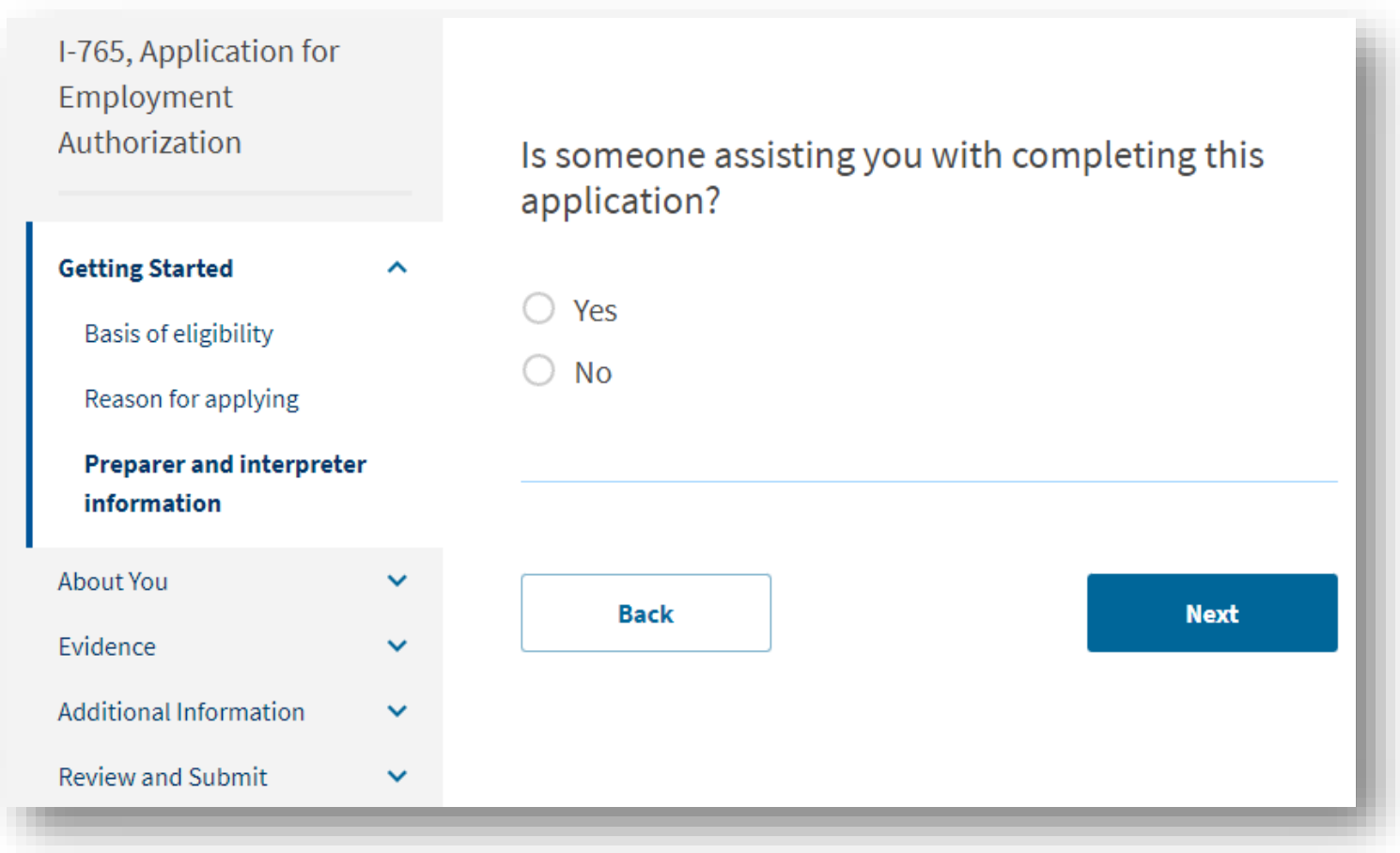
Select the reason applicable for filing the I-765, then select **Yes** or **No**, to verify if you have previously filed Form I-765 before (i.e., if you previously applied for pre/post/STEM OPT).

- **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).



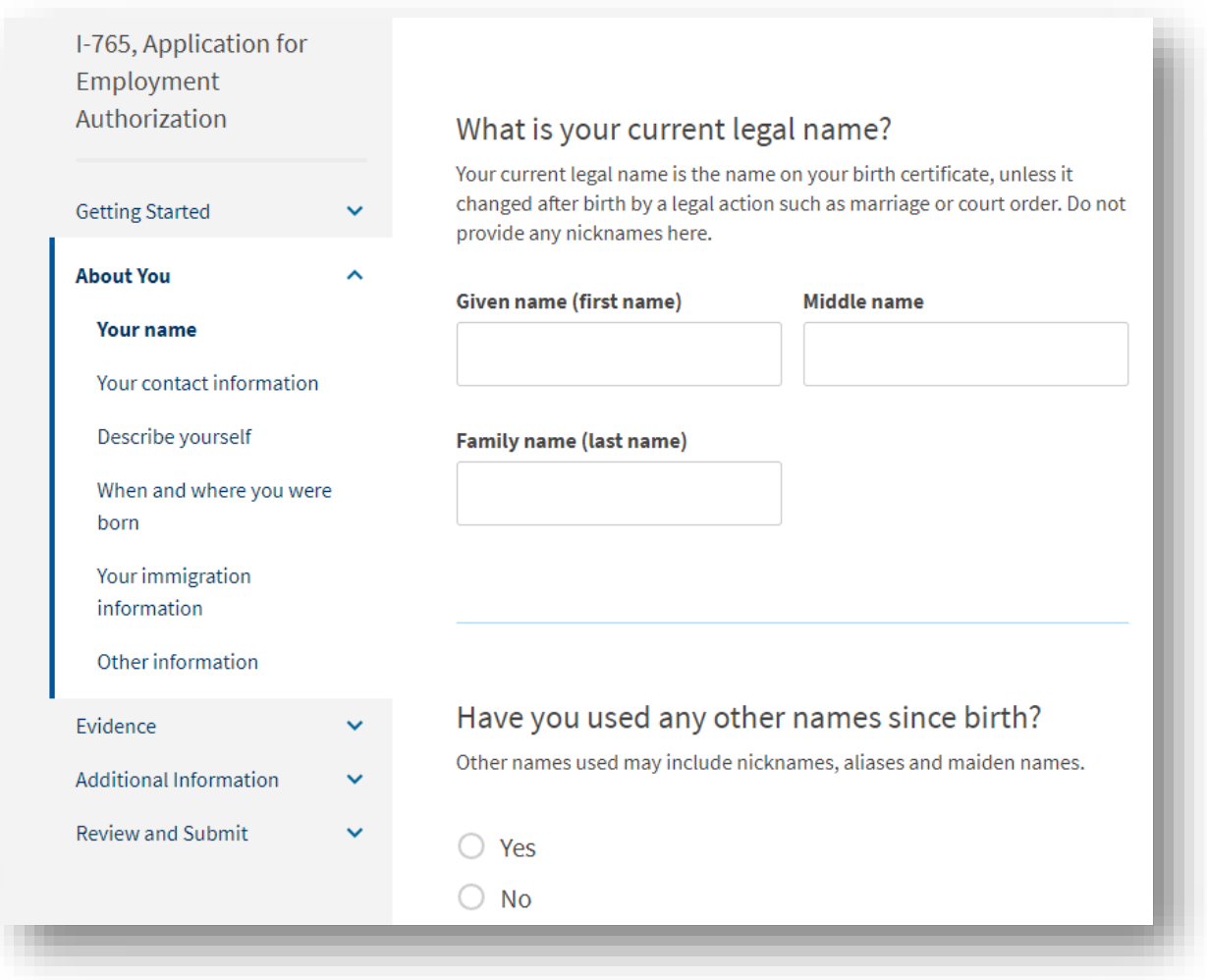
7. Verify if Someone is Assisting you With Completing the I-765.

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.



8. Enter Your Current Legal Name.

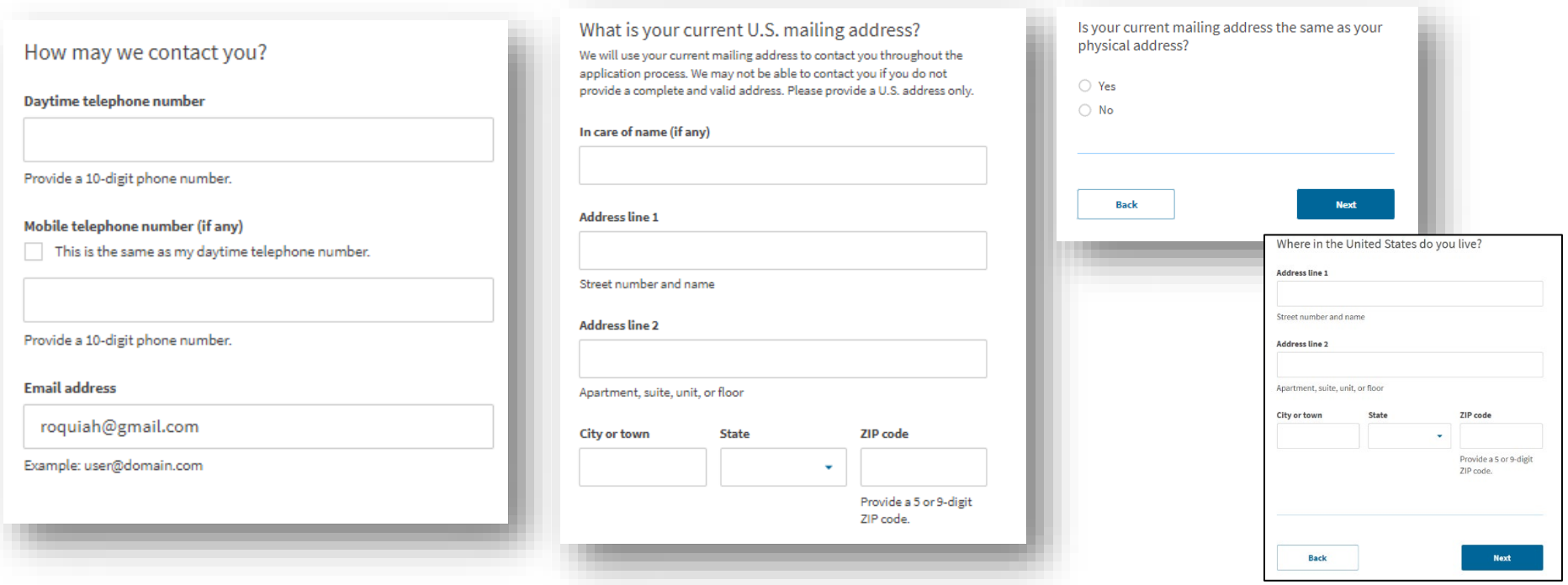
Enter your full legal name as it appears on your birth certificate, however, if it has changed since birth (i.e., marriage or other legal action) then list your name as it appears on your passport. If you have used any prior names used on any official records or documents (i.e., maiden names, nicknames, 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.**



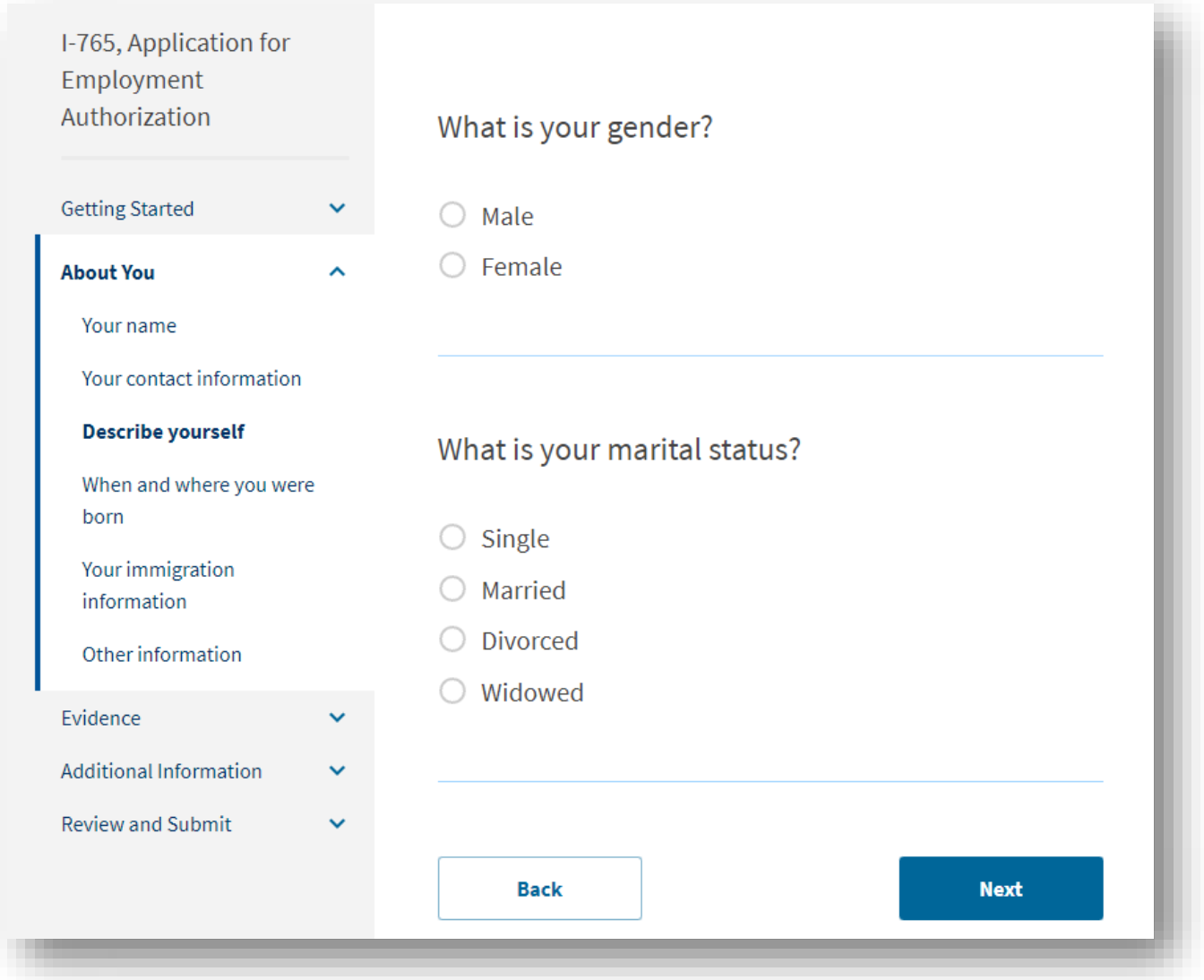
9. Enter Your Contact Information and U.S. Mailing Address.

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.

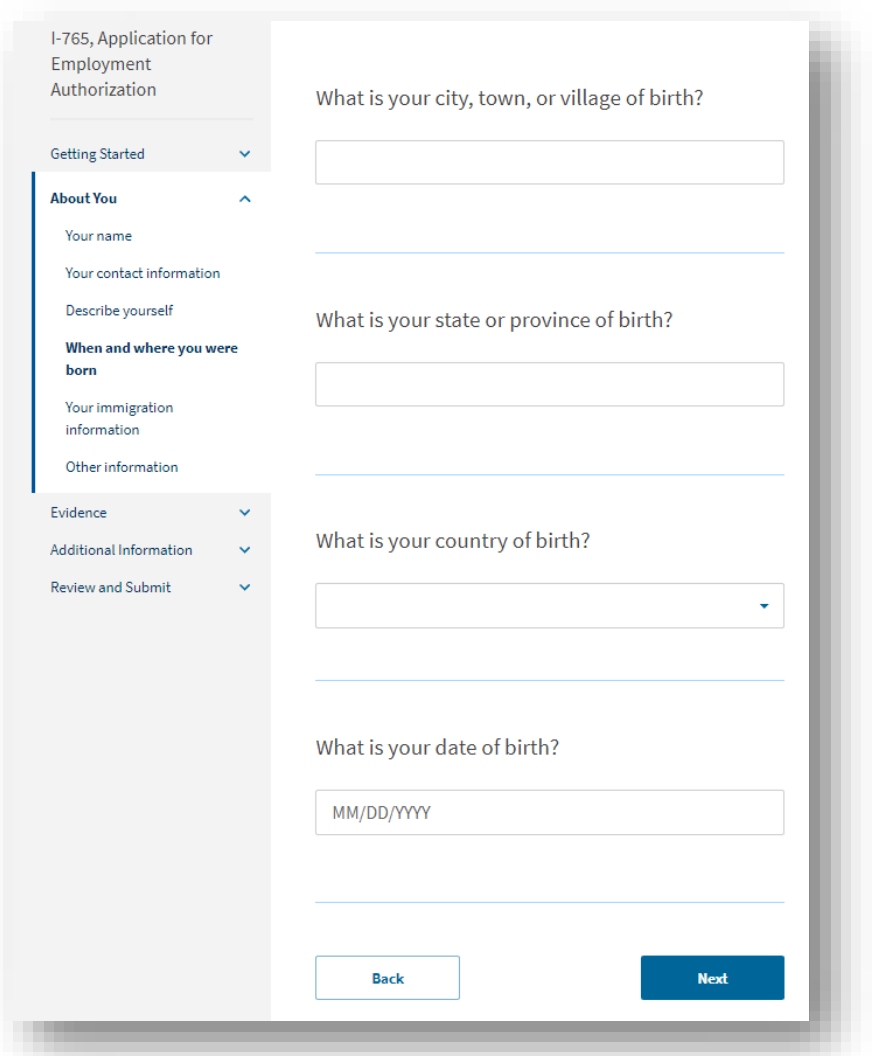


10. Select Your Gender and Marital Status.



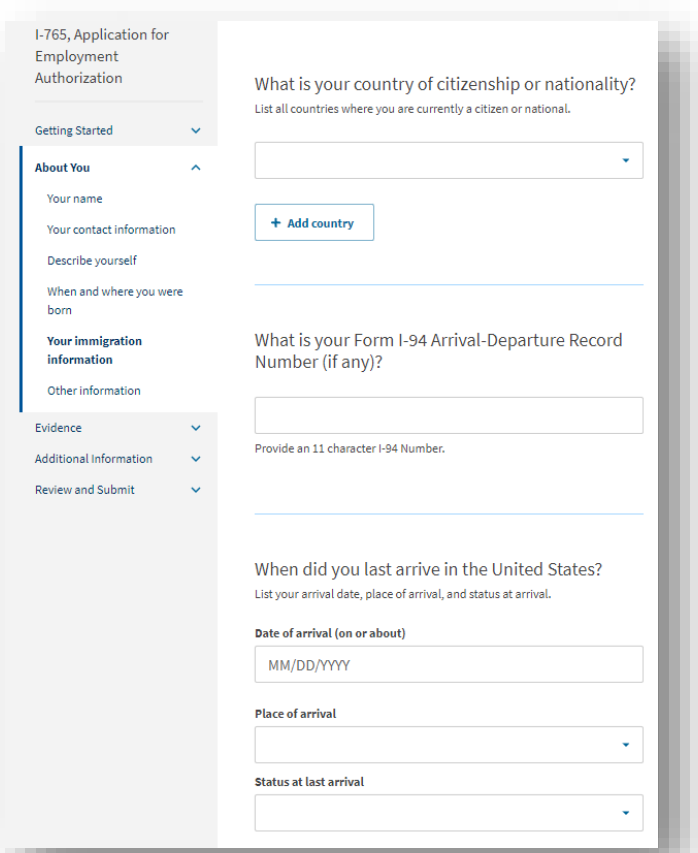
11. Enter When and Where You Were Born.

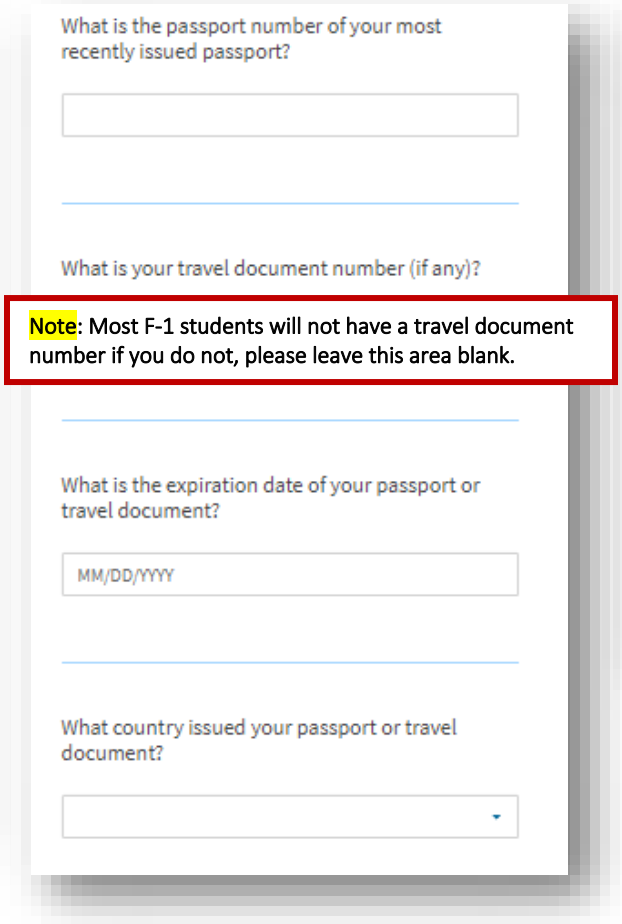
Be sure to enter your date of birth in month/day/year format. Incorrect date of birth formatting is one of the most common EAD card errors. As a reminder, errors caused by incorrect information provided on Form I-765 **will require an additional filing fee**.

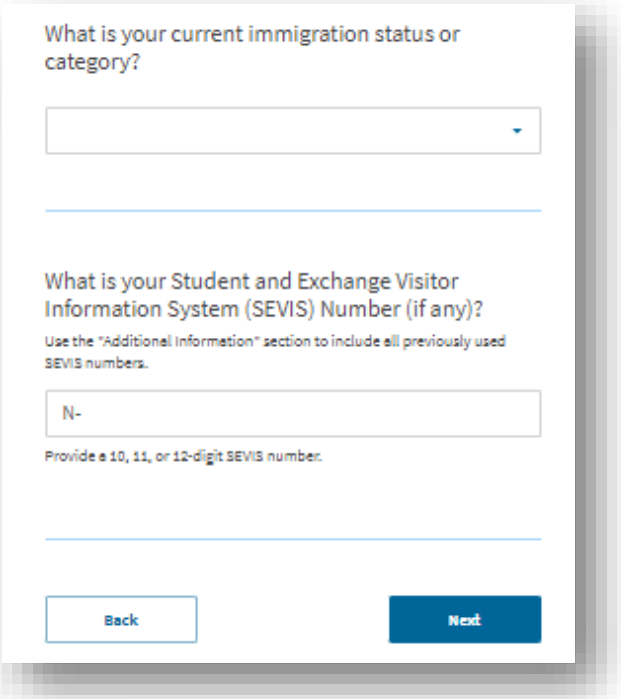


12. Enter Your Immigration Information.

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"**)



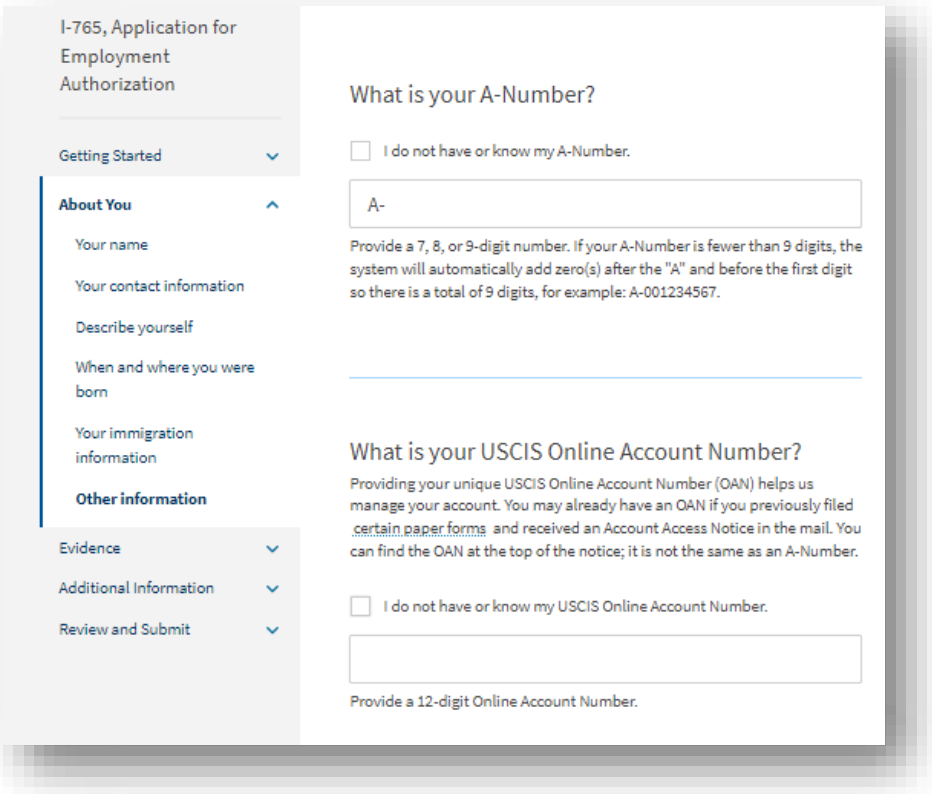


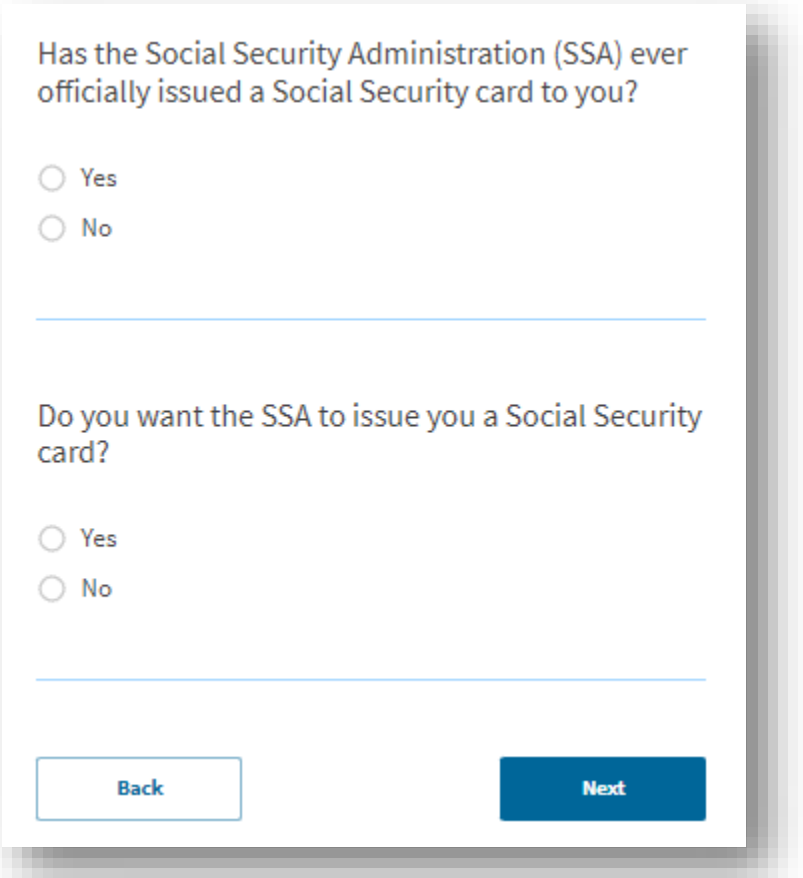


13. Provide Other Information

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.

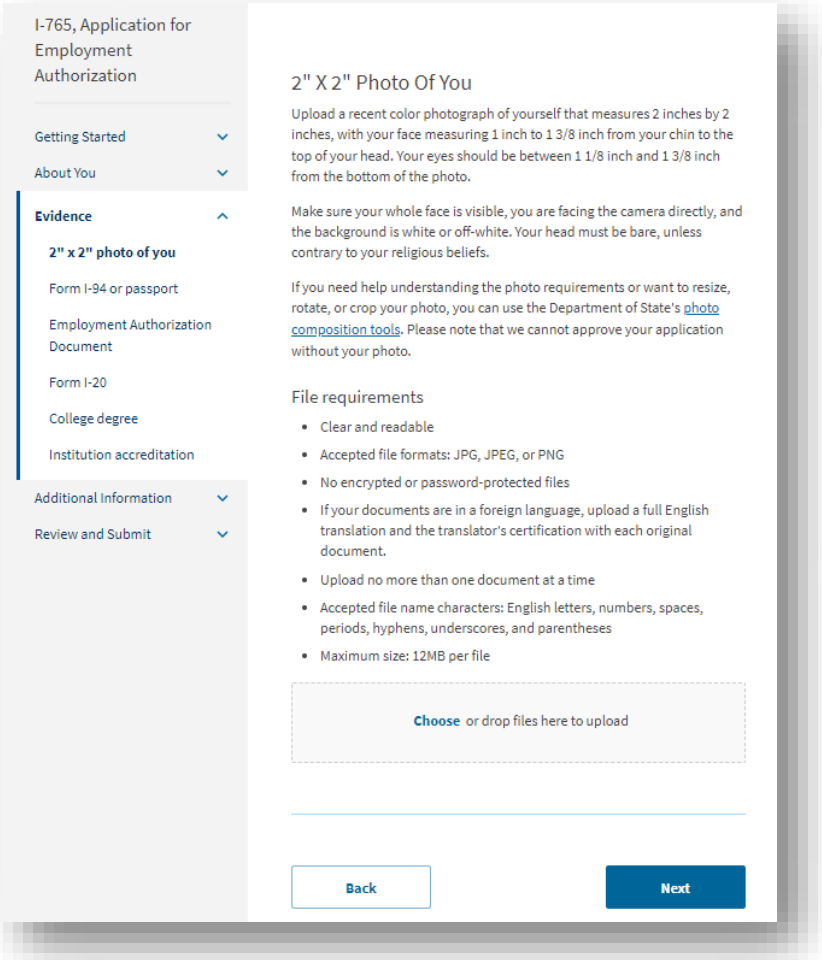
Check **Yes** if you were issued a Social Security Number (SSN) card by the SSA then enter the number listed on your Social Security Card. Select **No** if you do not, then select **Yes** to **"Do you want the SSA to issue you as Social Security card?"**; then select **Yes** to the **"Consent for Disclosure".**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





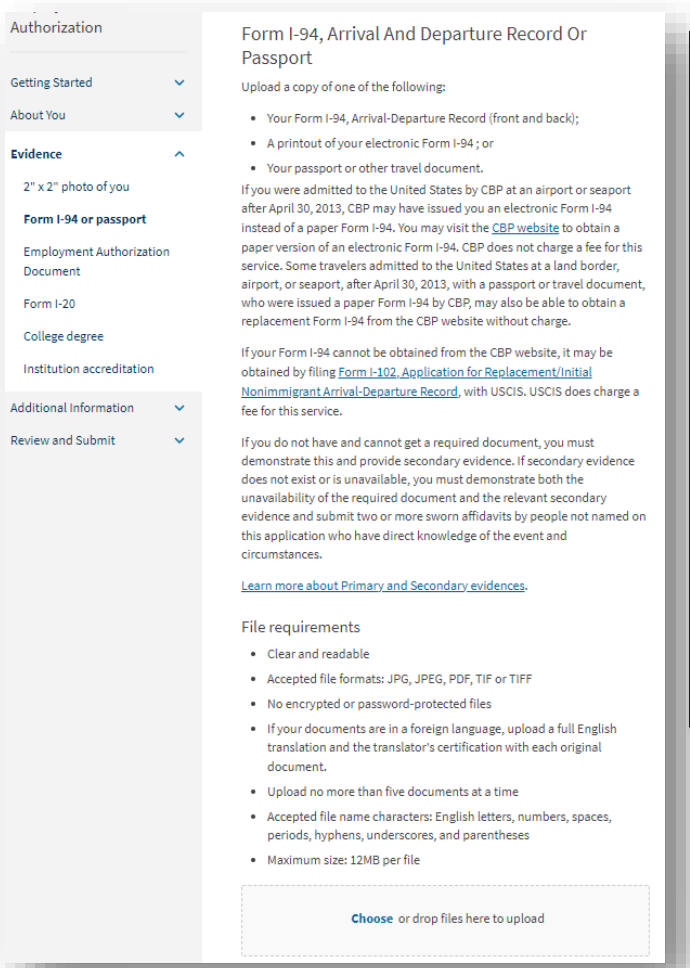
14. Upload a 2” X 2” Photo of Yourself.

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.



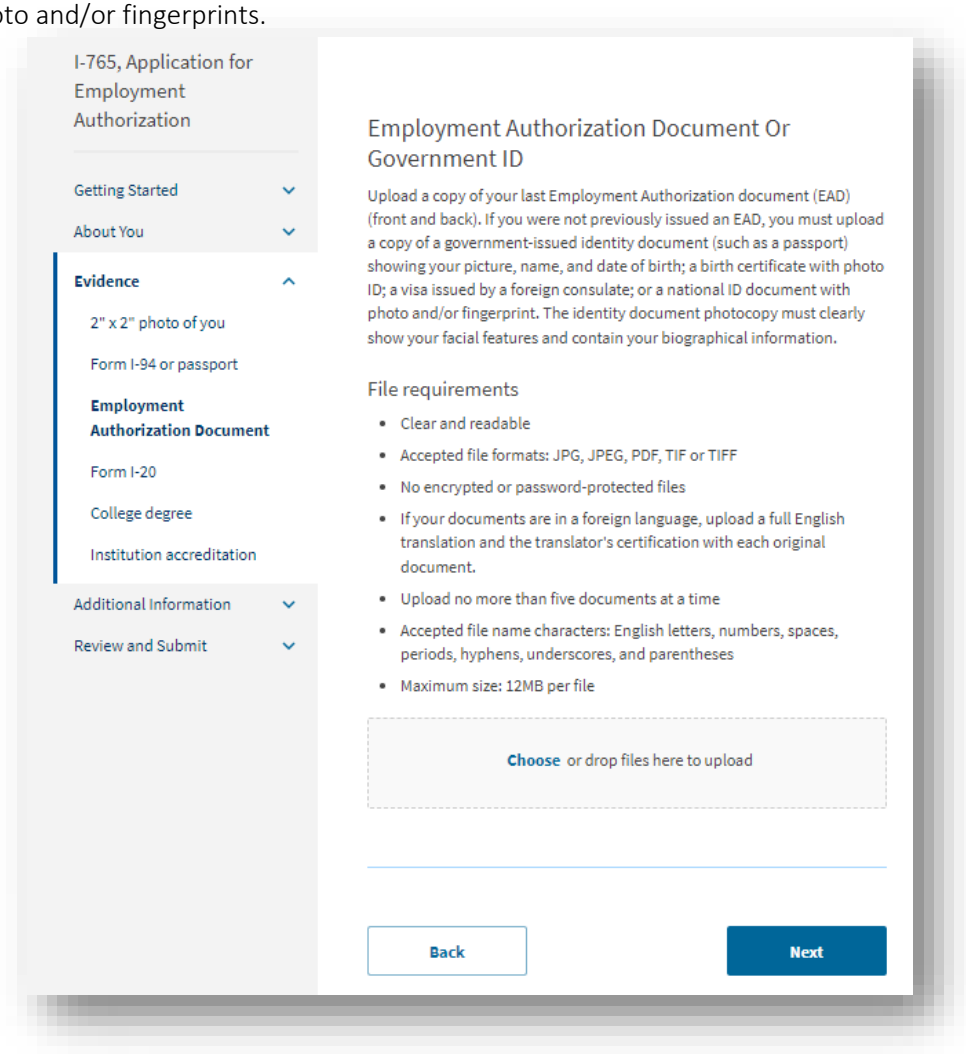
15. Upload your I-94 or Passport

Upload copy of your I-94 or passport, ensure to review **"File Requirements".** If you obtained F-1 stastus by filing a change of status application with USCIS and have not departed the U.S. since approval, you will find the I-94 on your Form I-797 Approval Notice (upload this).



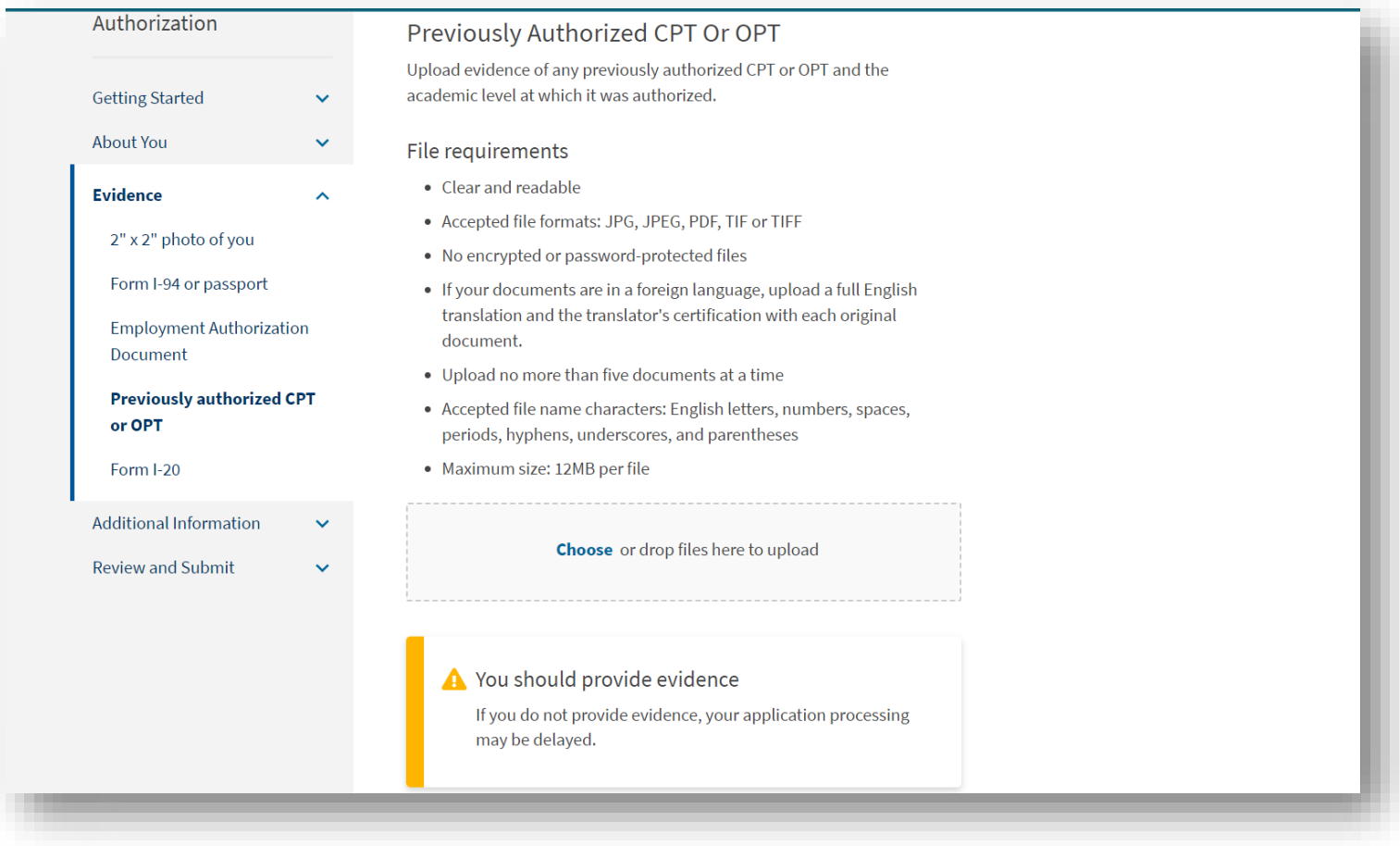
16. Upload a Copy of Your EAD card (if applicable) and other accepted identification.

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.



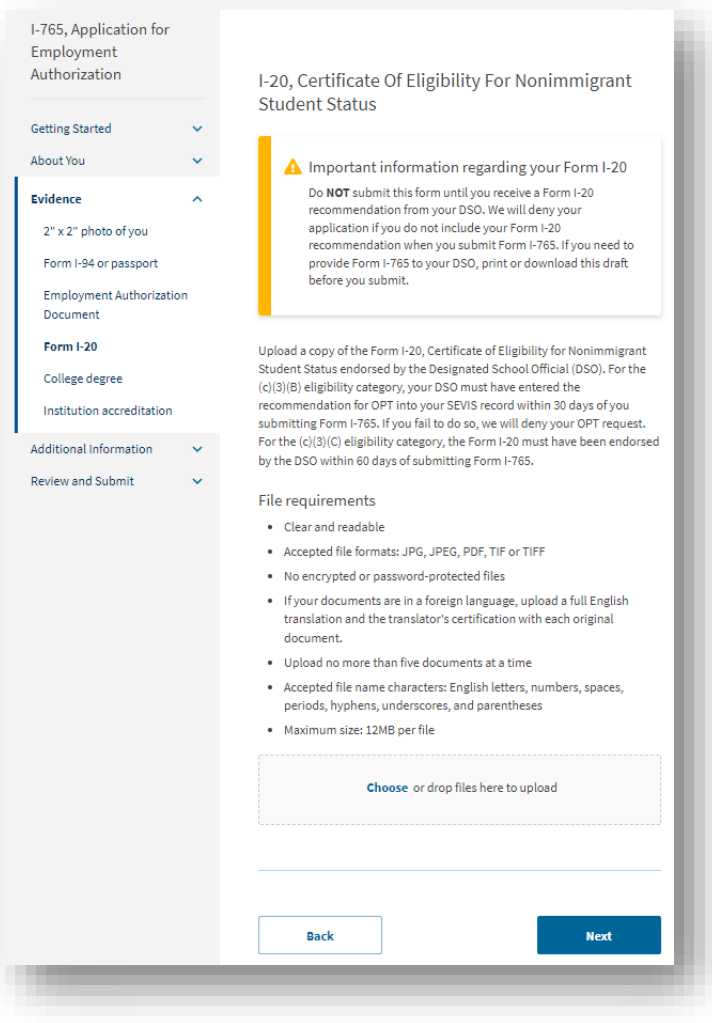
17. Post-OPT Only: Upload Evidence of Previously Authorized CPT and/or OPT (if applicable).

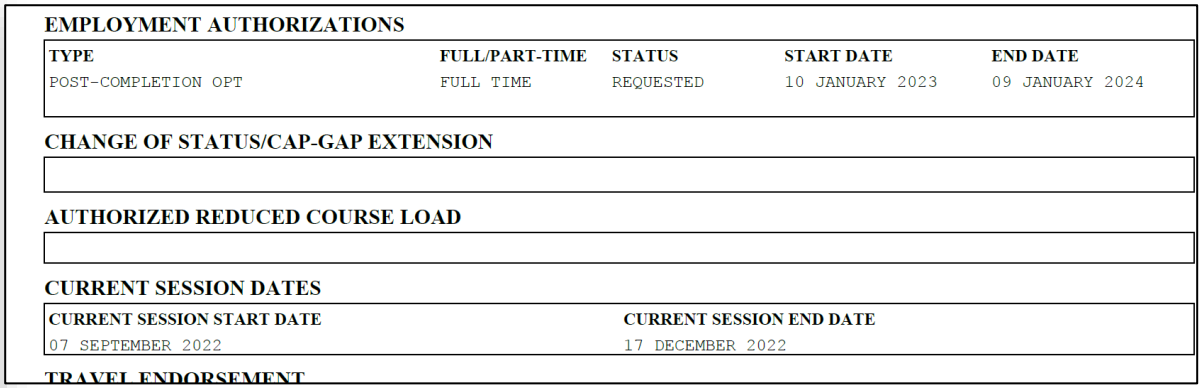
If you are applying for post-completion OPT, you will be prompted to upload evidence of any previously authorized CPT (i.e., Form I-20 with authorized CPT) and/or OPT (i.e., Form I-20 with approved OPT or EAD card). **If you do not** have a previously authorized CPT/OPT I-20, **then skip this section**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



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.





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

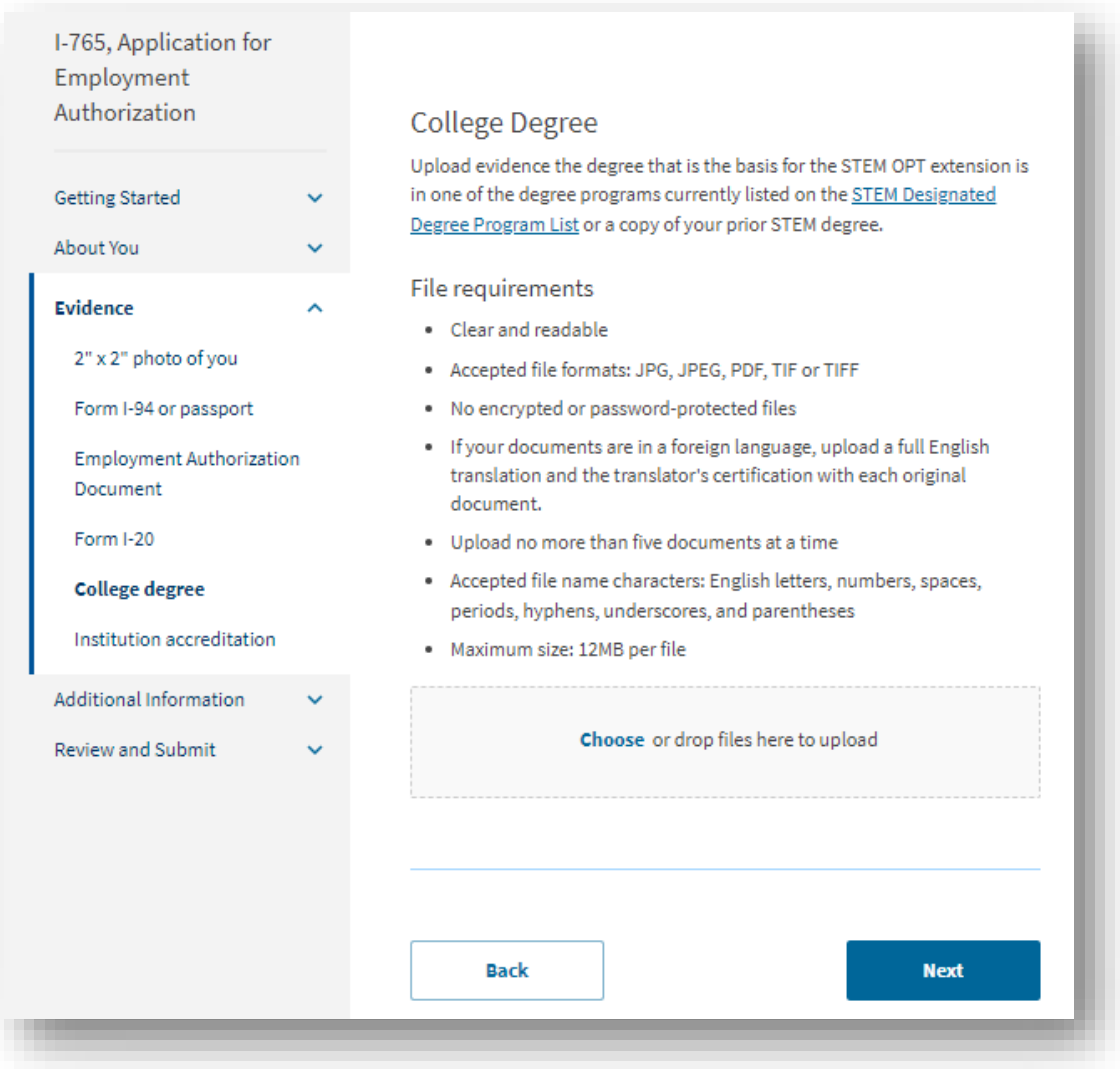
CURRENT SESSION DATES

CURRENT SESSION START DATE	CURRENT SESSION END DATE
07 SEPTEMBER 2022	17 DECEMBER 2022

TRAVEL ENDORSEMENT

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

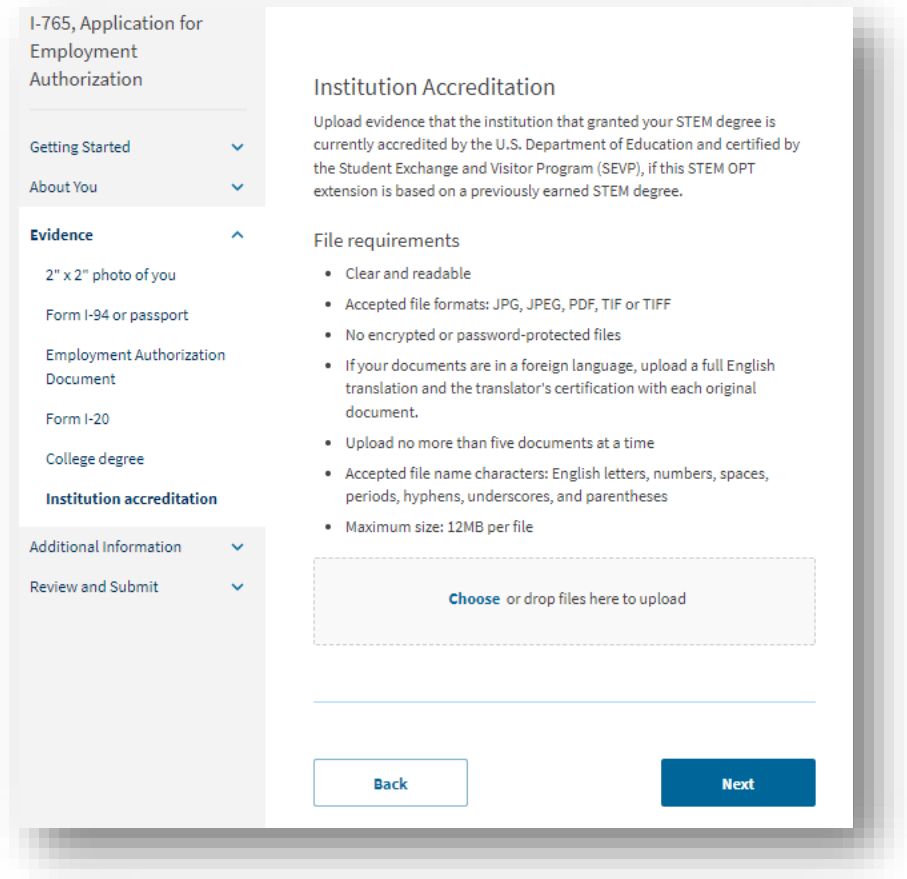
If you are applying for STEM OPT, you will be prompted to upload a copy of your college degree (STEM diploma) or Unofficial Transcript displaying degree earned.



20. STEM OPT ONLY: Upload Evidence of Institution Accreditation (not required for Pre/Post-OPT)

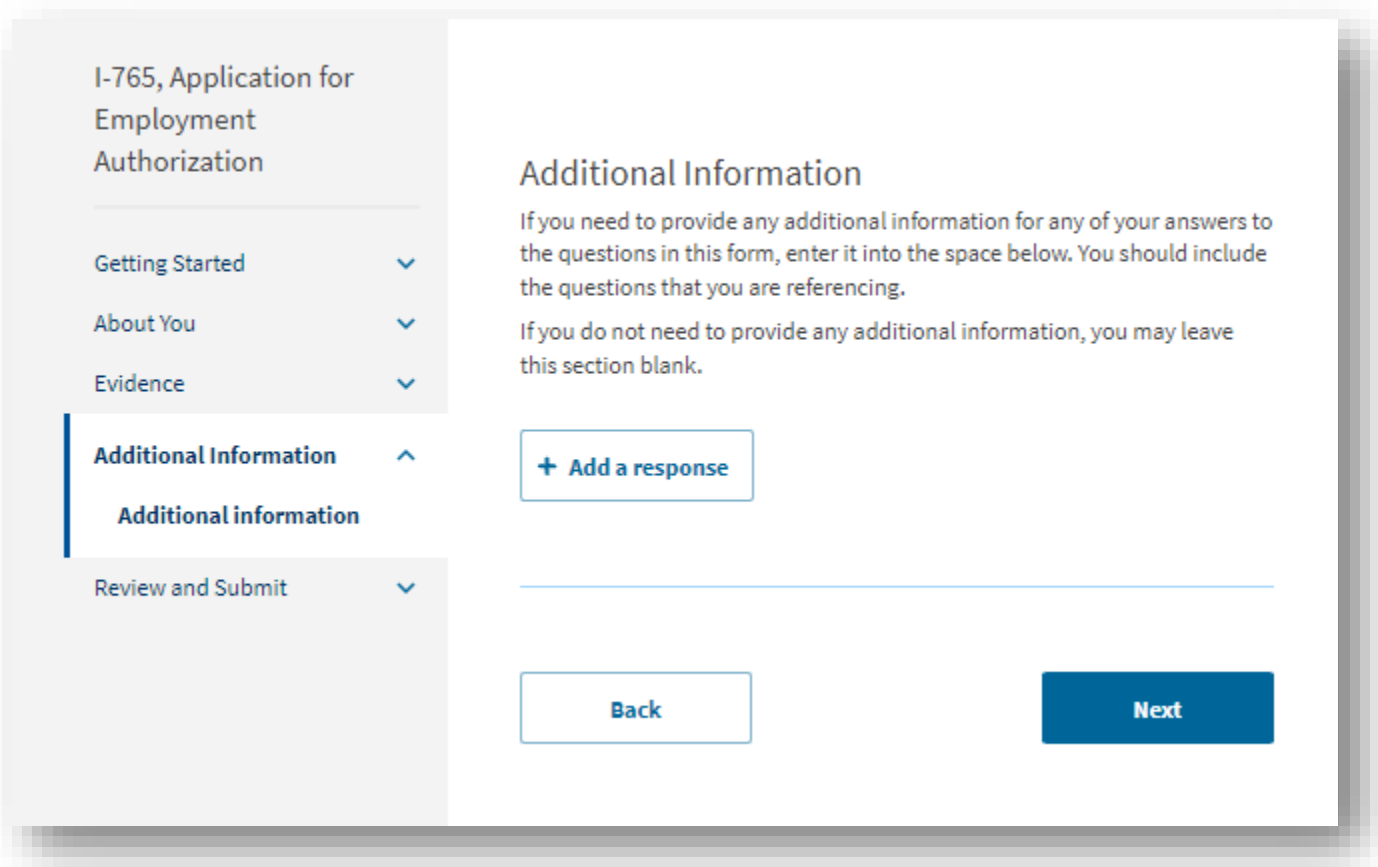
(*This is only required if you are using a previously earned STEM Degree, if you are using your currently earned STEM Degree, then skip this section and move to "Additional Information").*

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.



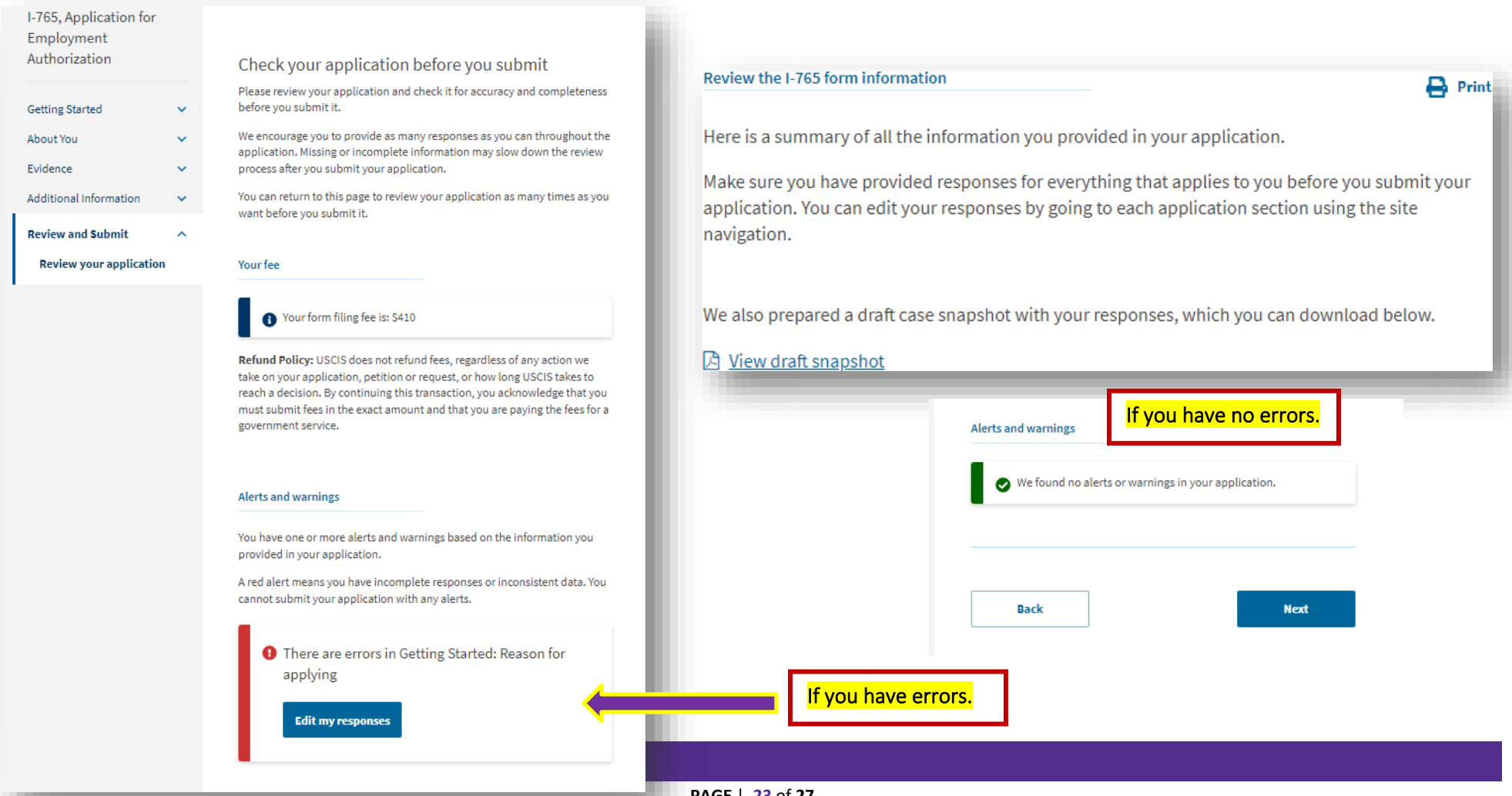
21. Upload Additional Information (if applicable)

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.

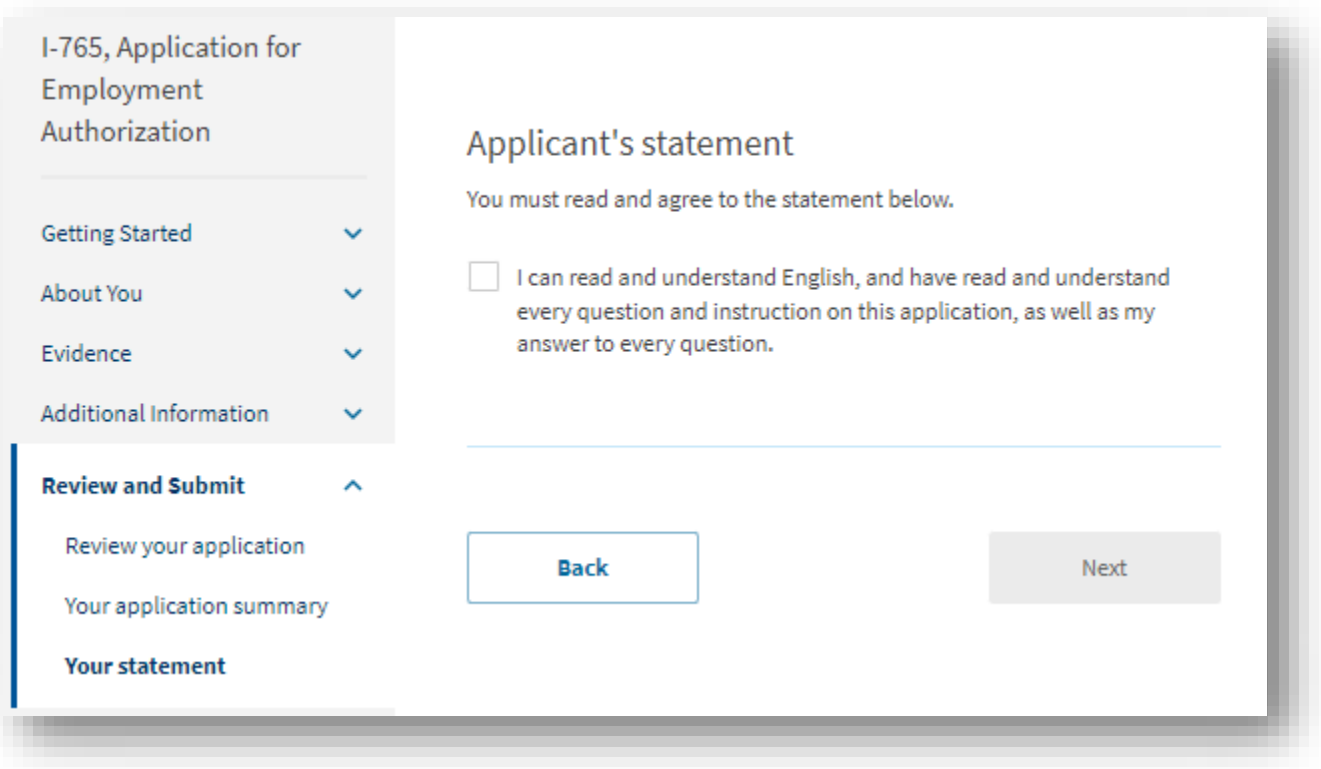


22. Review Your Application Before You Submit.

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"**

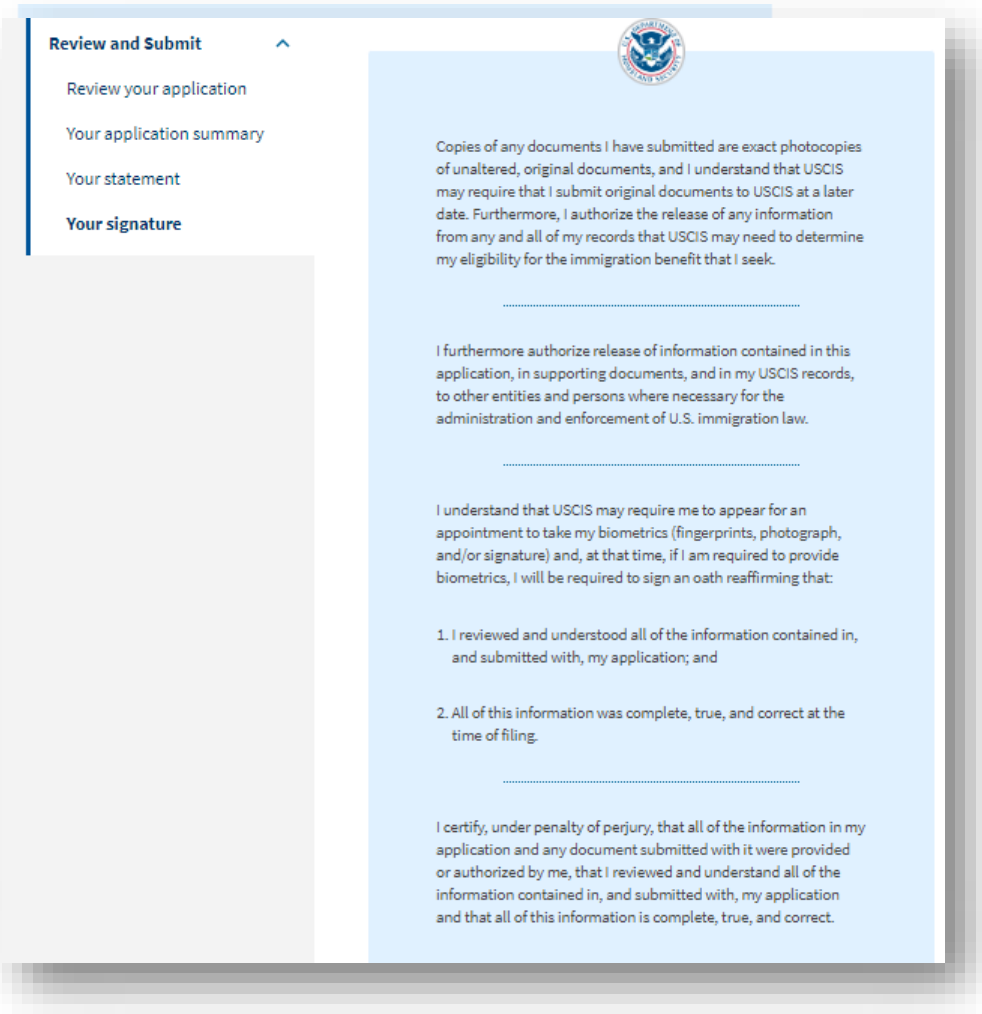


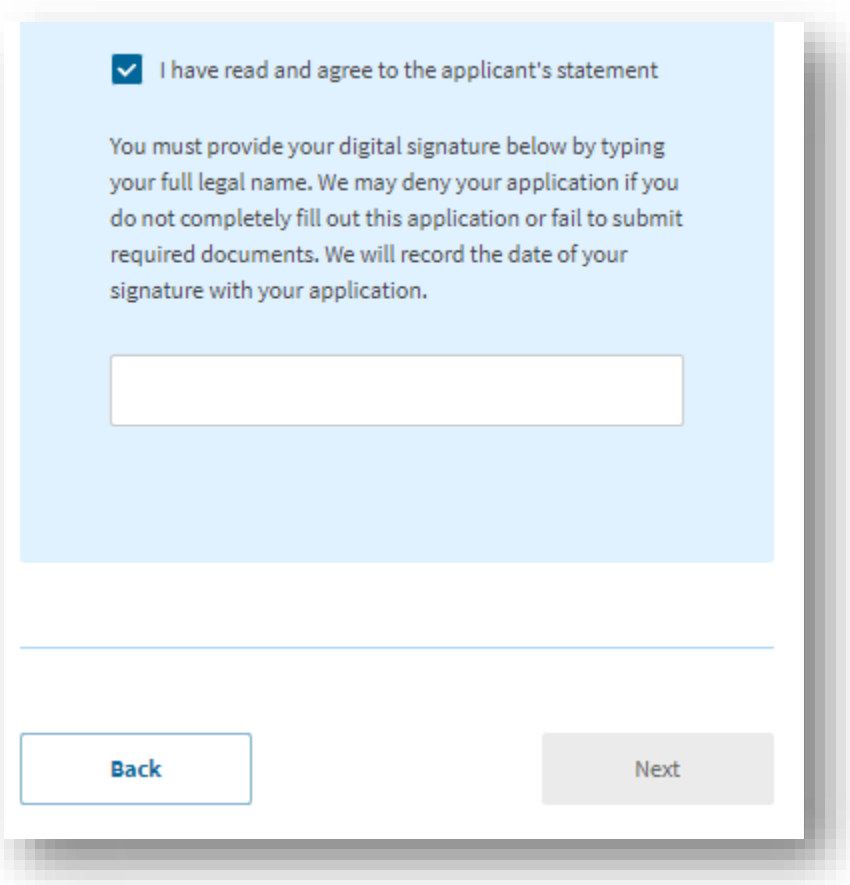
23. Read and Agree with the Applicant Statement.



24. Applicant's Declaration and Certification

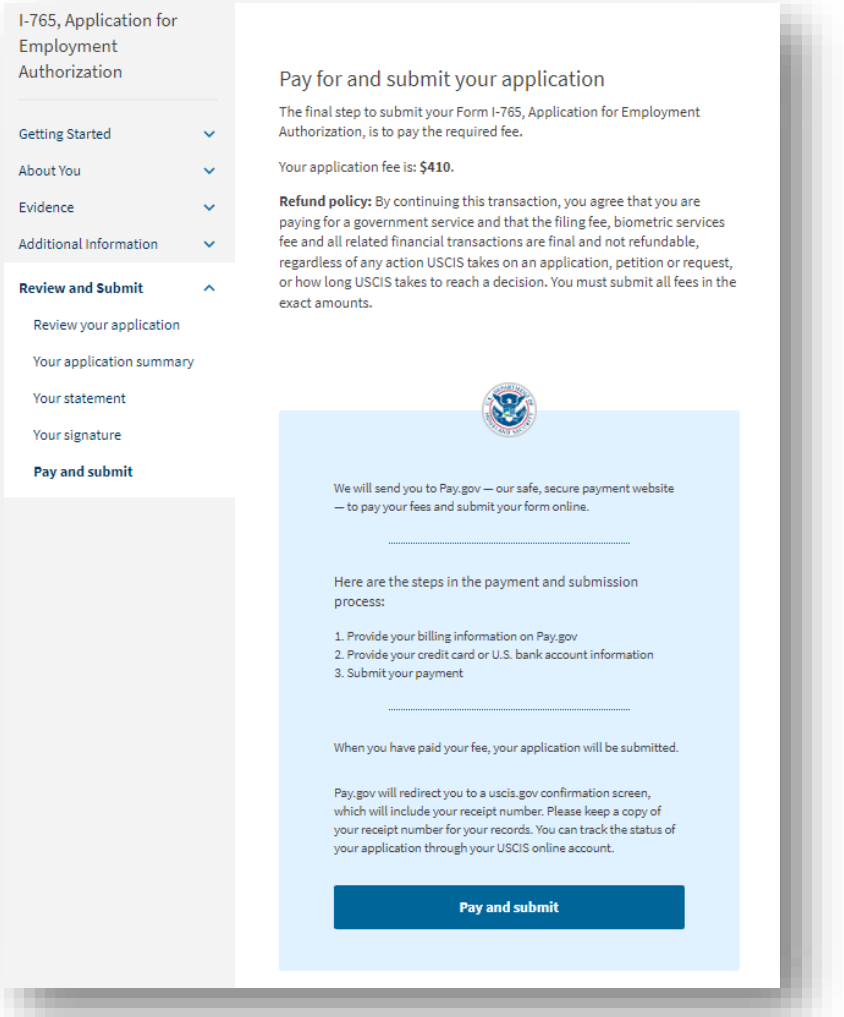
Be sure to review the certification carefully. If you agree and are ready to proceed, confirm the acknowledgement and provide your electronic signature.





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.



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/

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 response 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.