

OPT ONLINE APPLICATION CHECKLIST

1. Create a USCIS Online account at uscis.gov
2. Complete OPT request form & responsibilities page2.



OPT Request Form

View your addresses in LeoOnline

Enter your academic program info

Enter your requested OPT EAD start date
Start date can be as early as the day after your program end date and must be no later than 60 days after your program end date

SIGN & DATE HERE

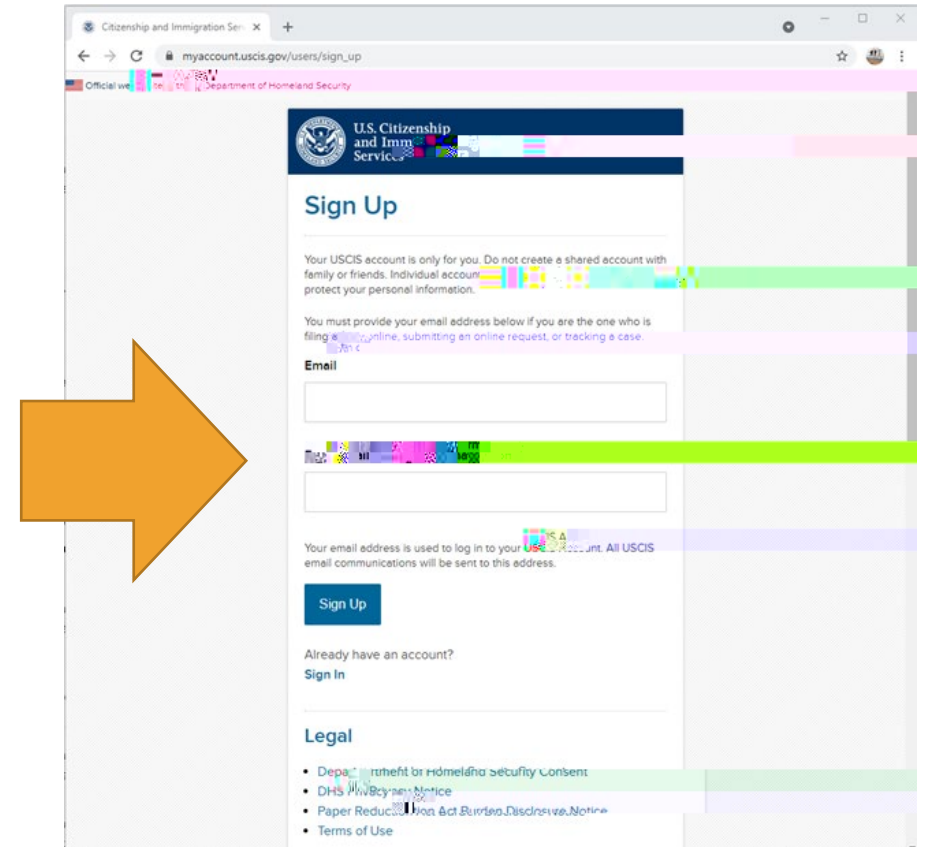
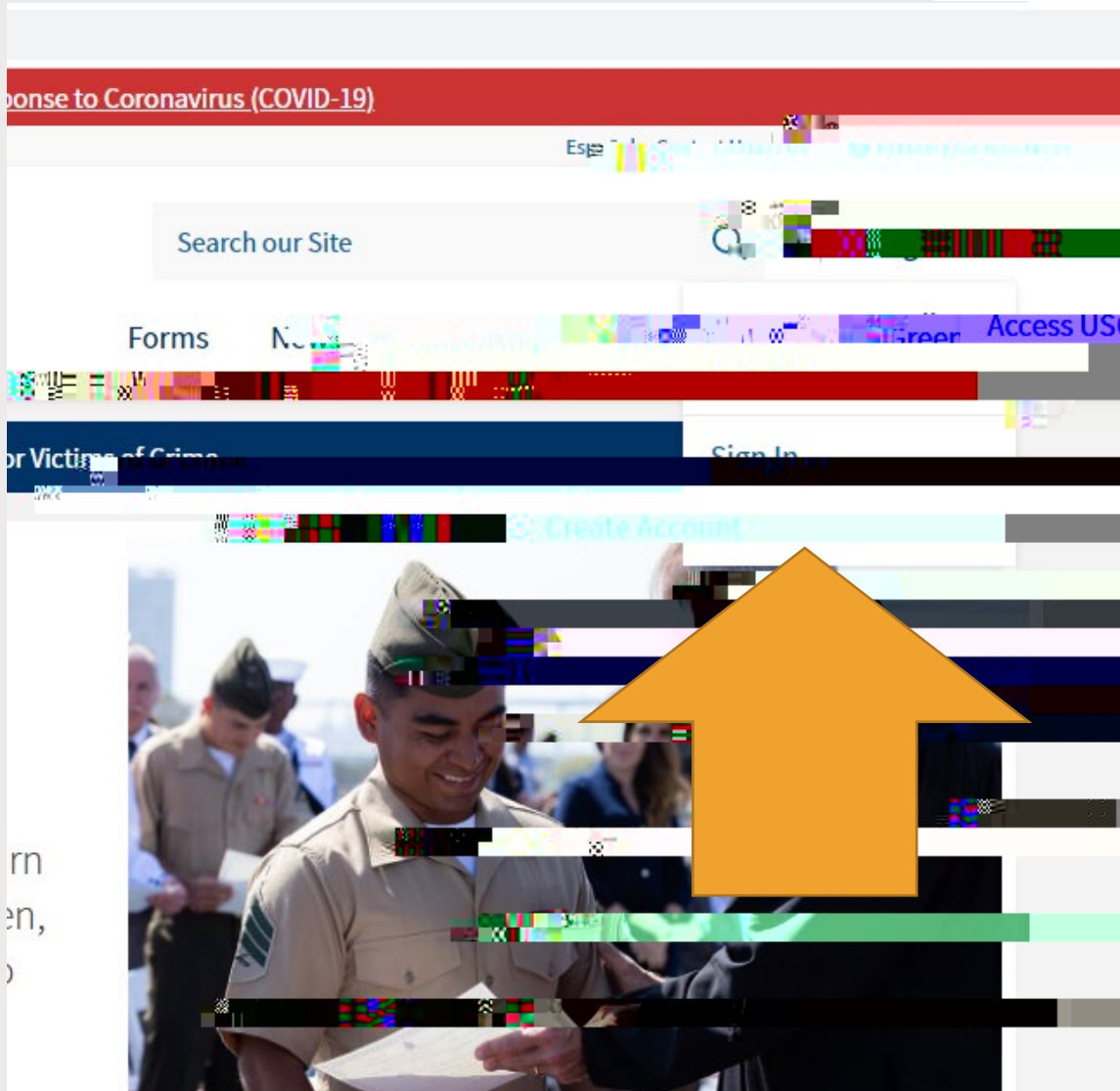
Your Academic Advisor (UG) or Graduate Program Director (GR) must complete this section

The image shows a portion of a 'REQUEST FOR REGULAR OPT' form. At the top, the title 'REQUEST FOR REGULAR OPT' is visible. Below it, there is a section for 'Personal Information' with fields for 'Name', 'UIN', 'Student E-Mail', and 'Phone'. A 'Current U.S. Address' field is also present. A note states: 'be 4765-net on this form. This should be your current residential address. If using another address to receive your EAD, it must be a physical address in the United States.' There is a section for 'Academic Program Information' with a dropdown menu. The bottom portion of the form is obscured by a large black redaction box.





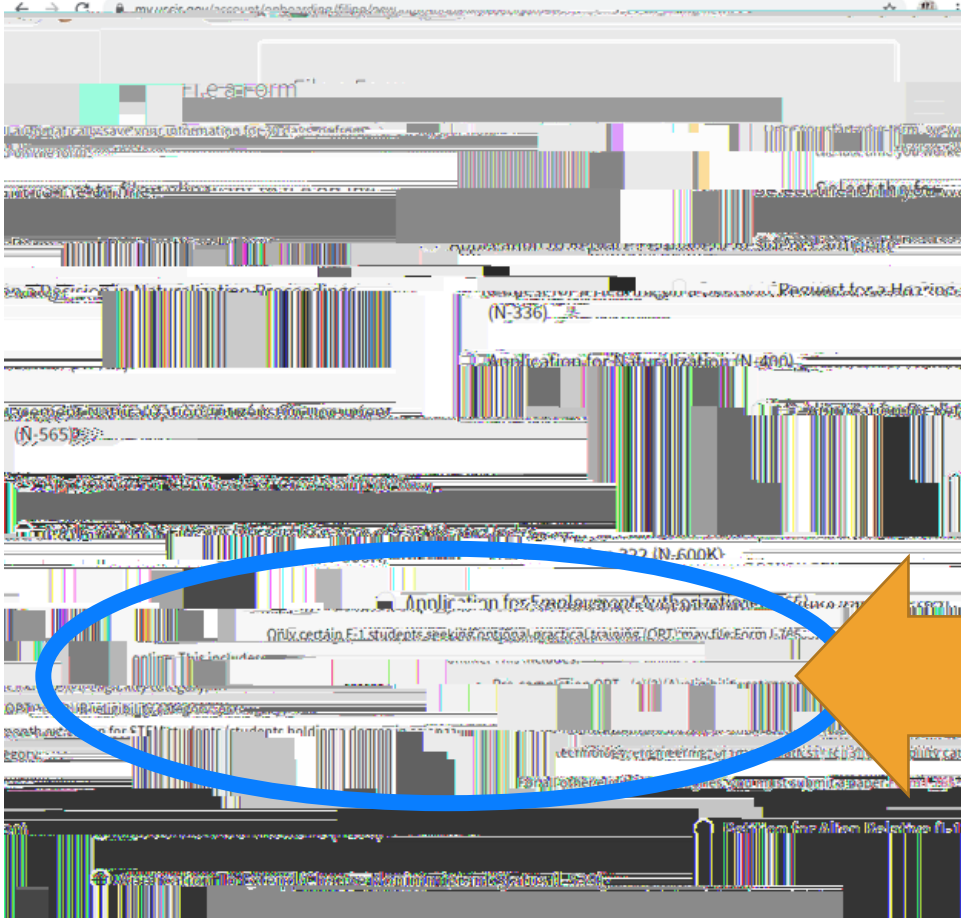
Create your account at USCIS.GOV



Create your account

The image displays three overlapping screenshots of the USCIS My Account website, illustrating the account creation process. The top-left screenshot shows the dashboard with a navigation menu and a 'Login to a USCIS Account' button circled in blue. The middle screenshot shows the 'Account Type' selection screen, with the title and the 'Select an account type:' heading circled in blue. The bottom-right screenshot shows the 'Welcome to Your USCIS Account' page, with a 'Start a new form, upload evidence, and pay and submit online' button circled in blue. A large orange arrow at the bottom points to the right, indicating the flow of the process.

Online I-765 Form – Post Completion Regular OPT



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



Online I-765 Form – Post Completion Regular OPT

The screenshot shows the 'I-765, Application for Employment Authorization' form. A large orange arrow points to the 'Basis of eligibility' dropdown menu, which is open. The menu options are:

- c(3)(A) Student Pre-completion OPT
- c(3)(B) Student **Regular OPT**
- c(3)(C) STEM Extension

Buttons for 'Back' and 'Next' are visible at the bottom of the dropdown.

The screenshot shows the 'Reason for applying' section of the form. A large orange arrow points to the 'Reason for applying' dropdown menu, which is open. The menu options are:

- Initial permission to accept employment
- Replacement of lost, stolen, or damaged employment authorization document
- Renewal of permission to accept employment

Buttons for 'Back' and 'Next' are visible at the bottom of the dropdown.

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

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





Online I-765 Form – Post Completion Regular OPT

I-765, Application for Employment Authorization

Getting Started

About You

- Your name
- Your contact information
- Describe yourself
- When and where you were born
- Your immigration information
- Other information

Evidence

Additional Information

What is your current legal name? ...

Your current legal name is the name on your birth certificate, unless it changed after birth by a legal action such as marriage or court order. Do not provide any nicknames here.

Given name (first name)

First Name

Family name (last name)

LAST NAME

Have you used any other names in any other legal documents since your birth?

Other names used may include nicknames.

Yes

No

Back Next

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



Online I-765 Form – Post Completion Regular OPT

I-765, Application for Employment Authorization

Getting Started

About You

Your name

Your contact information

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence

Additional Information

Review and Submit

What is your current legal name? ...

Your current legal name is the same 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)

Family name (last name)

Have you used any other names used in any other legal documents?

Other names used may include nicknames.

Yes

No

Back Next

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

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



Getting Started

About You

Your name

Your contact information

When and where you were born

Your immigration information

Other information

Evidence

Additional Information

Review and Submit

How may we contact you?

Daytime telephone number

Mobile telephone number (if any)

This is the same as my daytime telephone number.

Email address

What is your current U.S. mailing address?

We will use your current mailing address to contact you throughout the application process. We may not be able to contact you if you do not provide a complete and valid address. Please provide a U.S. address only.

In care of name (if any)

Address line 1

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town

State

ZIP code

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

Yes

No

Back



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



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

Online I-765 Form – Post Completion Regular OPT

I-765, Application for Employment Authorization

Getting Started

About You

Your name

Describe yourself

When and where you were born

Your immigration information

Other information

Evidence

Additional Information

Review and Submit

What is your state or province of birth?

What is your country of birth?

MM/DD/YYYY

Next

I-765, Application for Employment Authorization

What is your gender?

Male

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 marital status?

Single

Married

Divorced

Widowed

Back

Next



- Getting Started
- About You
- Your name
- Your contact information
- Describe yourself
- When and where you were born
- Your immigration information
- Other information
- Evidence
- Additional information
- Review and Submit

What is your A-Number?

What is your USCIS Online Account Number?

Providing your unique USCIS Online Account Number (OAN) helps you manage your account. You may already have an OAN if you have filed certain paper forms and received an Account Access Notice in the mail. You can find the OAN at the top of the notice; it is not the same as an A-Number.

I do not have or know my USCIS Online Account Number.

Has the SSA ever officially issued you a Social Security card?

- Yes
- No

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

- Yes
- No

Back

Next



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



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

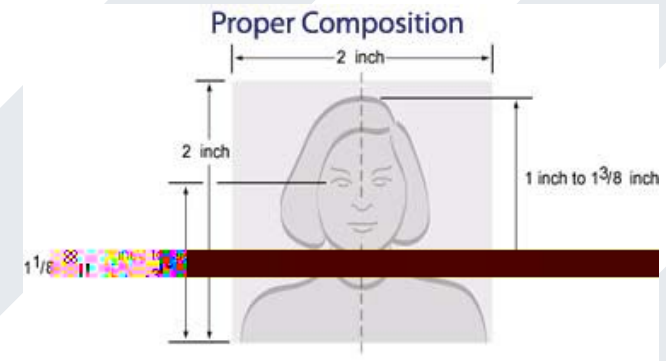
If you Select No, then we recommend you select Yes to the next question.

2x2 Photo Requirement

JPG, JPEG or PNG Only

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

The screenshot shows the U.S. Citizenship website interface for the I-765 application. The main heading is "2 X 2 Photo Of You". Below this, there are instructions: "Upload 2 identical color photographs of yourself that measures 2 inches by 2 inches, with your head 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." There are also instructions on how to crop or rotate the photos. The "File requirements" section lists: "Clear and readable", "Accepted file formats: Jrs, JPEG, or PNG", "If your documents are in a foreign language, provide an original translation and the translator's certification with each original document.", "Accepted characters: Latin, Greek, Cyrillic, Arabic, Hebrew, and Chinese characters, numbers, hyphens, underscores, and parentheses", and "Maximum size: 6MB per file". At the bottom, there is a "Choose or drop files here to upload" area and "Back" and "Next" buttons.

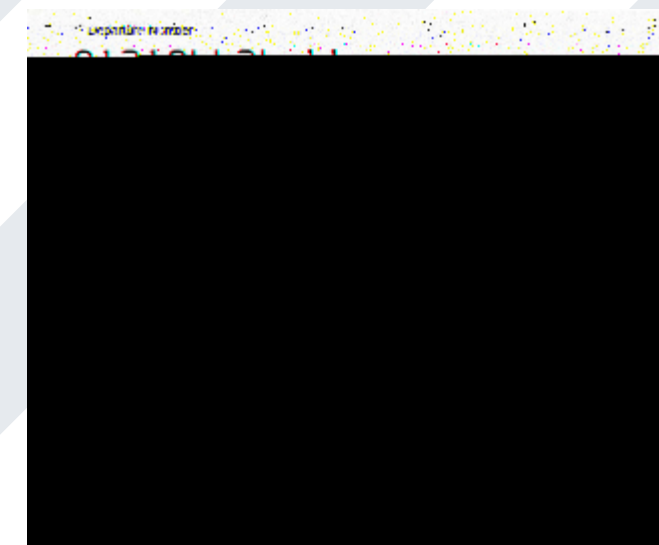
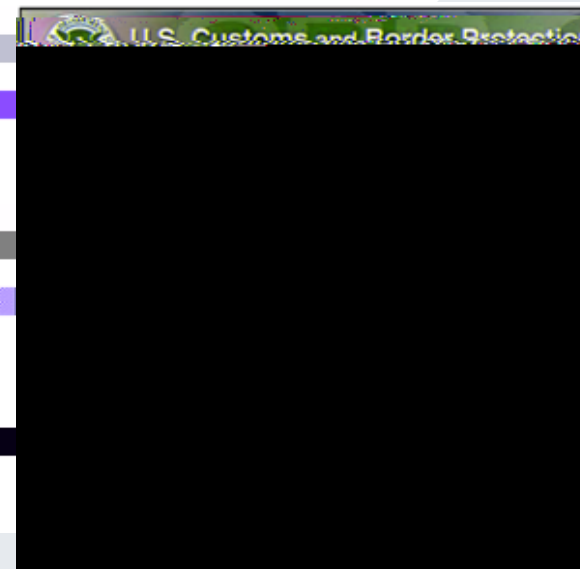


I-94 Arrival Record*

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

The screenshot shows the 'I-94, Arrival And Departure Record' upload page. The left sidebar contains navigation options: 'Getting Started', 'About You', 'Evidence', 'Additional Information', and 'Review and Submit'. The 'Evidence' section is expanded, showing '2 x 2 photo of you', 'Form I-94', 'Employment Authorization Document', 'Previously authorized CPT or OPT', and 'Form I-20'. The main content area includes instructions on how to obtain a copy of the I-94, file requirements (clear and readable, accepted file formats, no encrypted files, full English translation for foreign documents, accepted characters, and maximum size of 6MB per file), and a file upload area with 'Back' and 'Next' buttons.

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



Other Supporting Documents

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

I-765, Application for Employment Authorization

Getting Started ▼

About You ▼

Evidence ▲

2 x 2 photo of you

Form I-94

Employment Authorization Document

Previously a

OPT

Form I-20

Add

Review and Submit ▼

Employment Authorization Document

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. Acceptable documents include a birth certificate with photo ID, a visa issued by a U.S. consulate, or a U.S. passport.

File 📎

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, GIF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload the translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, apostrophes, and hyphens.

Chili

OPT I-20

I-765, Application for Employment Authorization

I-20, Certificate Of Eligibility For Nonimmigrant Student Status

Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student Status endorsed by the Designated School Official (DSO). For the (c)(3)(B) eligibility category, your DSO must have entered the recommendation for OPT into your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so, we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20 must have been endorsed by the DSO within 60 days of submitting Form I-765.

File requirements

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- If your documents are in a foreign language, upload a full English translation and the original document for verification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens,
- Maximum size: 6MB per file

Choose or drop files here to upload

Back Next

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

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

Application Submission to USCIS

- Review your entire I-20 but especially OPT information on the second page of the new I-20. Should there be any errors, VISA must be notified immediately.
- OPT Endorsement on I-20
- STEM OPT Endorsement on I-20
- ec 46 >>BDC 1 0 0 rg 18.96 0 0f(m)1.5Q0(m)13-8213-85



Proof of Enrollment | Proof of Enrollment | Institution Accreditation

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

This screenshot shows the 'Proof of Enrollment' section of the I-765 application form. The page title is 'I-765, Application for Employment Authorization'. The 'Evidence' section lists the following requirements:

- 2 x 2 photo of you
- Form I-94
- Document
- Form I-20

The 'File requirements' section includes:

- 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
- Maximum size: 6MB per file

At the bottom, there are 'Back' and 'Next' buttons.

This screenshot shows the 'College Degree' section of the I-765 application form. The page title is 'I-765, Application for Employment Authorization'. The 'Evidence' section lists the following requirements:

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

The 'File requirements' section includes:

- 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
- Maximum size: 6MB per file

At the bottom, there are 'Back' and 'Next' buttons.

This screenshot shows the 'Institution Accreditation' section of the I-765 application form. The page title is 'I-765, Application for Employment Authorization'. The 'Evidence' section lists the following requirements:

- 2 x 2 photo of you
- Form I-94
- Document
- Form I-20

The 'File requirements' section includes:

- Clear and readable
- Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF
- No encrypted or password-protected files
- Maximum size: 6MB per file

At the bottom, there are 'Back' and 'Next' buttons.

Additional Information

You can submit additional





