Step by Step Guide to file your OPT Application Online

Step 1: Documents needed for completing OPT Application online

First upload all the documents needed for your OPT application to the International Student Portal for review. IPS will look over everything to make sure all the documents are in order. Then you will receive a new I-20 recommending you for OPT. DO NOT START THE USCIS APPLICATION UNTIL YOU HAVE THE NEW I-20 FROM IPS!

WELCOME TO LYNN'S INTERNATIONAL STUDENT PORTAL

Your one-stop for services as an international student.

Full Services Access for International Students

For full access to your international student portal and to request services, please log in.

Login

A Network ID and password are required.

Limited Services Access for Prospective Students

For prospective students who do not yet have university network access.

Limited Guest Access

LYNN UNIVERSITY

Sign in with your Lynn email account.
Make sure to include your full email address
jdoe@email.lynn.edu (For Students) or
jdoe@lynn.edu (For Staff/Faculty)

uportaltest@email.lynn.edu

••••••••••••••

Sign in

For security reasons, please Logout and close your web browser when you are done accessing services that require authentication!

Reset Password Student Staff/Faculty

Need Help ?
Call 561-237-7979
IT Support Services

Fred Iamatest Test ▾

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| Pre-Completion OPT Application Process Forms | OPT Report Employment Forms | OPT/H1B Presentation Registration |

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Pre-Completion OPT Application Materials for IPS Review

MAIN PAGE FOR E-FORM GROUP

(*) Information Required

In order to assist you with your Pre-Completion OPT application, please submit your application documents here for IPS review. You cannot apply for pre-completion OPT with USCIS without first receiving an OPT I-20 from IPS .

If you would like a step-by-step guide to complete your OPT application online, contact IPS@lynn.edu.

PLEASE DO NOT SUBMIT YOUR ONLINE OPT APPLICATION ON THE USCIS WEBSITE UNTIL WE HAVE REVIEWED YOUR DOCUMENTS AND HAVE SENT YOU THE OPT I-20--IF YOU DO, YOUR OPT APPLICATION WILL BE DENIED BY USCIS!

Requested start date for your Pre-Completion OPT. The start date is the date your work permission begins. This date must be a date in the future. You cannot work earlier than the start date listed on your EAD Card, but you can start working later. Please note that it can take USCIS 3-5 months to approve OPT depending on the time of year.*

MM/DD/YYYY

Requested end date of your Pre-Completion OPT:
The end date is the date your work permission ends. You cannot request an end date later than your [...] that you must apply for Post-Completion OPT separately.*

MM/DD/YYYY

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 save them to the computer you will be using 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 Adobe Scan App to your phone or iPad to scan your documents, then save them to your device.

Govt Issued Photo ID:

- Scan copy of your Passport with your Photo & Biographic info (name, picture, date of birth).

Legal Status Proof:

- You need copy of your Electronic Copy of I-94 printed online.

F1 Documents:

- Copy of most recent Form I-20 that is endorsed by IPS.
- 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 OPT Form I-20 (page 1-2) - once it is 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 your bank: You need to have your bank check that has details related to your Savings or Checking Account. The account must hold enough funds 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 Travel.State.Gov website:

Step 2: You can use the Travel.State.Gov [Photo Tool](#) to crop your photo to the right size or use the following free website https://www.passportphotoapp.com/.
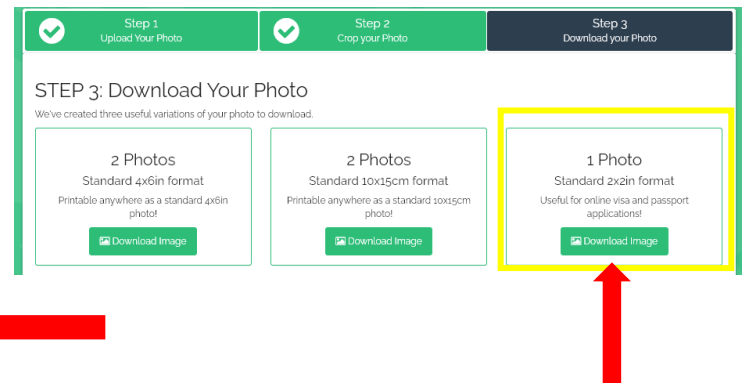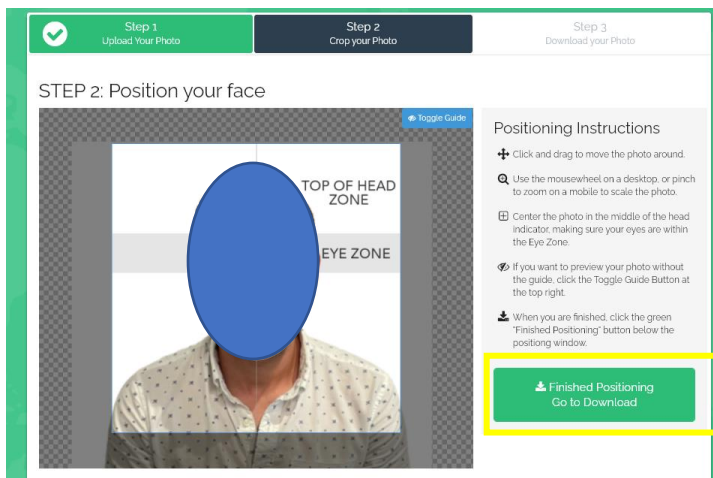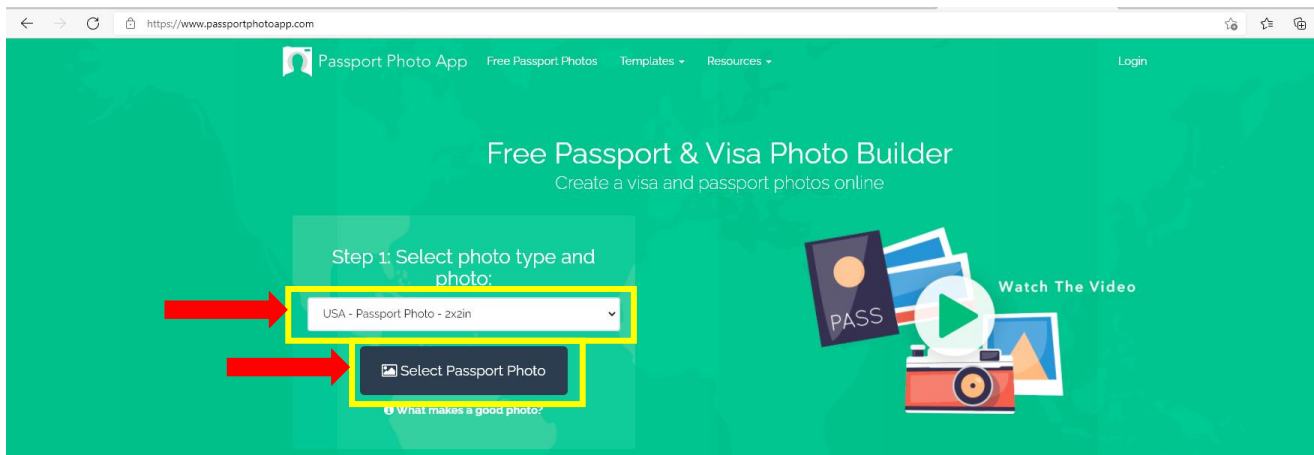
Once you have your documents saved to your computer, upload a copy on the [International Student Portal](#)
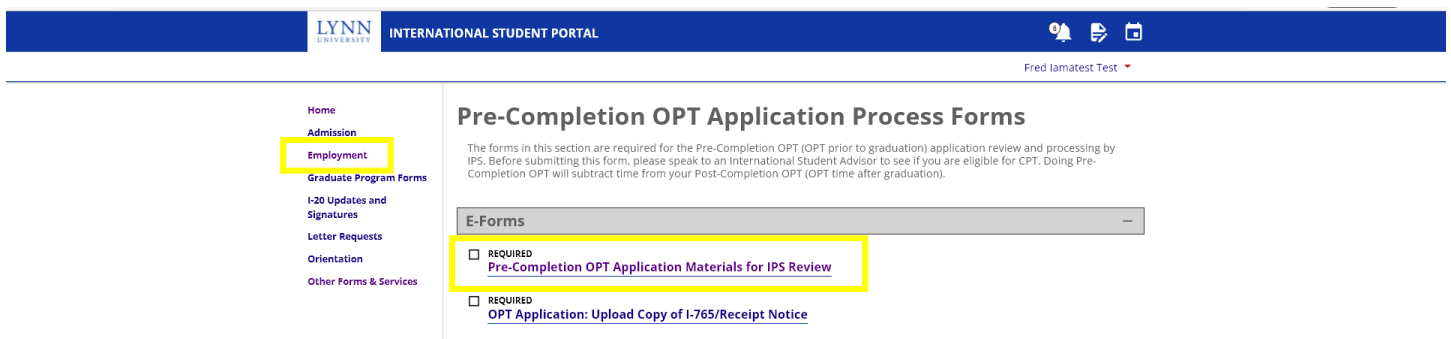
----------------------STOP----------------------

Below is a complete guide with step by step instructions on how to fill the I-765 form online for OPT, including screenshots.

Step 3 – Create USCIS Portal Account and Submit Your Application

Create an USCIS account online at myaccount.uscis.gov. During the signup process 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.

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 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.
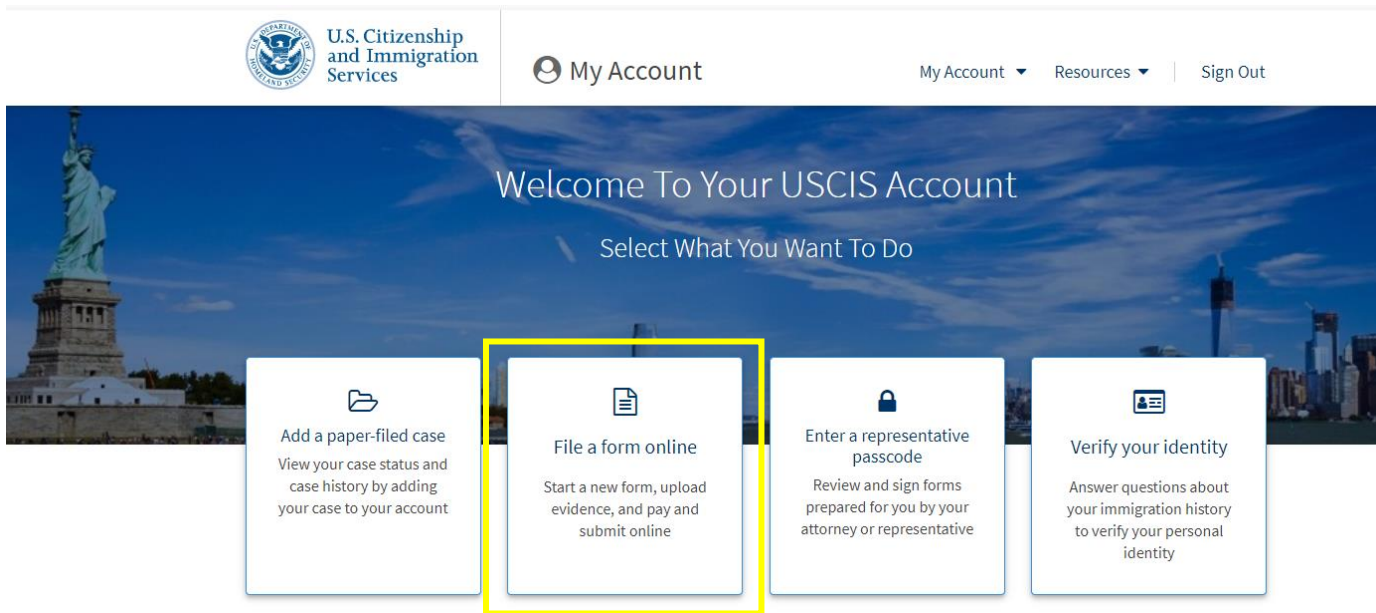
Select Application for Employment Authorization(I-765)

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.

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 Next.

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 re-registering 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

Next

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

You need to select if you are applying for OPT for the first time, renewing your OPT employment, 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
Employment Authorization

Getting Started ˄

    Basis of eligibility

    Reason for applying

    **Preparer and interpreter
    information**

About You ˅

Evidence ˅

Additional Information ˅

Review and Submit ˅

Is someone assisting you with completing this application?

◯ Yes

◉ No

[Back]   [**Next**]

Step 6 – 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.

Getting Started ˅

About You ˄

    Your name

    Your contact information

    Describe yourself

    When and where you were born

    Your immigration information

    Other information

Evidence ˅

Additional Information ˅

Review and Submit ˅

What is your current legal name?

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

Given name (first name)   **Middle name**

[ ]   [ ]

Family name (last name)

[ ]

Have you used any other names since birth?

Other names used may include nicknames, aliases and maiden names.

◯ Yes

◯ No

[Back]   [**Next**]

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.

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

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)

International Programs and Services

Address line 1

3601 North Military Trail

Street number and name

Address line 2

Apartment, suite, unit, or floor

City or town	**State**	**ZIP code**
Boca	Florida ▼	33431

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

◉ Yes
○ No

If you live on campus, select "YES"; if you live off-campus select "NO" and enter your current local 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.

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.

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.

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.

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.

Form I-94, Arrival and Departure Record

You need to upload an electronic copy of the I-94 record online.

Government ID

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

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 <u>pen</u> (no electronic signatures).**

Evidence

- 2 x 2 photo of you
- Form I-94
- Employment Authorization Document
- **Previously authorized CPT or OPT**
- Form I-20

Additional Information ⌄

Review and Submit ⌄

Previously Authorized CPT Or OPT

Upload evidence of any previously authorized CPT or OPT and the academic level at which it was authorized.

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

Choose or drop files here to upload

Back   **Next**

I-20 with OPT endorsement by International Programs and Services

You need to upload a copy of your OPT I-20 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

- 2 x 2 photo of you
- Form I-94
- Employment Authorization Document
- Previously authorized CPT or OPT
- **Form I-20**

Additional Information ⌄

Review and Submit ⌄

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 translator's certification with each original document.
- Accepted characters: English letters, numbers, spaces, periods, hyphens, underscores, and parentheses
- Maximum size: 6MB per file

Choose or drop files here to upload

Back   **Next**

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.

Step 9 – 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 $410 filing fee amount and clarifies that there is no refund. See below screenshot on how it looks.

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.

Check your application before you submit

We will review your application to check for accuracy and completeness before you submit it.

We encourage you to provide as many responses as you can throughout the application, to the best of your knowledge. Missing information can slow down the review process after you submit your application.

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

Your fee

ⓘ Your form filing fee is: $410

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

Alerts and warnings

✔ We found no alerts or warnings in your application

Back   **Next**

I-765, Application for Employment Authorization

Getting Started ⌄
About You ⌄
Evidence ⌄
Additional Information ⌄

Review and Submit ⌃

Review your application
Your application summary
Your statement

Review the I-765 form information   🖶 Print

Here is a summary of all the information you provided in your application.

Make sure you have provided responses for everything that applies to you before you submit your application. You can edit your responses by going to each application section using the site navigation.

We also prepared a draft case snapshot with your responses, which you can download below.

📄 View draft snapshot

Getting Started

Basis of eligibility

What is your eligibility category?   c(3)(B) Student Post-Completion OPT

Applicant's Statement

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.

I-765, Application for Employment Authorization

Getting Started ⌄
About You ⌄
Evidence ⌄
Additional Information ⌄

Review and Submit ⌃

Review your application
Your application summary

Applicant's statement

You must read and agree to the statement below.

☑ I can read and understand English, and have read and understand every question and instruction on this application, as well as my answer to every question.

Back   **Next**

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.

Pay and Submit I765 OPT application

On this page, the system will show the OPT filing fee of $410 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 and you can use that for paperwork and tracking. Once you go to "my cases", you will have the option to see your submitted I-765 OPT form online. 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.

Your Cases

I-765 Application for Employment Authorization

Copy of I-765

Submitted on September 20, 2021   **Receipt #** IOE9001091735

View PDF ▼

Case status	Case history	**Documents**

USCIS Notices

Copy of OPT Application Receipt Notice

File	Date Sent	Action
Receipt Notice.pdf	September 21, 2021	N/A

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

LYNN UNIVERSITY **INTERNATIONAL STUDENT PORTAL**

Fred Iamatest Test ▼

Home
Admission
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Graduate Program Forms
I-20 Updates and Signatures
Letter Requests
Orientation
Other Forms & Services

Pre-Completion OPT Application Process Forms

The forms in this section are required for the Pre-Completion OPT (OPT prior to graduation) application review and processing by IPS. Before submitting this form, please speak to an International Student Advisor to see if you are eligible for CPT. Doing Pre-Completion OPT will subtract time from your Post-Completion OPT (OPT time after graduation).

E-Forms	—

☐ REQUIRED
Pre-Completion OPT Application Materials for IPS Review

☐ REQUIRED
OPT Application: Upload Copy of I-765/Receipt Notice