## **International Programs and Services (IPS)**

## Step by Step Guide to file your OPT Application Online

STEP 1: Complete the "OPT: Registrar's Program Completion Verification" e-form on the International Student Portal. See step by step instructions in this guide.

## myLYNN



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#### Academics

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International Student Services



International Programs and Services (IPS)

The International Programs and Services Office supports the mission and values of Lynn University by providing comprehensive and specialized services for the international student population. Serving as the central point of contact for all international students, the International Programs and Services Office strives to provide timely, accurate and effective advising and assistance while ensuring compliance with U.S. immigration laws and regulations.

All of the IPS forms are now online! Log in to the International Student Portal and submit updated documents or request services

at<mark>\_https://international.lynn.edu</mark>\_



## **STEP 2: Documents needed for completing OPT Application online**

**BEFORE YOU BEGIN THE ONLINE APPLICATION ON THE USCIS WEBSITE**, you need to gather the below documents and <u>save them to the computer you will be using</u> to upload to your online application.

Accepted Scan copy file formats: When uploading scanned copies, the online system will only accept file formats: JPG, JPEG, PDF, TIF or TIFF. For Passport Photo, the system will only take JPG, JPEG or PNG file.

• Download the free Adobe Scan 👃 App to your phone or iPad to scan your documents, then save them to your device.

Govt Issued Photo ID:

• Scan a copy of the biographical page of your Passport (the page that has your name, picture, date of birth, etc.)

Legal Status Proof:

• You need copy of your <u>Electronic Copy of I-94</u> printed online.

F1 Documents:

- Copy of previous form I-20s (pages 1-2) that were issued for CPT (scan all of your CPT I-20s as one file using the adobe scan app).
- Copy of previous (lower level) OPT I-20
- Copy of OPT Form I-20 (page 1-2) issued by IPS.

**Fee Payment Options** : The fee is \$410 USD. You can use one of the below options and have details of the same during filling of online application.

- Credit Card for Fee payment: You need to have a valid credit card with enough amount to pay the I-765 form fee.
- ACH Payment using Bank : You need to have your Bank Check that has details related to your Savings or Checking Account. The bank need to have enough amount to pay the I-765 form fee.

#### Passport Size Photo:

• See step-by-step guide to create your passport size photo below:

**Step 1:** Take a photo using your mobile phone. Make sure you have a solid white background. Your photo needs to be clear and in color, reproduces skin tones accurately, and is properly exposed with no shadows. Here are some acceptable and unacceptable examples from the <u>Travel.State.Gov</u> website:



Step 2: You can use the Travel.State.Gov <u>Photo Tool</u> to crop your photo to the right size or use the following free website https://www.passportphotoapp.com/.





Once you have your documents saved to your computer, upload a copy on the International Student Portal for IPS review.

| LYNN INTERNA   | IONAL STUDENT PORTAL   | 🍳 🖻 🖬  |
|--|--|--|
|  |  | Fred lamatest Test 🝷                                       |
| Home<br>Admission<br>Employment                          | Post-Completion OPT Application Proc<br>The forms in this section are required for the Post-Completion OPT (OPT After Graduation | cess Forms<br>n) application review and processing by IPS. |
| Graduate Program Forms<br>I-20 Updates and<br>Signatures | E-Forms  | -  |
| Letter Requests<br>Orientation<br>Other Forms & Services | OPT: Registrar's Program Completion Verification  REQUIRED OPT: Application Materials for IPS Review                             |  |
|  | REQUIRED     OPT Application: Upload Copy of I-765/Receipt Notice  |  |

# -----STOP------

# WAIT FOR IPS TO SEND YOU THE <u>OPT I-20</u> BEFORE MOVING ON TO THE STEP BELOW. Please note that it can take 2-3 business days for IPS to review your documents and issue your OPT I-20.

#### Step 3 – Create USCIS Portal Account and Submit Your Application

Create a USCIS account online at <u>myaccount.uscis.gov</u>. During the signup and login process, you need to select account type.

Account Type: If you are applying as F1 student by yourself, select "I am an applicant, petitioner or requestor" – see below screenshot.

| U.S. Citizenship<br>and Immigration<br>Services               |               | US. Clicket website of the Department of Homeland Security US. Science Ship and Immigration Services   |
|---|---------------|--|
| Sign In   | =             |  |
| Email *   |               | Account Type   |
| Password *  |               | Select an account type:<br>I am an applicant, petitioner, or requestor.<br>USCIS only offers certain benefit types for online filing. Please<br>refer to uscis.gov for further guidance. |
| Forgot your Password?   | Show Password | You cannot file an H-IB Registration with this account type.     I am a Legal Representative.     I am an attorney eligible to practice law in the United States.                        |
| Sign In   |               | I am an accredited representative of a qualified organization<br>that is recognized by the Department of Justice in accordance<br>with 8 CFR part 1292.                                  |
| One account for all of your USCIS needs<br>Create an account. | ì.            |  |

Login to USCIS Service: You need to select MyUSCIS icon under "Login to a USCIS Service" and select the one that says "Apply for immigration benefit, find tools..." See below screenshot.

| Select what     | t you want to do   |
|-----------------|--|
| Edit My Profile | Editing your profile includes email,<br>password, phone number, security<br>questions, two-step verification and<br>backup code.   |
| Login to a      | USCIS Service  |
|                 | Apply for immigration benefits, find<br>tools and resources to assist in<br>preparation for naturalization, and<br>search for doctors in your local<br>community.              |
| FIRST           | Submit, manage and receive Freedon<br>of Information Act (FOIA) requests.  |
| myE-Verify      | Confirm your records for employment<br>eligibility, track E-Verify or Self-Check<br>case status, and protect your identity<br>by locking your Social Security<br>Number (SSN). |

### Select File a form Online

After you create an account and have logged in, you will see a few options like in the below screenshot. If you are applying for OPT by yourself online, then you should select "File a form online" as shown below.



#### Select Application for Employment Authorization(I-765)

You will get an option to select the type of form. In this section, you need to select "*Application for Employment Authorization (I-765)*" as show in below screenshot and click on "Start Form" button.

| File a Form  |    |
|--|----|
| Select the form you want to file online. Once you start, we will automatically save you information for 30 days, or from the last time you worked on the form. | ir |
| ✤ Concurrent filing available  | ~  |
| Select the form you want to file online.   |    |
| 🔘 I-90, Application to Replace Permanent Resident Card   |    |
| ○ I-130, Petition for Alien Relative   |    |
| 🔘 I-539, Application To Extend/Change Nonimmigrant Status  |    |
| <ul> <li>I-765, Application for Employment Authorization</li> </ul>  |    |
| ○ I-821, Application for Temporary Protected Status (TPS)  |    |
| <ul> <li>N-336, Request for a Hearing on a Decision in Naturalization<br/>Proceedings</li> </ul>   |    |
| O N-400, Application for Naturalization  |    |
| <ul> <li>N-565, Application for Replacement Naturalization/Citizenship<br/>Document</li> </ul>   | р  |
| 🔘 N-600, Application for Certificate of Citizenship  |    |
| <ul> <li>N-600K, Application for Citizenship and Issuance of Certificate<br/>Under Section 322</li> </ul>  | 2  |
| Start form<br>Cancel   |    |

#### Info on Eligibility, Fee, Documents, Tracking, Validity

You will get an information page with details on eligibility requirements, how much the application fee is, all documents you will need, and what happens after you submit the form. After reading the details, click on <u>Next</u>.

#### I-765, Application For Employment Authorization

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

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

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

Learn more about employment authorization.

Before You Start Your Application

#### Eligibility

You may apply online if your eligibility category is:

- (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); or
- (a)(12) Temporary Protected Status (You are submitting an initial Form I-821 or you have an approved Form I-821);

Note: You may submit Form I-765 online as an (a)(12) applicant only if you are:

- A national of Burma, Haiti, Somalia, Syria, Venezuela, or Yemen, or a person without nationality who last habitually resided in one of these six countries;
- Filing an initial application for TPS; and
- Applying for an initial request to accept employment or renewing permission to accept employment.

All other applicants must submit a paper Form I-765.

F1 Students Seeking Optional Practical Training (OPT)

#### 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.



#### Fee

**Fee:** \$410. If you are requesting an EAD as an initial TPS applicant, you must pay the Form I-765 filing fee, unless you are younger than 14 or older than 65. If you are reregistering for TPS and requesting an EAD, you must pay the Form I-765 filing fee.

**Note:** If you are submitting this form with Form I-821, your total application fee will reflect the fees for Form I-821, Form I-765, and biometric services (if required). You will pay for all three at the end of this form.

**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.

Please refer to the instructions for the form(s) you are filing for additional information or you may call the USCIS Contact Center at 800-375-5283. For TTY (deaf or hard of hearing) 800-767-1833.

#### Documents you may need

Most applicants must upload:

- A copy of your Form I-94, Nonimmigrant Arrival-Departure Record (front and back), a printout of your electronic Form I-94 from www.cbp.gov/i94, passport, or other travel document.
- A copy of your last EAD (front and back). If you were not previously issued an EAD, you must submit 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.
- A color passport-style photograph of yourself taken recently.

We will automatically inform you which documents and additional evidence you may need to provide as you fill out your application. These recommendations for additional information will be based on the information you provide in the application, such as your personal history and circumstances.

Any document containing foreign language submitted to USCIS must be accompanied by a full English language translation that the translator has certified as complete and accurate, and by the translator's certification that he or she is competent to translate from the foreign language into English.

#### Completing Your Form Online

#### 📮 Filing online

Submitting your application online is the same as mailing in a completed paper form. They both gather the same information.

#### 📥 Complete the Getting Started section first

You should answer all questions in the Getting Started section first so we can best customize the rest of your online form experience.

#### ☑ Provide as many responses as you can

You should provide as many responses as you can. Incomplete fields or sections and missing information can slow down the process after you submit your form.

🖺 We will automatically save your responses

## Getting Started – Eligibility, Reason, Preparer & Interpreter

In the getting started section, you will fill out your eligibility, reason for applying and preparer information. The below pages appear in sequence as listed and you need to click next after completing each page to go to the next section.

## Select OPT Eligibility Category

| Cetting Started A<br>Basis of eligibility<br>Reason for applying<br>Preparer and interpreter<br>information | You can file your request online only for certain<br>eligibility categories<br>If your eligibility category does not appear on the drop-<br>down list, you must file a paper <u>Form 1-765</u> . If you submit<br>online and are not eligible for one of the listed categories,<br>your application may be denied. |
|---|--|
| About You 🗸   | -  |
| Evidence   Additional Information   | c(3)(B) Student Post-Completion OPT  |
| Review and Submit 🛛 🗸   |  |

You need to select if you are applying for OPT for the first time, renewing your OPT employment (STEM Extensions), or if you have lost or damaged your OPT card. Also, you need to select if you have previously filed I-765 or not.



#### Preparer or interpreter Information

You will be asked to answer if you are completing the application by yourself, or if someone is helping you. If you answer 'No', no other questions need to be filled out.

| I-765, Application for<br>Employment Authoriza  | ition  |  |
|---|--------|--|
| Getting Started<br>Basis of eligibility<br>Reason for applying<br>Preparer and interpreter<br>information | ^      | Is someone assisting you with completing this<br>application?<br>Yes<br>No |
| About You<br>Evidence   | *<br>* | Back   |
| Additional Information<br>Review and Submit   | ×<br>• |  |

#### About You – Name, Contact, Immigration Info

In this section you will need to fill out your name, contact info, description about you, your birth information, immigration status, and other information. You need to click on next button after completing each of the pages.

#### Your Name

You need to fill out your legal name as it appears on your passport. If you have more than one surname or middle name on your passport, write it out exactly this way here. If you have used other names, you need indicate the same here too and click on 'Next' button. See below screenshot on how it looks.

|   |              | What is your current legal name?   |
|---|--------------|--|
| Getting Started   | ~            | 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 |
| About You   | ^            | not provide any nicknames here.  |
| Your name   |              | Given name (first name) Middle name  |
| Your contact information                                |              |  |
| Describe yourself                                       |              | Family name (last name)  |
| When and where you were                                 | born         |  |
| Your immigration informat                               | tion         |  |
| Other information                                       |              |  |
| ould monitoli   |              |  |
| Evidence  | ~            | Have you used any other names since birth?   |
| Evidence<br>Additional Information                      | *<br>*       | Have you used any other names since birth?<br>Other names used may include nicknames, aliases and maiden names                                     |
| Evidence<br>Additional Information<br>Review and Submit | <b>* * *</b> | Have you used any other names since birth?<br>Other names used may include nicknames, aliases and maiden names                                     |
| Evidence<br>Additional Information<br>Review and Submit | * * *        | Have you used any other names since birth?<br>Other names used may include nicknames, aliases and maiden names<br>O Yes                            |
| Evidence<br>Additional Information<br>Review and Submit | > > >        | Have you used any other names since birth?<br>Other names used may include nicknames, aliases and maiden names.<br>Yes<br>No                       |
| Evidence<br>Additional Information<br>Review and Submit | > > >        | Have you used any other names since birth?<br>Other names used may include nicknames, aliases and maiden names.<br>Yes<br>No                       |
| Evidence<br>Additional Information<br>Review and Submit | > > >        | Have you used any other names since birth?<br>Other names used may include nicknames, aliases and maiden names.<br>Yes<br>No                       |
| Evidence<br>Additional Information<br>Review and Submit | > > >        | Have you used any other names since birth?<br>Other names used may include nicknames, aliases and maiden names.<br>Yes<br>No                       |

## Your contact info

You need to enter your contact information such as daytime phone number, mobile number, email address and mailing address. Also, if you are living in a different physical address, then you need to add those details as well. See below screenshot on how it looks.

|                              |      | How may we  | contact you                          | 1?                          |   | 1                |
|------------------------------|------|---|--------------------------------------|-----------------------------|---|------------------|
| Getting Started              | ~    | Daytime telephone                                     | number                               |                             |   |                  |
| About You                    | ^    |   |                                      |                             |   |                  |
| Your name                    |      | Mobile telephone n<br>This is the same                | umber (if any)                       | telephone r                 | number.                                       |                  |
| Your contact information     |      |   |                                      |                             |   |                  |
| Describe yourself            |      |   |                                      |                             |   |                  |
| When and where you were b    | born | Email address   |                                      |                             |   |                  |
| Your immigration information | on   |   |                                      |                             |   |                  |
| Other information            |      |   |                                      |                             |   |                  |
| Evidence                     | ~    |   |                                      |                             |   |                  |
| Additional Information       | ~    |   |                                      |                             |   |                  |
| Review and Submit            | ~    | What is your o  | urrent U.S.                          | mailing                     | g address?                                    |                  |
|                              |      | application process.<br>provide a complete a<br>only. | We may not be a<br>and valid addres: | ble to cont<br>s. Please pr | act you if you do not<br>ovide a U.S. address |                  |
|                              |      | In care of name (if a                                 | ny)                                  |                             |   |                  |
|                              |      | Internationa  | l Program                            | is and                      | Services                                      |                  |
|                              |      | Address line 1  |                                      |                             |   |                  |
|                              |      | 3601 North  | Military T                           | rail                        |   |                  |
|                              |      | Street number and n                                   | ame                                  |                             |   |                  |
|                              |      | Address line 2  |                                      |                             |   |                  |
|                              |      | Anartmant suite un                                    | it or Boor                           |                             |   |                  |
|                              |      | City or town  | State                                |                             | ZIP code                                      |                  |
|                              |      | Boca  | Florida                              | a 🗸                         | 33431   |                  |
|                              |      |   |                                      |                             |   |                  |
|                              |      |   |                                      |                             |   |                  |
|                              |      | ls your curren<br>your physical                       | t mailing a<br>address?              | ddress t                    | the same as                                   |                  |
|                              |      | ,,  |                                      | lf you                      | live on campus                                | s, select "YES"; |
|                              |      | Yes   |                                      | you l                       | ive off-campus s                              | select "NO" and  |
|                              |      | O No  |                                      | enter                       | your current loc                              | cal US address.  |

## **Describe Yourself**

You need to describe your gender and marital status. Select accordingly as per your gender and marital status. See below screenshot.

|                          |         | What is your gender?         |  |
|--------------------------|---------|------------------------------|--|
| Getting Started          | ~       | , ,                          |  |
| 1                        |         | O Male                       |  |
| About You                | ^       | Female                       |  |
| Your name                |         |                              |  |
| Your contact information | r       |                              |  |
| Describe yourself        |         |                              |  |
| When and where you we    | re born | What is your marital status? |  |
| Your immigration inform  | ation   | O Single                     |  |
| Other information        |         | O Married                    |  |
| Evidence                 | ~       | O Divorced                   |  |
| Additional Information   | ~       | O Widowed                    |  |
| Review and Submit        | ~       |                              |  |

When and where you were born

You need to share details of your date of birth, place of your birth like city, town, or village where you were born and state or province, including country. It looks like in below screenshot.

|                                 |   | What is your city, town, or village of birth? |
|---------------------------------|---|---|
| Getting Started                 | ~ |   |
| About You                       | ^ |   |
| Your name                       |   |   |
| Your contact information        |   |   |
| Describe yourself               |   | What is your state or province of birth?      |
| When and where you were<br>born |   |   |
| Your immigration information    | • |   |
| Other information               |   |   |
| Evidence                        | ~ |   |
| Additional Information          | ~ | What is your country of birth?                |
| Review and Submit               | ~ |   |
|                                 |   | •   |
|                                 |   |   |
|                                 |   |   |
|                                 |   | What is your date of birth?                   |
|                                 |   | MM/DD/YYYY                                    |
|                                 |   |   |
|                                 |   |   |
|                                 |   |   |
|                                 |   | Back Next                                     |

## Your Immigration Information

You need to fill out your country of citizenship, US immigration details like I-94 info, arrival and departure information, status at arrival into US, your passport info, your current immigration status, SEVIS Number that appears on your form I-20. If you had multiple SEVIS numbers, you need add them in additional information section. See below screenshot on how it looks.

| Getting Started           | ~    | What is your country of citizenship or                            |   |                                      |                         |
|---------------------------|------|---|---|--------------------------------------|-------------------------|
| About You                 | ~    | nationality?  |   |                                      |                         |
| Your name                 |      | List all countries where you are currently a citizen or national. | 11 CANTON   |                                      |                         |
|                           |      |   | U.S. Customs and Border Prot  | ection                               | ×                       |
| Your contact information  |      | •   | Securing America's Borders  |                                      |                         |
| Describe yourself         |      |   |   |                                      |                         |
| When and where you were b | born | + Add country   |   |                                      |                         |
| Your immigration informa  | tion |   |   |                                      |                         |
| Other information         |      |   | Most Recent I-94  |                                      |                         |
|                           |      |   |   |                                      |                         |
| Evidence                  | *    |   | Admission (I-94) Record Number:   |                                      |                         |
| Additional Information    | ~    | What is your Form I-94 Arrival-Departure Record                   | Most Recent Date of Entry: 2016 August 10   |                                      |                         |
| Review and Submit         | ~    | Number (if any)?  | Class of Admission: F1  |                                      |                         |
|                           |      |   | Admit Until Date: D/S   |                                      |                         |
|                           |      |   | Details provided on the I-94 Information form:  |                                      |                         |
|                           |      |   |   |                                      |                         |
|                           |      |   | Last/Surname:   |                                      |                         |
|                           |      |   | First (Given) Name:   |                                      |                         |
|                           |      | When did you last arrive in the United States?                    | Birth Date:   |                                      |                         |
|                           |      | List your arrival date, place of arrival, and status at arrival.  | Passport Number:  |                                      |                         |
|                           |      | Date of arrival   | Country of Issuance:  |                                      |                         |
|                           |      | MM/DD/YYYY  |   |                                      |                         |
|                           |      | Place of arrival  |   |                                      |                         |
|                           |      |   |   |                                      |                         |
|                           |      | •   | What is your current immigration s  | tatus or                             |                         |
|                           |      | Status at last arrival  | category?   | cacab or                             |                         |
|                           |      | F1 - Student, Academic OR Language Program -                      | category.   |                                      |                         |
|                           |      |   |   |                                      |                         |
|                           |      | What is the passport number of your most                          | F1 - Student, Academic Or Language Pro  | ogram. 🔻                             |                         |
|                           |      | recently issued passport?   |   |                                      |                         |
|                           |      |   |   |                                      |                         |
|                           |      |   |   |                                      |                         |
|                           |      |   |   |                                      |                         |
|                           |      |   |   |                                      |                         |
|                           |      |   | What is your Student and Exchange   | e Visitor                            |                         |
|                           |      |   | Information System (SEVIS) Number   | er (if any)?                         |                         |
|                           |      | What is your travel document number (if any)?                     | Use the "Additional Information" section to include                                   | all previously used                  |                         |
|                           |      |   | SEVIS numbers.  |                                      |                         |
|                           |      | N/A   |   |                                      |                         |
|                           |      |   | N-  |                                      |                         |
|                           |      |   | ★   |                                      |                         |
|                           |      |   |   |                                      |                         |
|                           |      | What is the expiration date of your passport or                   |   |                                      |                         |
|                           |      | travel document?  |   |                                      |                         |
|                           |      |   |   |                                      |                         |
|                           |      | MM/DD/YYYY  | Back  | Next                                 |                         |
|                           |      |   |   |                                      |                         |
|                           |      |   |   |                                      |                         |
|                           |      |   |   |                                      |                         |
|                           |      | What country issued your passport or travel                       | Department of Hom and Security I-20,<br>U.S. Immigration and Instance Enforcement OVE | Certificate of Eligibility for Nonin | mmigrant Student Status |
|                           |      | document?   | U.S. manigration and assorts Enforcement OMB  |                                      |                         |
|                           |      |   | SEVIS ID: N0004720633   |                                      | 1                       |
|                           |      | •   | SURNAME/PRIMARY NAME GIVEN<br>Sample Stude:   | I NAME<br>nt                         | Class of Admission      |
|                           |      |   | PREFERRED NAME PASSP  | ORT NAME                             |                         |
|                           |      |   | COUNTRY OF BIRTH COUNT  | TRY OF CITIZENSHIP                   | Η_                      |
|                           |      |   | LAOS LAOS   | STON NTO (DED                        |                         |
|                           |      |   | 04 MAY 1995   | SION NUMBER                          | ACADEMIC AND            |
|                           |      |   | FORM ISSUE REASON LEGAC   | CY NAME                              | LANGUAGE                |
|                           |      |   |   |                                      |                         |

### Other Information A-Number, SSN, USCIS Online Number

If you have an Alien Registration Number (A-Number) or USCIS Online Account number based on previous filings with USCIS, you should enter them. Also, if you worked before in an On-Campus Job as international Student, then you may have SSN and need to enter that info as well. It looks like in below screenshot.

| I-765, Application for<br>Employment Authori | zation   | What is your A-Number?   | Has the Social Security Administration (SSA)<br>ever officially issued a Social Security card to<br>you? | If you already have a social security number. |
|--|----------|--|--|---|
| Getting Started                              | ~        | I do not have or know my A-Number.   | O Yes  | say "YES"; if not, say                        |
| About You                                    | ^        | A-   | O No   | "NO"  |
| Your name                                    |          |  |  |   |
| Your contact information                     | n        |  |  | lf you do not yet have                        |
| Describe yourself                            |          |  | Do you want the SSA to issue you a Social<br>Security card?  | a social security                             |
| When and where you we                        | ere born | What is your USCIS Online Account Number?  |  | number sav "YES" to                           |
| Your immigration inform                      | nation   | Providing your unique USCIS Online Account Number (OAN) helps us   | ○ Yes  | reactive one with your                        |
| Other information                            |          | manage your account. You may aiready nave an OAN if you previously<br>filed certain paper forms and received an Account Access Notice in the<br>mail. You can find the OAN at the top of the notice; it is not the same as | O No   | FAD (OPT) Card: if you                        |
| Evidence                                     | ~        | an A-Number.   |  | already baye a SSN                            |
| Additional Information                       | ~        | I do not have or know my USCIS Online Account Number.  |  | alleady lidve a SSN,                          |
| Review and Submit                            | ~        |  | Back Next  | say "NU"                                      |
|  |          |  |  |   |

#### Evidence – Photo, I-94, EAD, I-20 Info

In this section you will need to submit evidence related to OPT, passport size photo, previous EAD, I-20, and other information.

#### 2 x 2 Photo of You

This is where you will upload the copy of the 2x2 size photo you created.

| Fyidence                             | ~ | 2 X 2 Photo Of You  |
|--------------------------------------|---|---|
| 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 13/8 inch from your chin to the top of your head. Your eyes should be between 11/8 inch and 13/8 inch from the bottom of |
| Form I-94                            |   | the photo.  |
| Employment Authorization<br>Document |   | Make sure your whole face is visible, you are facing the camera directly, and the<br>background is white or off-white. Your head must be bare, unless contrary to you<br>religious beliefs.   |
| Previously authorized CPT or<br>OPT  |   | If you need help understanding the photo requirements or want to resize, rotate,<br>or crop your photo, you can use to the Department of State's <u>photo composition</u>   |
| Form I-20                            |   | tools. Please note that we cannot approve your application without your photo.  |
|                                      |   | File requirements   |
| Additional Information               | ~ | Clear and readable  |
| Review and Submit                    | ~ | <ul> <li>Accepted file formats: JPG, JPEG, or PNG</li> </ul>  |
|                                      |   | <ul> <li>No encrypted or password-protected files</li> </ul>  |
|                                      |   | <ul> <li>If your documents are in a foreign language, upload a full English translation<br/>and the translator's certification with each original document.</li> </ul>  |
|                                      |   | <ul> <li>Accepted characters: English letters, numbers, spaces, periods, hyphens,<br/>underscores, and parentheses</li> </ul>   |
|                                      |   | Maximum size: 6MB per file  |
|                                      |   | Choose or drop files here to upload   |
|                                      |   |   |
|                                      |   |   |
|                                      |   |   |
|                                      |   | Back Next   |
|                                      |   |   |

## Form I-94, Arrival and Departure Record

You need to upload an electronic copy of the <u>I-94 record</u> online.

| Evidence<br>2 x 2 photo of you<br>Form I-94  | ^      | I-94, Arrival And Departure Record<br>Upload a copy of one of the following:<br>• Your Form I-94, Arrival-Departure Record (front and back);<br>• A printout of your electronic Form I-94; or<br>• Your passport or other travel document.   | U.S. Customs and Border Protection  |
|--|--------|--|---|
| Employment Authorization<br>Document<br>Previously authorized CPT or<br>OPT<br>Form I-20 |        | If you were admitted to the United States by CBP at an airport or seaport after April<br>30, 2013, CBP may have issued you an electronic Form I-94 instead of a paper Form<br>I-94. You may visit the <u>CBP website</u> to obtain a paper version of an electronic Form<br>I-94. CBP does not charge a fee for this service. Some travelers admitted to the<br>United States at a land border, airport, or seaport, after April 30, 2013, with a<br>passport or travel document, who were issued a paper Form I-94 by CBP, may also<br>be able to obtain a replacement Form I-94 from the CBP website without charge. | Most Recent I-94 Admission (I-94) Record Number:  |
| Additional Information   | *<br>* | If your Form I-94 cannot be obtained from the CBP website, it may be obtained by<br>filing <u>Form I-102</u> , <u>Application for Replacement/Initial Nonimmigrant Arrival-</u><br><u>Departure Record</u> , with USCIS, USCIS does charge a fee for this service.   | Most Recent Date of Entry: 2016 August 10 Class of Admission: F1 Admit Until Date: D/S  |
|  |        | 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.         Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses         Maximum size: 6MB per file  | Details provided on the I-94 Information form:<br>Last/Surname:<br>First (Given) Name:<br>Birth Date:<br>Passport Number:<br>Country of Issuance: |
|  |        | Choose or drop files here to upload Back Next  |   |

## Government ID

Upload a copy of your <u>Passport Biographical Page</u> (must be valid at least 6 months into the future).

| Evidence  | ^ | Employment Authorization Document Or<br>Government ID  |
|---|---|--|
| 2 x 2 photo of you<br>Form I-94<br>Employment Authorization<br>Document<br>Previously authorized CPT or |   | Upload a copy of your last Employment Authorization document (EAD) (front and<br>back). If you were not previously issued an EAD, you must upload a copy of a<br>government-issued identity document (such as a passport) showing your picture,<br>name, and date of birth; a birth certificate with photo ID; a visa issued by a foreign<br>consulate; or a national ID document with photo and/or fingerprint. The identity<br>document photocopy must clearly show your facial features and contain your<br>biographical information. |
| OFT   |   | File requirements  |
| Form I-20   |   | Clear and readable   |
|   |   | <ul> <li>Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF</li> </ul>  |
| Additional Information  | ~ | <ul> <li>No encrypted or password-protected files</li> </ul>   |
| Review and Submit   |   | <ul> <li>If your documents are in a foreign language, upload a full English translation<br/>and the translator's certification with each original document.</li> <li>Accented characters: English letters, numbers, spaces, periods, hyphens,</li> </ul>   |
|   |   | underscores, and parentheses   |
|   |   | Maximum size: 6MB per file   |
|   |   | Choose or drop files here to upload  |
|   |   | Back Next  |
|   |   |  |

## Previous CPT, OPT evidence

If you were authorized for Curricular Practical Training (CPT) or OPT at this degree level, you need to upload evidence for the same. You need to upload the I-20 forms that indicated the CPT and OPT that were issued (upload all CPT I-20s in one file and OPT I-20 in another file). Also, if you were issued an economic hardship work authorization, you need to upload that relevant copies as well. You do not have to upload initial I-20 or copies that do not have work authorization on them. Please note that you MUST print the I-20s and sign/date them at the bottom of page 1 with a pen (no electronic signatures).

| Evidence                 | ^   | Upload evidence of any previously authorized CPT of OPT and the academic leve  |  |  |  |  |
|--------------------------|-----|--|--|--|--|--|
| 2 x 2 photo of you       |     | at which it was authorized.  |  |  |  |  |
| Form I-94                |     | File requirements  |  |  |  |  |
| Employment Authorization |     | Clear and readable   |  |  |  |  |
| Document                 |     | <ul> <li>Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF</li> </ul>  |  |  |  |  |
| Previously authorized CP | Tor | <ul> <li>No encrypted or password-protected files</li> </ul>   |  |  |  |  |
| OPT                      |     | <ul> <li>If your documents are in a foreign language, upload a full English translation<br/>and the translator's certification with each original document.</li> </ul> |  |  |  |  |
| Form I-20                |     | <ul> <li>Accepted characters: English letters, numbers, spaces, periods, hyphens,<br/>underscores, and parentheses</li> </ul>  |  |  |  |  |
| Additional Information   | ~   | Maximum size: 6MB per file   |  |  |  |  |
| Review and Submit        | ~   | Choose or drop files here to upload  |  |  |  |  |
|                          |     |  |  |  |  |  |

I-20 with OPT endorsement by International Programs and Services

You need to upload a copy of your <u>OPT I-20</u> issued by IPS. The copy must be signed and dated by you, the student, at the bottom of page 1. Please note that you MUST print the I-20 and sign/date it at the bottom of page 1 with a <u>pen</u> (no electronic signatures).

| Evidence ^  |   | I-20, Certificate Of Eligibility For Nonimmigrant<br>Student Status  |  |  |  |  |
|---|---|--|--|--|--|--|
| 2 x 2 photo of you<br>Form I-94<br>Employment Authorization<br>Document |   | Upload a copy of the Form I-20, Certificate of Eligibility for Nonimmigrant Student<br>Status endorsed by the Designated School Official (DSO). For the (c)(3)(B)<br>eligibility category, your DSO must have entered the recommendation for OPT into<br>your SEVIS record within 30 days of you submitting Form I-765. If you fail to do so,<br>we will deny your OPT request. For the (c)(3)(C) eligibility category, the Form I-20<br>must have been endorsed by the DSO within 60 days of submitting Form I-765. |  |  |  |  |
| Previously authorized CPT or<br>OPT                                     |   | File requirements <ul> <li>Clear and readable</li> </ul>   |  |  |  |  |
| Form I-20   |   | Accepted file formats: JPG, JPEG, PDF, TIF, or TIFF  |  |  |  |  |
|   |   | No encrypted or password-protected files   |  |  |  |  |
| Additional Information  | Ň | <ul> <li>If your documents are in a foreign language, upload a full English translation<br/>and the translator's certification with each original document.</li> </ul>   |  |  |  |  |
| Review and Submit   |   | <ul> <li>Accepted characters: English letters, numbers, spaces, periods, hyphens,<br/>underscores, and parentheses</li> </ul>  |  |  |  |  |
|   |   | Maximum size: 6MB per file   |  |  |  |  |
|   |   | Choose or drop files here to upload  |  |  |  |  |
|   |   | Back   |  |  |  |  |

## Additional Information (you may not have anything to add in this section—that is ok!)

In this section, you can submit additional information related to the application. You have various options to add additional information related to any previous section. If you want to add anything, you need to first click on "+ Add a Response" button as shown in below screenshot.

| Getting Started<br>About You<br>Evidence         | *<br>*<br>* | Additional Information<br>If you need to provide any additional information for any of your<br>answers to the questions in this form, enter it into the space below. You<br>should include the questions that you are referencing. |
|--|-------------|--|
| Additional Information<br>Additional information | ^           | If you do not need to provide any additional information, you may leave this section blank.  |
| Review and Submit                                | ~           | + Add a response Back Next   |

#### **Review and Submit**

In this section, you will get the option to review and submit the form and pay the filing fee.

#### Review your application

On this page, the system will automatically check for incompleteness of the application and give alerts, if you are missing any information by showing errors. If everything is filled, it will say "We found no alerts or warnings in your application". It is important to note, the system only checks if you filled everything or not. It does not check for accuracy of information entered or validity of the data you entered. It is your responsibility to upload correct files and fill out everything correctly. It also shows the \$470 filing fee amount and clarifies that there is no refund. See below screenshot on how it looks.

| Check your application be   | fore you submit   |
|---|---|
| Please review your application and che<br>before you submit it.   | ck it for accuracy and completeness   |
| We encourage you to provide as many r<br>application. Missing or incomplete info<br>process after you submit your applicati | esponses as you can throughout the<br>rmation may slow down the review<br>on. |
| You can return to this page to review yo<br>want before you submit it.  | ur application as many times as you   |
| Your fee  |   |
| • Your form filing fee is: \$470  |   |

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.

## Your application Summary

On this page, you will have an option to review all the information that you filled online. Also, the system will give you an option called "View draft snapshot" to download electronic copy of the form I-765 that you would typically fill out on paper-based form. It is good to save a copy of the same or print a hard copy for your records. See screenshot below on how it looks.

| We will review your application to check for accuracy and completeness   |                          |   |  |   |  |  |
|--|--------------------------|---|--|---|--|--|
| Check your application before you submit   | I-765, Application for   |   |  |   |  |  |
| Please review your application and check it for accuracy and completeness<br>before you submit it.   |                          |   | Review the I-765 form information  | 🖶 Print   |  |  |
| We encourage you to provide as many responses as you can throughout the<br>application. Missing or incomplete information may slow down the review<br>process after you submit your application.   | Getting Started          | ~ | Here is a summary of all the information you provid  | led in your application.  |  |  |
| You can return to this page to review your application as many times as you want before you submit it.   | About You<br>Evidence    | * | Make sure you have provided responses for everyth<br>application. You can edit your responses by going to<br>navigation. | ing that applies to you before you submit your<br>o each application section using the site |  |  |
| Yourfee  | Additional Information   | ~ |  |   |  |  |
| Your form filing fee is: \$470   | Review and Submit        | ^ | We also prepared a draft case snapshot with your re <u>View draft snapshot</u>   | sponses, which you can download below.  |  |  |
| Refund Policy: USCIS does not refund fees, regardless of any action we<br>take on your application, petition or request, or how long USCIS takes to<br>reach a decision. By continuing this transaction, you acknowledge that you<br>must submit fees in the exact amount and that you are paying the fees for a | Your application summary |   | Getting Started  |   |  |  |
| government service.  | Your statement           |   | Basis of eligibility   |   |  |  |
| Alerts and warnings  |                          |   | What is your eligibility category?   | c(3)(B) Student Post-Completion<br>OPT  |  |  |
| We found no alerts or warnings in your application.  |                          |   |  |   |  |  |

## Applicant's Statement

Back

In this page, you need to agree to terms saying that you can read English and understand every question. See below screenshot on how it looks.



## Applicant Declaration and Signature

On this page, you will be asked to agree and certify that all the info you submitted is true and your documents are correct, and you are not willfully falsifying information. You need to check the box and then type your name agreeing to the same. See below screenshot on how it looks.

| Employment Authorizat  | tion             | Applicant's Declaration and Certification  | I have statem  | read and agree to the appl<br>ent   | icant's  |
|--|------------------|--|--|---|--|
| Getting Started<br>About You<br>Evidence<br>Additional Information | ><br>><br>><br>> | You must read and agree to the certification below. If you knowingly and<br>willfully falsify or conceal a material fact or submit a false document<br>with your application, we can deny your application and may deny any<br>other immigration benefit. You may also face criminal prosecution and<br>penalties provided by the law. | You must p<br>typing your<br>application<br>application<br>will record | ovide your digital signatur<br>full legal name. We may d<br>if you do not completely fi<br>or fail to submit required<br>the date of your signature t | re below by<br>eny your<br>Il out this<br>documents. We<br>with your |
| Review and Submit  | ^                |  | Jon Do   | e   |  |
| Review your application  |                  |  |  |   |  |
| Your application summary   |                  |  |  |   |  |
| Your statement   |                  | Copies of any documents I have submitted are exact<br>photocopies of unaltered, original documents, and I  |  |   |  |
| Your signature   |                  | understand that USCIS may require that I submit original<br>documents to USCIS at a later date. Furthermore, I authorize   |  |   |  |
| Pay and submit   |                  | the release of any information from any and all of my records<br>that USCIS may need to determine my eligibility for the<br>immigration benefit that Leek  |  |   |  |
| -  |                  |  | Back   |   | Next   |

#### Pay and Submit I-765 OPT application

On this page, the system will show the OPT filing fee of \$470 USD and then give a notice that you will be redirected to Pay.gov to make the payment. You need to click on Pay and Submit to go to the next step. See below screenshots.



## Receipt Notice, Tracking of OPT application Online

The biggest advantage of filing the OPT application online is that you will get receipt notice right away (usually within an hour of filing your application) and you can use to track your application status. Once you go to "my cases", you will have the option to see your submitted I-765 OPT Application online as a PDF document. If you navigate to Document's tab, you will see a section called "USCIS Notices". This is where you can download a copy of your I-765 receipt notice. See below screenshot. Also, you can track the status in "case history" and also upload unsolicited evidence, if you have missed anything and want to send it to USCIS as additional information.



Step 4: Please submit a copy of your OPT Receipt Notice and I-765 form on the International Student Portal to save in your student record

